



improving housing through partnership

Application to purchase on Social Homebuy terms

This application form is for use by certain secure tenants of London Borough Of Islington Council who wish to purchase their home on Social Homebuy terms.

Before filling in each part of this notice, please read the notes relating to that part and the information pack we have provided.

If you need further advice you can get help from a Citizens Advice Bureau or you can consult a solicitor. Help with the cost of advice from a solicitor may be available under the Legal Aid Scheme.

When you have filled in this application form, take it or send it by recorded delivery to:

Homes For Islington
Right To Buy Team
Home Ownership Unit
50 Isledon Road
London
N7 7LP

Part A: The property

Address of property you wish to buy

Name of your landlord

London Borough of Islington

Note: You may only make an application to buy a share of the property of which you are a tenant. It does not matter whether it is a house or a bungalow, a flat or a maisonette. However, there are some types of property you are not allowed to buy. Please see the guidance notes listing these types of property.

Part B: The tenant(s)

Surname	Other Names	Title	Is the property the tenant's only or principle home?				Does he/she wish to buy?			
			<i>Please tick appropriate box</i>							
			Yes		No		Yes		No	
			Yes		No		Yes		No	
			Yes		No		Yes		No	
			Yes		No		Yes		No	

Notes:

1. You may be a tenant if your name appears on the tenancy agreement, rent book or rent card. You are not automatically considered to be a tenant just because you live in the property. If you are unsure whether you are a tenant, you should check with your Housing Office.
2. You can only apply for Social Homebuy if the property is your only or principal home. If you are applying to buy jointly with other tenants, only one tenant need satisfy this requirement.
3. The agreement of any tenant who does not wish to buy must be obtained when you make an application to purchase on Social Homebuy terms. They should sign Part G of this notice. Their tenancy will end when you buy your first share.

Part C1: Family members(s) sharing the Social Homebuy purchase

If you wish to share the Social Homebuy purchase with any member of your family who is not a tenant, give their details below. Do not list any family members who will not be participating in the purchase.

Surname	Other Names	Title	Is the property the tenant's only or principle home?		Has he or she lived with the tenant(s) throughout the last 12 months?	
			Yes	No	Yes	No
Relationship to tenant						
Surname	Other Names	Title	<i>Please tick appropriate box</i>			
			Yes	No	Yes	No
Relationship to tenant						
Surname	Other Names	Title	<i>Please tick appropriate box</i>			
			Yes	No	Yes	No
Relationship to tenant						
Surname	Other Names	Title	<i>Please tick appropriate box</i>			
			Yes	No	Yes	No
Relationship to tenant						

Notes:

- You may share the Social Homebuy purchase with up to 3 members of your family who are not themselves tenants, if the property is their only or principle home. A total of 4 people may apply which must include at least one tenant of the property. Unless we agree otherwise, the family member must also –
 - Be your legal partner (by marriage or civil partnership); or
 - Have lived with you throughout the last 12 months.
- A person living with you as your husband or wife but not your legal partner is regarded as a member of your family.

Part C2: Other members of your household

Please give details of any other people (e.g. your children, your partner) who currently reside in your home but do not wish to or cannot participate in the purchase.

Surname	Other Names	Title	Age	Relationship to tenant	Is this person a dependent?	
					Yes	No
					Yes	No
					Yes	No
					Yes	No
					Yes	No

Note:

A dependent is a person who relies on your financial support.

Part D: Qualification and Discount

We use the same qualification criteria and discount rules that are used to assess right to buy claims. There are different rules depending on when your tenancy started. We calculate the maximum discount you would qualify for if you were claiming the right to buy. However, when you decide what share you initially want to buy, the discount you actually receive will be in proportion to the share you buy.

1. If you were a public sector tenant before 18th January 2005, you must have been a tenant for at least two years to be eligible to buy a share of your home. The full discount available under the right to buy then is 32% if you are a tenant of a house and 44% if you are a tenant of a flat. If you are buying a house, you are eligible for 1% more discount for each extra full year, up to a maximum limit of 60%. If you are buying a flat, you are eligible for 2% more discount for each extra full year, up to a maximum limit of 70%. But, whatever percentage you are eligible for, the maximum right to buy discount cannot be greater than £16,000.
2. If you became a public sector tenant for the first time on or after 18th January 2005, you must have been a tenant for at least five years to be eligible to buy a share of your home. The full discount available under the right to buy is then 35% if you are a tenant of a house and 50% if you are a tenant of a flat. If you are buying a house, you are eligible for 1% more discount for each extra full year, up to a maximum limit of 60%. If you are buying a flat, you are eligible for 2% more discount for each extra full year, up to a maximum limit of 70%. But, whatever percentage you are eligible for, the maximum right to buy discount cannot be greater than £16,000.
3. You need not have spent the full qualifying period in your present home or with your present landlord, and in some circumstances periods which another person (such as your husband or wife) has spent as a public sector tenant or armed forces occupier can count towards your qualifying period.

A **public sector tenant** is a tenant of one of the public sector landlords listed on pages 10 and 11 who occupies the property as their only or principle home. (This may include an employee living in accommodation provided in connection with their job.)

An **armed forces occupier** is a person who occupies accommodation provided for them as a member of the regular armed forces of the Crown.

Each purchaser must complete one of the following tables. They should put their name at the top and list all the details below, as applicable, using one line for each separate qualifying tenancy.

1. All present and previous tenancies

Give details of:

- Your present tenancy if you are a tenant of the property.
- Any periods in the past when you were a public sector tenant or an armed forces occupier.

2. If you are the legal partner of a tenant

Give details of any periods when your legal partner:

- Was a public sector tenant or an armed forces occupier.
- Was previously married to another person and lived in a property of which that person was a public sector tenant or armed forces occupier.

3. If you are separated or divorced

Give details of any periods when you were living in a property of which your separated or former husband or wife was a public sector tenant or an armed forces occupier.

4. If your legal partner has died and you were living together when he or she died

Give details of any periods when your legal partner:

- Was a public sector tenant or an armed forces occupier.
- Was previously married to another person and lived in a property of which that person was a public sector tenant or an armed forces occupier.

5. Tenants who have taken over a public sector tenancy from a parent

A tenant who has taken over a parent's public sector tenancy may be able to count for qualification and discount, periods after the age of 16 living in a property of which a parent was a public sector tenant.

Give details of any periods when:

- You were over the age of 16 and living with a parent who was a public sector tenant.
- A person to whom you are or were previously married or formed a legal partnership was over the age of 16 and living with a parent who was a public sector tenant.
- A person to whom your legal partner was previously married was over the age of 16 and living with a parent who was a public sector tenant.

Purchaser's Name				
Period		Name of tenant(s) or member of armed forces	Address of property (not required for armed forces accommodation)	Name of landlord (or branch of armed forces)
From Month/Year	To Month/Year			

Purchaser's Name				
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From Month/Year	To Month/Year			

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From Month/Year	To Month/Year			

Purchaser's Name				
Period		Name of tenant(s) or member of armed forces	Address of property (not required for armed forces accommodation)	Name of landlord (or branch of armed forces)
From Month/Year	To Month/Year			

Part E: Previous discount

Give details below of any previous purchase at a discount from a public sector landlord which you (or your legal partner) have made. If you are applying to buy jointly with others, give details in relation to each purchaser.

Address of property	Name of public sector landlord	Date of purchase (month/year)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Name of previous purchaser	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address of property	Name of public sector landlord	Date of purchase (month/year)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Name of previous purchaser	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Note

The amount of any discount on a previous purchase from a public sector landlord, less any sum later repaid, may be deducted from the discount allowed on your present purchase.

Part F: Tenant's improvements

Give the following details of any tenants' improvements to the property:

Description of improvement	Name of tenant who made the improvement
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Notes

- When the property is valued to fix the price any improvements which you have made will not be included in the valuation. You should give details of any improvements you think may affect the valuation e.g. central heating, double-glazing, a fitted kitchen or a new bathroom suite.
- The value of improvements will also be ignored where they were carried out by either –
 - Your predecessor in the same tenancy (including an introductory tenancy at the start of the tenancy); or
 - A family member who was a secure or introductory tenant of the property immediately before you under a different tenancy.

Part G: Signatures

Remember, if you give false information or withhold relevant information you may be prosecuted.

To be completed by each tenant wishing to buy:

- I wish to buy under Social Homebuy terms
- As far as I know the information given in this notice is true

Signature	Surname	Other names	Date
Daytime Tel No (if any)			

Signature	Surname	Other names	Date
Daytime Tel No (if any)			

Signature	Surname	Other names	Date
Daytime Tel No (if any)			

Signature	Surname	Other names	Date
Daytime Tel No (if any)			

To be completed by each family member (who is not a tenant) sharing the Social Homebuy purchase:

- I agree to share the Social Homebuy purchase
- As far as I know the information given in this notice is true

Signature	Surname	Other names	Date

To be completed by each tenant not wishing to buy:

(Your tenancy will end on the date the purchase of the initial share has been completed)

- I do not wish to share the Social Homebuy purchase
- I agree to the above purchaser(s) buying an initial share

Signature	Surname	Other names	Date

What happens next?

We will reply to your application for Social Homebuy by admitting or denying it in principle. If your application is denied, we will tell you why. We will reply to you within 4 weeks unless the period on which you rely to qualify for Social Homebuy includes a period spent as a tenant of another landlord. In that case we will reply to you within 8 weeks.

After admitting your application in principle for Social Homebuy we will ask you to submit financial information and documentation showing your income and expenditure. If you cannot show that you have any remaining money left over after paying for essential services such as gas or electricity, or after paying for any loans you have taken out, we may deny your application on grounds of affordability. You will also have to prove that you will be able to afford the one-off costs associated with purchasing a property such as legal fees and survey.

If your application is approved at this stage, we will instruct our valuers to go to your home to assess its value. We will carry out a second financial assessment based on the valuation of your home and the financial information and documentation that you have provided us with. If it is assessed that you are able to afford to buy at least 25% of the full purchase price, your application will be finally approved. You must be able to show that you will be able to afford ongoing costs such as your mortgage repayments and service charges. Your application may still be denied at this stage if you cannot afford to buy and maintain at least a 25% share in your home.

By making an application for Social Homebuy, you are not committed to buying any share in your home. You may withdraw your application at any time before completion by notifying us in writing.

Public Sector Landlords

Local authorities, parish councils, community councils. Any of the following bodies set up in consequence of the abolition of the Greater London Council and the metropolitan county councils.

- A metropolitan county police authority
- The Northumbria Police Authority
- A metropolitan county fire and civil defence authority
- London Fire and Emergency Planning Authority
- A metropolitan county passenger transport authority
- The London Waste Regulation Authority
- The West London, North London, East London and Western Riverside Waste Authorities
- The Merseyside and Greater Manchester Waste Disposal Authorities
- A metropolitan county residuary body

- Fire and Rescue Authorities
- Internal drainage boards
- London Regional Transport
- Passenger transport executives
- Police authorities

- Commission for the New Towns
- Housing action trusts
- Housing Corporation
- Housing for Wales
- New town development corporations
- Registered social landlords such as housing associations (which are not co-operative associations)
- Residuary Body for Wales
- Urban development corporations

- AFRC Institute for Grassland and Animal Production
- Agricultural and Food Research Council
- Area Electricity Boards
- British Airports Authority

British Broadcasting Corporation
British Coal Corporation
British Gas Corporation
British Railways Board
British Steel Corporation
British Waterways Board
Central Electricity Generating Board
Church Commissioners
Civil Aviation Authority
Electricity Council
English Sports Council
Historic Buildings and Monuments Commission for England
Lake District Special Planning Board
Lee Valley Regional Park Authority
London Residuary Body
Metropolitan county residuary body
Ministers of the Crown and Government Departments
Medical Research Council
National Bus Company
National Health Service trusts
National Rivers Authority
Natural Environment Research Council
Nature Conservancy Council for England
New towns
Peak Park Joint Planning Board
Post Office
Science and Engineering Research Council
Sports Council
Trinity House (but only in its capacity as a lighthouse authority)
United Kingdom Atomic Energy Authority
United Kingdom Sports Council
Water authorities

Countryside Council for Wales
Development Board for Rural Wales
National Library of Wales
National Museum of Wales
Sports Council for Wales
Welsh Development Agency

Commissioners of Northern Lighthouses
Highlands and Islands Enterprise
North of Scotland Hydro-Electric Board
Scottish Homes
Scottish Natural Heritage
Scottish Sports Council
South of Scotland Electricity Board

Education and Library Boards in Northern Ireland
Fire Authority for Northern Ireland
Northern Ireland Electricity Service
Northern Ireland Housing Executive
Northern Ireland Transport Holding Company
Police Authority for Northern Ireland
Sports Council for Northern Ireland

AND ANY PREDECESSOR OF THESE LANDLORDS