Application Form

Voluntary Right to Buy for Housing Association Tenants

Please use this form if you are a housing association tenant and wish to purchase your home under the Voluntary Right to Buy scheme for Housing Association tenants.

You could be eligible for a discount under the Voluntary Right to Buy scheme if:

- ✓ You are a housing association tenant
- ✓ You are not eligible for the Preserved Right to Buy or Statutory Right to Buy scheme (i.e. if your home used to be owned by the council, but they sold it to a housing association while you were living in it)
- ✓ You are not a shared ownership tenant
- ✓ The property is your only home at the point of sale
- ✓ You have been a public sector tenant (usually a tenant of a council or a housing association) for at least 3 years
- ✓ You do not have any rent arrears
- ✓ You do not have any outstanding possession orders
- ✓ You are not subject to bankruptcy proceedings
- ✓ You are not subject to an anti-social behaviour order or notice of intent to seek possession for breach of tenancy conditions

Full eligibility criteria are set out on the Government's website at **www.righttobuy.gov.uk**.

We will check your details against all of the criterias to ensure you are eligible.

Section One: **Property and Tenancy Details**

Please read the following notes:

1. You can only apply for the Voluntary Right to Buy discount if you are a tenant of this property and you have a Unique Reference Number (URN) from the Government's website.

2. Please make sure you are applying to the right landlord. If you apply to the wrong landlord, your URN may be void and you may have to reapply.

3. You must not sell, let or sub-let the property within five years of purchase. If you do so, you will be liable to repay some or all of the Voluntary Right to Buy discount, according to the terms set out in the sales contract. If this causes significant financial distress, your ex-landlord may be willing to grant you permission to let the property, but you must seek their agreement first.

Digital Gateway Unique Reference Number

PROPERTY AND TENANCY DETAILS	
Address	
Postcode	
Council or Borough	
Current tenancy start date	
You must have a minimum of three years tenancy with a housing association or public sector landlord such as a local authority (see Appendix 2 for full list). This does not have to be in one go - you may have split your tenancy over a number of separate periods. (Unfortunately, we cannot consider temporary tenancies/accommodation).	
How long in total have you been a tenant of a public sector landlord? (excluding temporary tenancies/accommodation)	years and months

PREVIOUS TENANCY (PLEASE LIST ALL LANDLORDS FOR YOUR PUBLIC SECTOR TENANCIES)	
You will need to send proof of tenancy from all your previous landlords for the total public sector tenancy period you are claiming with your application. This can either be a letter from your previous landlord or copies of your previous tenancy agreements.	
NAME OF LANDLORD	FULL PROPERTY ADDRESS (INCLUDING POSTCODE)
Tenancy Start Date	
Tenancy End Date	
Tenancy Start Date	
Tenancy End Date	
Tenancy Start Date	
Tenancy End Date	
Tenancy Start Date	
Tenancy End Date	

CURRENT PROPERTY DETAILS	
Current Property Type* (please tick) *Only self-contained properties are eligible; you cannot buy part of a dwelling.	House ☐ Bungalow ☐ Flat/Maisonette ☐
How many bedrooms are there in your property?	
Has your property been adapted to suit your housing needs?	Yes ☐ No ☐
If Yes, please describe the adaptation.	
Did you receive any direct funding to make any adaptations – i.e. grant to carry out works such as an access slope?	Yes ☐ No ☐
If Yes, please provide details of what you received.	
Do you have access to a garden?	Yes ☐ No ☐
If Yes, is it shared or a private garden?	Yes ☐ No ☐
Do you have use of a shed?	Yes ☐ No ☐
Do you share any other facility such as laundry?	Yes ☐ No ☐
If Yes, please describe the shared service.	
Do you have any parking available?	Yes ☐ No ☐
If Yes, is it allocated/ private/ first come, first served?	
Do you have use of a garage?	Yes ☐ No ☐

HOME IMPROVEMENTS			
Only improvements such as a new bathroom, kitchen or extension will be considered as a home improvement. General decoration/maintenance is NOT classed as an improvement. It will be decided during the valuation process whether your improvements have had an impact on the property value, possibly resulting in the home improvement value being deducted from the overall purchase price.			
LIST THE IMPROVEMENTS MADE TO YOUR PROPERTY	DATE IMPROVEMENT MADE	LANDLORD APPROVAL GRANTED FOR IMPROVEMENTS?	EVIDENCE PROVIDED WITH APPLICATION
		Yes ☐ No ☐	
		Yes ☐ No ☐	
		Yes ☐ No ☐	

Section Two: Source of Funding

SOURCE OF FUNDING	
You MUST set out how you intend to fund the purchase price of the property minus the Voluntary Right to Buy discount.	
HOW DO YOU INTEND TO FUND YOUR PURCHASE?	
Mortgage Lender (bank or building society)	☐
Please specify the name of your lender, if known	
Loan from another authorised lender	
Mortgage and Savings (evidence of savings will be required)	
Personal Savings	
Loan from members of your family*	
Loan from another individual*	
Gift from members of your family*	
Gift from another individual*	
Other (please specify)	☐

*If you are buying your home with the help of a family contribution, we will need additional information. This will include:

- Full name, address and contact details for the family member supplying the funding.
- Evidence of the source of funding. We would need to see a bank statement from the family member showing where the money comes from, as well as proof of the money being transferred into your UK bank account.
- A photocopy of the driving licence or passport of the person giving you the money, together with written confirmation from them of their full name, address, nature of your relationship with them and details of the loan or gift.

WARNING

Please be wary of unregistered companies offering to support your purchase in exchange for a stake in the property now or in the future. We will be checking the legitimacy of such companies with the Financial Conduct Authority (FCA). If you enter into an agreement with a third party that involves selling the property to that third party some time in the future in exchange for funding the purchase, you will have to forfeit some or all of the discount.

Please ensure you take independent legal and/or financial advice before entering into any agreement with a third party.

Section Three: Applicant Details

Please read the following notes:

Tenant

1. You are a tenant if your name appears on the tenancy agreement, rent book or rent card. If you are unsure whether you are a tenant, you should check with your landlord.
2. You can only claim the Voluntary Right to Buy discount if the property is your only home and you have lived there for a minimum of 12 months. If you already own a property, it must be sold before you complete the purchase of your housing association home.
3. If you are applying to buy jointly with other tenants, all applicants need to prove they have lived in the property as their only home for at least the last 12 months.
4. The agreement of any tenant who does not wish to buy must be obtained before you apply to purchase your home. They should sign Part G of this notice. Their tenancy will end when you buy the property.

Family Member

1. You may apply to purchase your home with up to three family members over the age of 18. A family member is:
    a. the tenant's husband, wife or civil partner; or someone who lives with the tenant as if they were their husband, wife or civil partner.
    b. the tenant's parent, grandparent, child, stepchild, grandchild, brother, sister, uncle, aunt, nephew or niece.
    c. the parent, grandparent, child, stepchild, grandchild, brother, sister, uncle, aunt, nephew or niece of the tenant's husband, wife or civil partner.

They do not have to be tenants themselves but they must have also lived in the property as their main home for at least the last 12 months, and if they already own a property it must be sold before the completion of the purchase of your housing association home.

2. If you are unsure whether someone qualifies as a family member for this purpose, you should check with your landlord. Family members who have not lived in the property can contribute to the purchase costs but they cannot acquire a stake in the property.

If any of the applicants change during the application process, your application will be rendered void and you will need to start a new application and obtain a new URN.

TENANT(S) DETAILS

All tenants must sign the statutory declaration in Section 4 of this application.
Tenants whose names appear on the tenancy agreement, and who do NOT wish to take part in the purchase MUST sign the declaration in Section 4 confirming that they understand that their tenancy will end once the property is sold and they will have no legal right to live at the property as a tenant.

Ethnicity
Please enter the ethnicity for those on the tenancy agreement and for all other household members. The list of ethnicities is below.

WHITE	ASIAN / ASIAN BRITISH	MIXED / MULTIPLE ETHNIC GROUPS	BLACK / AFRICAN CARIBBEAN / BLACK BRITISH	OTHER ETHNIC GROUP
English/Welsh/ Scottish/Northern Irish/British ☐	Indian ☐	White and Black Caribbean ☐	African ☐	Arab ☐
Irish ☐	Pakistani ☐	White and Black African ☐	Caribbean ☐	Any other ethnic group, please describe
Gypsy or Irish Traveller ☐	Bangladeshi ☐	White and Asian ☐	Any other Black/African/ Caribbean background, please describe	Prefer not to disclose ☐
Any other White background, please describe	Chinese ☐	Any other Mixed/ Multiple ethnic background, please describe	Prefer not to disclose ☐	
Prefer not to disclose ☐	Any other Asian background, please describe	Prefer not to disclose ☐		
	Prefer not to disclose ☐			

FULL NAMES OF THOSE LISTED IN THE TENANCY AGREEMENT	DATE OF BIRTH	ETHNICITY	AGE	ARE YOU JOINING IN THE PURCHASE?
1.				Yes ☐ No ☐
2.				Yes ☐ No ☐
3.				Yes ☐ No ☐
4.				Yes ☐ No ☐

OTHER OCCUPANT(S) DETAILS				
Please provide details of ALL other occupants (Do not list those already listed above)				
FULL NAMES OF THOSE LISTED IN THE TENANCY AGREEMENT	DATE OF BIRTH	ETHNICITY	AGE	ARE YOU JOINING IN THE PURCHASE?
1.				Yes ☐ No ☐
2.				Yes ☐ No ☐
3.				Yes ☐ No ☐
4.				Yes ☐ No ☐

HOUSEHOLD TYPE

Please note that dependent children are those aged under 16 years living with at least one parent, or aged 16 to 18 years in full-time education, excluding all children who have a spouse, partner or children living in the household. Independent children are any person aged over 18 or those 16-18 who are not in full-time education living in a family with his or her parent(s) or grandparent(s).

Please only tick one of the following boxes:

Couple with dependent children	☐
Couple with independent children only	☐
Couple with no children	☐
Lone parent with dependent children	☐
Lone parent with independent children only	☐
Other (please specify)	☐

DISABILITY AND LONG TERM ILLNESS

Does any member of your Household have any physical or mental health conditions or illnesses lasting or expected to last for 12 months or more?

Yes ☐ No ☐ Prefer not to disclose ☐

PURCHASER DETAILS

Each person who will be party to the purchase of the property under the voluntary Right to Buy MUST complete this section separately. Please remember, all parties to the purchase need to provide evidence that they have lived in the property for a minimum of 12 months.

DETAILS OF PURCHASER 1

Title	Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other
First name	
Middle names	
Surname	
Gender	Male ☐ Female ☐ Other ☐
Date of birth	
National Insurance Number	
Mobile number	
Work / home number	
Email address	

CITIZENSHIP

Are you British or EU/EEA citizen?	Yes ☐ No ☐
If not, is your passport stamped with 'indefinite leave to remain'?	Yes ☐ No ☐

EMPLOYMENT DETAILS

Job title / occupation	
Name and address of current employer	
Start date of current employment	

INCOME	
Total gross annual income before deductions	
Regular annual bonuses and/or overtime	
Any other annual income (e.g. benefits)	
Total savings held (excl. pensions)	
Are you currently subject to bankruptcy proceedings?	

HOUSING HISTORY

Do you currently own, jointly own or have any legal interest in any property? Yes ☐ No ☐

If Yes, provide full address and dates of ownership:

Have you in the past owned, jointly owned or had any legal interest in any property? Yes ☐ No ☐

If Yes, provide full address and dates of ownership:

Do you hold any other tenancies or joint tenancies? Yes ☐ No ☐

If Yes, provide full address and dates of ownership:

PREVIOUS DISCOUNT

Give details of any previous purchase of property at a discount from a public sector landlord (see Appendix 1) which you, your spouse, civil partner, deceased spouse or deceased civil partner have made, where the discount was not later paid back.

Have you ever purchased a home under the Statutory Right to Buy, Preserved Right to Buy or Right to Acquire? Yes ☐ No ☐

If Yes, please provide the landlord, date of purchase, price of purchase and level of discount:

DETAILS OF PURCHASER 2									
Title	Mr ☐	Ms ☐	Mrs ☐	Miss ☐	Other				
First name									
Middle names									
Surname									
Gender	Male ☐	Female ☐	Other ☐						
Date of birth									
National Insurance Number									
Mobile number									
Work / home number									
Email address									
CITIZENSHIP									
Are you British or EU/EEA citizen?	Yes ☐	No ☐							
If not, is your passport stamped with 'indefinite leave to remain'?	Yes ☐	No ☐							
EMPLOYMENT DETAILS									
Job title / occupation									
Name and address of current employer									
Start date of current employment									

INCOME	
Total gross annual income before deductions	
Regular annual bonuses and/or overtime	
Any other annual income (e.g. benefits)	
Total savings held (excl. pensions)	
Are you currently subject to bankruptcy proceedings?	

HOUSING HISTORY

Do you currently own, jointly own or have any legal interest in any property? Yes ☐ No ☐

If Yes, provide full address and dates of ownership:

Have you in the past owned, jointly owned or had any legal interest in any property? Yes ☐ No ☐

If Yes, provide full address and dates of ownership:

Do you hold any other tenancies or joint tenancies? Yes ☐ No ☐

If Yes, provide full address and dates of ownership:

PREVIOUS DISCOUNT

Give details of any previous purchase of property at a discount from a public sector landlord (see Appendix 1) which you, your spouse, civil partner, deceased spouse or deceased civil partner have made, where the discount was not later paid back.

Have you ever purchased a home under the Statutory Right to Buy, Preserved Right to Buy or Right to Acquire? Yes ☐ No ☐

If Yes, please provide the landlord, date of purchase, price of purchase and level of discount:

DETAILS OF PURCHASER 3								
Title	Mr ☐	Ms ☐	Mrs ☐	Miss ☐	Other			
First name								
Middle names								
Surname								
Gender	Male ☐	Female ☐	Other ☐					
Date of birth								
National Insurance Number								
Mobile number								
Work / home number								
Email address								
CITIZENSHIP								
Are you British or EU/EEA citizen?	Yes ☐	No ☐						
If not, is your passport stamped with 'indefinite leave to remain'?	Yes ☐	No ☐						
EMPLOYMENT DETAILS								
Job title / occupation								
Name and address of current employer								
Start date of current employment								

INCOME	
Total gross annual income before deductions	
Regular annual bonuses and/or overtime	
Any other annual income (e.g. benefits)	
Total savings held (excl. pensions)	
Are you currently subject to bankruptcy proceedings?	

HOUSING HISTORY

Do you currently own, jointly own or have any legal interest in any property? Yes ☐ No ☐

If Yes, provide full address and dates of ownership:

Have you in the past owned, jointly owned or had any legal interest in any property? Yes ☐ No ☐

If Yes, provide full address and dates of ownership:

Do you hold any other tenancies or joint tenancies? Yes ☐ No ☐

If Yes, provide full address and dates of ownership:

PREVIOUS DISCOUNT

Give details of any previous purchase of property at a discount from a public sector landlord (see Appendix 1) which you, your spouse, civil partner, deceased spouse or deceased civil partner have made, where the discount was not later paid back.

Have you ever purchased a home under the Statutory Right to Buy, Preserved Right to Buy or Right to Acquire? Yes ☐ No ☐

If Yes, please provide the landlord, date of purchase, price of purchase and level of discount:

DETAILS OF PURCHASER 4										
Title	Mr		Ms		Mrs		Miss		Other	
First name										
Middle names										
Surname										
Gender	Male		Female		Other					
Date of birth										
National Insurance Number										
Mobile number										
Work / home number										
Email address										
CITIZENSHIP										
Are you British or EU/EEA citizen?	Yes		No							
If not, is your passport stamped with 'indefinite leave to remain'?	Yes		No							
EMPLOYMENT DETAILS										
Job title / occupation										
Name and address of current employer										
Start date of current employment										

INCOME	
Total gross annual income before deductions	
Regular annual bonuses and/or overtime	
Any other annual income (e.g. benefits)	
Total savings held (excl. pensions)	
Are you currently subject to bankruptcy proceedings?	

HOUSING HISTORY		
Do you currently own, jointly own or have any legal interest in any property?	Yes ☐	No ☐
If Yes, provide full address and dates of ownership:		
Have you in the past owned, jointly owned or had any legal interest in any property?	Yes ☐	No ☐
If Yes, provide full address and dates of ownership:		
Do you hold any other tenancies or joint tenancies?	Yes ☐	No ☐
If Yes, provide full address and dates of ownership:		

PREVIOUS DISCOUNT		
Give details of any previous purchase of property at a discount from a public sector landlord (see Appendix 1) which you, your spouse, civil partner, deceased spouse or deceased civil partner have made, where the discount was not later paid back.		
Have you ever purchased a home under the Statutory Right to Buy, Preserved Right to Buy or Right to Acquire?	Yes ☐	No ☐
If Yes, please provide the landlord, date of purchase, price of purchase and level of discount:		

DETAILS OF HOUSEHOLD INCOME

The following section on household income and expenditure should be completed for your total household income. Your household will typically include members of your family who currently live in the property. It can be defined as one person living alone, or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room, sitting room or dining area.

Please do not leave any rows blank. If any rows are not relevant to you, e.g. if you do not currently receive any social security benefits please indicate this by entering 'N/A'.

Combined with the information you are providing on household size and composition, this information will enable government to better understand the characteristics of those accessing the Voluntary Right to Buy. It will inform analysis by both government and independent, third party researchers on how successful the pilot is in delivering its policy objectives.

Please note that gross income refers to earnings before deductions are made in light of taxes and benefits. Net income is gross income minus deductions (e.g. income tax, national insurance contributions and payments to occupational pension).

It will be used as part of a methodology called equivalisation that adjusts household income to account for the different financial resource requirements of different household types. It is used by the Office for National Statistics.

HOUSING HISTORY	ANNUAL	WEEKLY	MONTHLY
	Please only fill in one box per row, e.g. if you fill in your annual net income, do not also provide your monthly net income.		
Net income, including tax credits (i.e. after deduction of income tax, National Insurance and occupational pension contributions)			
Total social security benefits (including Housing Benefit, Council Tax Benefits, Child Benefit and Retirement Pension)			
Other sources of income, e.g. • Net pension income (excluding state pension income) • Net interest on savings and income from investments • Amount received from former partners for child maintenance • Net income from student loans, grants or scholarships Please specify:			

DEDUCTIONS FROM INCOME	ANNUAL	WEEKLY	MONTHLY
Please only include deductions that you think will not have been included in the section above, e.g. if reporting a monthly net income as seen on your payslip, it is likely that payments to an occupational pension will have already been deducted.			
Payments to occupational and personal pensions if not already deducted in net income			
Other deductions from income, e.g. • Payments to personal pension • Amount paid to former partners for child maintenance Please specify:			

Section Four: Declaration

Note

All tenants and family members participating in the purchase must individually sign the declaration. All tenants not participating in the purchase must also sign a declaration to the effect that they are content for the purchase to proceed and that the property sale will end their tenancy.

DECLARATION - PURCHASER(S)
I confirm that the information supplied in my application is true to the best of my knowledge and belief. I have not withheld any information which may have a bearing on my application. I confirm that I am aware of my obligation to inform my landlord should any of my circumstances change during the course of my application, and that failure to do so may result in my application being terminated. I understand that the information I have supplied in my application may be disclosed to other departments and/or organisations – such as local authorities and other landlords for the purpose of assessing this application. I understand that my landlord may approach other agencies such as my employers, benefits agency, mortgage lender and credit referencing agencies to confirm my residency and for the prevention and detection of fraud. I understand that my landlord may share my personal details with the Ministry of Communities and Local Government (MHCLG), and a third party research provider, who will process my personal data for the purposes of administering the pilot, and for research and evaluation purposes. Further information is available on the MHCLG website. I understand that my landlord and/or MHCLG may share my name and contact details with a third party research provider, so they can contact me to ask me follow up questions to understand how well the pilot is working, as part of an independent evaluation. I understand that my landlord complies with the UK's Anti-Money Laundering legislation. Therefore they will require confirmation from me regarding how I intend to fund my purchase. If I am using savings to fund this transaction, I will provide evidence as to where these funds originate. I acknowledge that my landlord may also need to conduct further checks with credit reference agencies to confirm my identity and comply with legislation. I understand that such checks may take time and may impact on the time it takes to process my application. I understand that if I give false or misleading information or I omit information for the purpose of gaining the Voluntary Right to Buy for Housing Association tenants, it may be regarded as a criminal offence and action could be taken against me including court action and the recovery of property.

PURCHASER 1			
FULL NAME	SIGNATURE	DATE	TENANT
			Yes ☐ No ☐
PURCHASER 2			
FULL NAME	SIGNATURE	DATE	TENANT
			Yes ☐ No ☐
PURCHASER 3			
FULL NAME	SIGNATURE	DATE	TENANT
			Yes ☐ No ☐
PURCHASER 4			
FULL NAME	SIGNATURE	DATE	TENANT
			Yes ☐ No ☐

DECLARATION - TENANTS NOT WISHING TO BUY		
I confirm that I am content for the above named to purchase the above named property under the voluntary Right to Buy Scheme. I confirm that as a tenant of the property, I understand that my tenancy will terminate at the completion of the sale of the property and I understand that I will no longer have any tenancy rights to the property from the date the property is sold. I confirm that as a tenant of the said property, I am aware that it is the recommendation of my landlord that I seek independent legal advice before making this declaration.		
TENANT 1		
FULL NAME	SIGNATURE	DATE
TENANT 2		
FULL NAME	SIGNATURE	DATE
TENANT 3		
FULL NAME	SIGNATURE	DATE

Data Protection

The information you are providing in this application will be used to help determine if you are eligible for the Voluntary Right Buy and, if successful, process your application.

Trident Housing Association Limited, the 'Data Controller' is responsible for the collection, processing, storage and safe keeping of personal data in relation to your application to the Voluntary Right to Buy pilot. We manage personal data in accordance with the Data Protection Act 2018.

The collection and processing of your personal data is necessary for the performance of a task carried out in the public interest to meet a function of the Crown, a Minister of the Crown or a government department.

We do not require your consent to share or process your data, but you do have the right to know how and for what purpose your data is being collected, held and used. In addition, you have the right to obtain confirmation that your data is being processed, and to access your personal data. You also have the right to have any incorrect personal data corrected.

The information provided may be shared with other organisations as part of the application process and/or for evaluation purposes. The organisations it may be shared with include:

- Other housing associations participating in the pilot, particularly if you are using the portable discount.
- The National Housing Federation (NHF) for monitoring purposes.
- The Ministry of Housing, Communities and Local Government (MHCLG) for monitoring purposes, and for evaluation work and research.
- Homes England for monitoring purposes, and for purposes of payment of the discount.
- Organisation(s) appointed on behalf of the Ministry of Housing Communities and Local Government (MHCLG) to undertake evaluation work and research. Other organisations as necessary for confirming your eligibility and providing assurance needed for the prevention of fraud and other illegal activities.

In signing this application form you confirm that:

- You understand how your personal and personal sensitive data will be used by the Association, and that you agree to your information be processed accordingly.
- You understand that information that you provide as part of your application will be shared with third parties for the purposes of identifying and preventing fraud, money laundering and/or any other illegal activity, as well as for auditing purposes, and that where such activity of any kind is uncovered, not only will it result in the cancellation of your application, but may also result in further action being taken by the authorities or by your landlord. And that should fraud be detected, it will no longer be possible to withdraw your consent.
- You understand that your Housing Association may share your personal data with other organisations as needed to process your application and for evaluation and research purposes, and that this may include more sensitive, "special category" data such as your race, and details of any disability.

- You understand that your Housing Association may approach other organisations to ask for personal and personal sensitive data and other relevant information about you as needed to process your application, and that these organisations may provide the Housing Association with this data.

More Information

Our detailed Privacy Notice is available on request or at www.tridentgroup.org.uk/our-group/about-us/your-privacy-matters

This includes details of how you can request to see information the Association holds about you, how long we retain information for and how to make a complaint.

MHCLG's Privacy Notice is available here or at https://righttobuy.gov.uk/wp-content/uploads/2018/08/Voluntary-Right-to-Buy-Midlands-Pilot-Privacy-Notice.pdf

Appendix 1: Things to Check Before You Submit Your Form

☐	The full address of the property you want to buy (make sure you have included the area where you live and the full postcode).
☐	The name and address of your landlord.
☐	The full names of everyone listed on your tenancy agreement/rent book (e.g. RICK SMITH would probably be RICHARD JAMES SMITH). Make sure you tick the boxes to say whether the property is each tenant's only property, and if they wish to buy. On joint tenancies, not all tenants may wish to buy.
☐	The full names of any family members who wish to share the VRTB with you. They must be a family member, spouse or civil partner. They must have lived in the property as their main home for at least the last 12 months, and have sold any other properties before purchase of the housing association property. They must be over 18. You must also provide evidence of this alongside your application.
☐	Details and evidence (for example, tenancy agreements) of your current and previous public sector tenancies. Make sure you have completed dates, names of tenants, addresses and name of landlord for your tenancies, those of your spouse/civil partner, those of your former spouse/civil partner who you have divorced or who has died.
☐	Details of any discount previously received under the Right to Buy or other government home ownership schemes, for example Right to Acquire. You do not need to give details of applications, only purchases.
☐	Details of any improvements you have made to the property. The improvements may have increased the value of the property. If you disclose them in your application, the value of the improvements will not be included in the valuation of the property so you don't pay twice.
☐	Signatures of everyone listed on your tenancy agreement/rent book and any family members who wish to share the VRTB with you. Make sure all tenants and family members sign in the correct place.
☐	Have you signed the Declaration in Section 4?

STOP! HAVE YOU CHECKED YOU HAVE INCLUDED ALL THE INFORMATION ON SOURCES OF INCOME SECTION

PLEASE SEND YOUR COMPLETED FORM TO:

VRTB TEAM, TRIDENT GROUP, 12 FAIRLIE HOUSE, ERDINGTON, BIRMINGHAM, B23 5TB