

Strategic Directorate - External Services

Please ask for: Right to Buy
Direct Line: (01322) 343832
Direct Fax: (01322) 343619
E-mail: righttobuy@dartford.gov.uk
DX: 142726 DARTFORD 7

Dear Sir/Madam

Right to Buy Application

Further to your recent request for an application form for the right to buy your property, I enclose the following forms which will require completion in full, along with an explanatory booklet for your further information.

Form RTB1 Notice Claiming the Right to Buy
Right to Buy Additional Information form
Property & Area Questionnaire
Insolvency Declaration Statement
Data Processing Declaration Form

Please note that you must provide an up to date Credit Report for each tenant and family member sharing the right to buy with your application form.

When completing the forms, I would remind you that you are required to disclose all relevant facts relating to this application, your occupation of the property, family members sharing the right to buy and any other information to be taken into account for discount purposes. Please include full names, including any middle and/or previous names, for all applicants.

You should pay careful attention to the questions in respect of any previous right to buy discounts you (or a family member sharing the right to buy) may have received. If a tenant (or family member sharing the right to buy) has been or is currently a bankrupt, this must also be declared in writing at this stage.

If you submit any information to the Council which is fraudulent or misleading, then the Council may:

- a) Deny your Right to Buy application;
- b) Serve a Notice of Seeking Possession on your property;
- c) Prosecute you, if appropriate.

The Council will undertake comprehensive and thorough checks through various external agencies to ensure that a secure tenancy exists and that the property is your (and any family member(s) sharing the right to buy) principal and main residence.

Following your application, you and every family member sharing the right to buy will be required to attend the Civic offices, by appointment only, to provide proof of residence and ID. At a later stage in your application, the Senior Housing Officer will also visit you at home to verify the residency and ID of each applicant sharing the right to buy. These visits are unannounced.

Dartford Borough Council is a Data Controller under the Data Protection Act. We hold information for the purposes specified in our notification made to the Information Commissioner.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to:

- Check accuracy of information
- Prevent or detect crime
- Protect public funds

We may check information we receive about you against that which is already in our possession. This can include information provided by you as well as by others such as Government departments and agencies. We will not give information about you to anyone outside Dartford Borough Council unless the law permits us to do so.

Please read the enclosed Data Protection Act 1998 Fair Processing Statement for further information about the way in which your data will be processed.

It is in your own interests to complete these forms very carefully. No questions should be left blank as if the forms are not fully completed, they will be returned to you and this will delay your application. Please be advised that by signing the Right to Buy Form RTB1 and the Right to Buy Additional Information Form, you are confirming that you agree to these conditions and that the information you have provided is correct.

It has been brought to our attention in the past that some financial organisations are offering to act as Agents for right to buy applications, upon payment of a fee. Please note that there is no need for you to appoint any third party representative and the right to buy application process is a completely free service provided by the Council. The Council will only deal directly with you, the applicant, and not any third party acting on your behalf even if you have given them the authority to do so.

If you are in doubt about any aspect of the right to buy process, or you have any queries about these forms or any other issues relating to the right to buy, email us at righttobuy@dartford.gov.uk when we will be pleased to assist.

Yours sincerely

**Right to Buy
Dartford Housing Services**