

## Notes on filling in the Right to Buy application form

**PLEASE NOTE: YOU WILL NEED ACCESS TO A PRINTER AT THE TIME OF COMPLETING THIS FORM. YOU CAN FILL THE FORM IN ONLINE BUT WILL HAVE TO PRINT IT OUT AS WE REQUIRE YOUR SIGNATURE IN PART "G".**

**ONCE PRINTED AND SIGNED PLEASE RETURN TO THE ADDRESS STATED BELOW.**

It is important that you fill in all of the form and everyone buying the home signs the application. You should read the form carefully before you fill it in and sign it. If you make a mistake it may delay your application or we may refuse it.

We have provided some extra notes on how to fill in the form. We hope these will stop any delays in dealing with your claim and prevent any misunderstandings.

### Part A

This tells us what property you are applying to buy. You can only apply to buy the property you are the tenant of. Give the full address, including the post code. Give the name of the landlord, London Borough of Hammersmith & Fulham.

### Part B

Only include the names of the people who are registered tenants (whose names appear on the rent book or tenancy agreement). Other people living in your home, including husbands and wives, are not automatically tenants. Members of your family who have lived with you for more than 12 months can also apply to buy the home with you, but they cannot buy the property on their own. It is important to make sure that your name, (or in the case of joint tenants at least one of the tenants' names) is shown in part B.

### Part C

Up to three members of your family can apply to buy the home with you, even if they are not registered as joint tenants. The only condition is that the property must be their only home and that they have lived with you for at least twelve months. All of those applying with you become joint owners. Make sure that you fill in all parts of this section if applicable.

### Part D

The information you give us in this part identifies your tenancy history either with LBH&F or any other Public Sector Landlords or Housing Associations.

- 1 In this box you must put the dates during which you were a tenant of this council or any other qualifying landlord (see the section on discounts). Remember to include your present address.
- 2 If you are married and your husband or wife was living in a qualifying property before you married, you can claim a discount for that time.  
The law does not recognise anyone who lived with someone else but did not get married.
- 3 If you were married but have split up and are living separately, you may also claim for the time when you were living in the same home with your husband or wife.
- 4 If you are widowed and you were living with your husband or wife when they died, you can also claim a discount for the time he or she was a tenant in a public-sector property.
- 5 If you have taken over the tenancy from your parents, you can claim a discount from when you became 16 until the time you took over the tenancy.

## **Part E**

If you or your husband or wife, (living or dead) have bought a house or flat from a right-to-buy landlord before and received a discount you must give that information in this section. This may affect the amount of discount you are entitled to.

## **Part F**

Often tenants improve their homes even though they only rent them. In this section you should give details of any improvements you have made and paid for. Central heating, double glazing, new fitted kitchens or bathroom suites are all improvements. We will ignore the value of these improvements when we set the price of the property. (So you will not have to pay for improvements you have made yourself.)

## **Part G**

In this section, all of the people whose names are on the tenancy agreement or rent book must sign the form. Any member of your family who is applying with you must also sign the form. If there is more than one name on the tenancy agreement, but they do not wish to buy the property with you they must sign the bottom section of part G. If you buy the property their tenancy will come to an end.

Please read the form again once you have filled it in. Make sure you have filled in all the relevant sections and the information is correct.

Once you are happy that you have filled the form in correctly, please print it out and sign "PART G", you should either send it by recorded delivery, or deliver it by hand to the following address.

**h&f Home Buy Team  
145-155 King Street  
3<sup>rd</sup> Floor  
London  
W6 9XY**

**We will send you an acknowledgment that we have received your form within two working days of receiving it.**