

VOLUNTARY RIGHT TO BUY PILOT (VRTB) PROCEDURE

(1) APPLICATION FORM SUBMITTED

We will confirm we have received your completed application form, with your valid Unique Reference Number (URN). Being allocated a URN does not automatically fast track you to being able to purchase your home. No other criteria is required.

The process to buying your home could also take up to 12 months. It may however take longer if we have to go down the 'portability' route.

(2) ELIGIBILITY CHECKS AND PROOF OF TENANCY

We will carry out eligibility checks. We may ask you to provide further details regarding your eligibility to purchase including proof of tenancy and Identification (ID). You will need to have been a tenant for three years to qualify for the VRTB discount. If your three year tenancy is not with us then we will need to see evidence of your tenancies with other Housing Associations or Councils.

(3) APPLICATION INTERVIEW AND FEES

We may ask you to attend a face-to-face interview. If you are not invited for an interview then you will be asked to provide proof of ID. You will need to bring original documents into the office where they can be photocopied or in some circumstances, we will accept documents via the Post Office using their Document Certification Service.

(4) PROPERTY VALUATION

A Royal Institution of Chartered Surveyors (RICS) qualified surveyor will value the property and mark the boundary including any outbuildings such as a garage or shed. You must be present when this survey is being completed.

(5) FORMAL OFFER

Trident Housing Association Limited will issue a formal offer of sale to you, detailing the sale price and discount. You have up to 20 days to accept our offer. It is during this time that you will need to arrange a mortgage or loan if you need one, get a survey and instruct a solicitor. It is your responsibility to get independent financial and legal advice and check you understand all the costs before you sign anything.

If you do not respond within 12 weeks the valuation will lapse and you will need to restart the application process.

(6) CONVEYANCING PROCESS

Once you accept the formal offer the conveyancing process begins.