

## Preserved Right to Buy

You may be able to buy your home from us at a discount using the Right to Buy ('Preserved Right to Buy') scheme. If your home used to be owned by your local authority and was sold to us whilst you were living there, you may be eligible for Right to Buy.

### Four local authorities transferred their homes to us on the following dates:

- Suffolk Coastal District Council: 22 May 1991
- Breckland District Council: 31 March 1993
- Forest Heath District Council: 11 October 2004
- North Norfolk District Council: 13 February 2006

If you were a tenant of any of these four local authorities at the date of the transfer, you may have the Right to Buy.

### If the above applies to you, then you can apply to buy your home if:

- It is your only or main home
- Your home is self-contained (no shared facilities like kitchens and bathrooms)

However, you won't be able to apply if:

- You have a bankruptcy petition pending against you, or have made an arrangement with creditors and you still owe them money (e.g. an Individual Voluntary Arrangement in place)
- If a court has served you a possession order which says you must leave your home
- If you have a Ground 2 criminal nuisance order (relating to antisocial behaviour)
- The property is scheduled for demolition

## Discounts:

**If you're eligible to buy your home through Right to Buy, you will receive a discount. Below sets out the available discount, depending on how long you've been a tenant:**

- You will receive a 35% discount once you've been a public sector tenant for three years
- The discount remains at 35% until you have five years as a public sector tenant
- If you live in a flat, you'll receive a 50% discount for the first 3-5 years
- After year five, the discount goes up by 1% for every extra year you have been a public sector tenant of a house (and 2% for every extra year if your tenancy is of a flat), up to a maximum of 70%
- Whatever percentage of discount you are entitled to your discount can not exceed £84,600

## Applying:

You can find more information on Right to Buy using the government's website:

[www.ownyourhome.gov.uk/scheme/right-to-buy](http://www.ownyourhome.gov.uk/scheme/right-to-buy).

If you think you may be eligible, please complete and return to us forms RTB1 and RTB1A. If you need us to post you these forms, please email us at [Righttobuy@flagship-group.co.uk](mailto:Righttobuy@flagship-group.co.uk) with your request or contact our customer services team who will be happy to help.



Your application must include copy evidence (photocopy/photo) of one piece of address ID and photographic ID for each applicant. These will be used to carry out mandatory due diligence checks.

**Examples of ID you can submit are as follows:**

- Photographic ID
- Driving License
- Passport
- EU ID card

**AND**

**Address ID (which must be less than three months old)**

- P45, P60, Payslip
- Benefit or Pension claim letter, book or card
- Council tax bill
- Utility bill (but not mobile phone or TV and broadband bill)

**If your application includes family members, who are not currently tenants, we will need evidence that they have lived in your home for a minimum of 12 months prior to your application. We won't need this if they are you spouse or civil partner. We will need:**

- P45, P60, Payslip
- Benefit or Pension claim letter, book or card
- Council tax bill
- Utility bill

Please note, family members are also required to provide a copy of Photo ID as above.

Submitting your application and supporting documents

Wherever possible, please ensure that your completed application forms and copies of documents are emailed to us at [Righttobuy@flagship-group.co.uk](mailto:Righttobuy@flagship-group.co.uk). If you cannot email your application forms and copies of documents, please post them to us to 'FAO: Right to Buy Team, 31 King St, Norwich, NR1 1PD' (we're sorry but this method may take us a little longer at this time!)

## **Timescales for the Right to Buy Process:**

Following receipt of your application form, we have four weeks to respond to you and let you know if you're eligible or not for the Right to Buy. During this period, we may ask you for additional information to support your application, which may include a copy of your tenancy.

**If you are eligible for the Right to Buy, we then send you an offer to purchase your home within 12 weeks from the date of the acceptance letter (RTB2) to.**

**The offer will include:**

- The price we think you should pay for your home, and how we worked it out
- The discount available to you, and how we worked it out
- A description of the property and any land included in the price
- Estimates of any service charges for the first five years
- Any known problems with the properties structure
- During this time, you will be contacted by a surveyor to carry out a valuation
- We may also send someone to prepare an Energy Performance Certificate (EPC) for your property

Please note, you may have to provide further details on previous tenancies, such as a tenancy agreement or proof of residence, for these to be considered when calculating your discount.

You can then decide if you would like to go ahead and buy your home.

- You'll have 12 weeks after you get your offer to tell us if you still want to buy. We will send you a reminder if we haven't heard from you - if you still don't reply, after 28 days we could withdraw your application. So please let us know!
- You can pull out of the sale and continue to rent at any time

If you disagree with the offer, you must contact us and tell us why. You can ask for an independent valuation within three months of getting the offer. A District Valuer will then visit your home and decide how much its worth. You then have 12 weeks to accept their valuation or pull out of the sale.

Please note that we are unable to assess eligibility without having received a fully completed RTB1 form and will be unable to make you an offer without receipt of appropriate ID and a completed Additional Information Form RTB1A, which is available on our website.

You should be aware that on receipt of your application, we will have to share your information internally and externally to process your application. By returning your forms you are providing your consent to this.

Once a Right to Buy application is submitted and accepted, all planned works and repairs to your home are put on hold and become your responsibility (unless it is an emergency). If the application is denied or withdrawn, Flagship Group will then be responsible for repairs and maintenance once again.

We look forward to receiving your completed forms and ID in due course. If, in the meantime, you have any queries, please do not hesitate to contact us at [Righttobuy@flagship-group.co.uk](mailto:Righttobuy@flagship-group.co.uk).

### Selling your home:

If you sell your home within 10 years of buying it thought Right to Buy, you must first offer it back to us. The property should be sold at the full market price, which we will agree together.

If you don't agree with us, a District Valuer will say how much your home is worth and set the price. Their valuation won't cost you anything. If we decide not to buy the property back within eight weeks, you can sell your home to anyone. However, there may be limitations if your home is in a designated rural area of North Norfolk (Section 157 Housing Act 1985) or is in an area of outstanding national beauty.

We want to let you know that if you decide to sell your home in the first year of buying it, you'll have to pay back all of the discount you received.

### Over the next five years, the amount of discount you'll have to pay back if you sell is:

- 80% of the discount in the second year
- 60% of the discount in the third year
- 40% of the discount in the fourth year
- 20% of the discount in the fifth year

The amount you pay back depends on the value of your home when you sell it.

### Help & advice:

We are here to offer you advice about how to complete your application, whether the scheme is right for you, how much it may cost and your eligibility.

You can also get in touch with a Right to Buy Agent, they can offer free advice on the process, eligibility, your application and where you can get financial and legal advice.

Contact them via the website: [ownyourhome.gov.uk/scheme/right-to-buy/contact-an-agent](http://ownyourhome.gov.uk/scheme/right-to-buy/contact-an-agent) or call: **0300 123 0913**

Alternatively, the Money Advice Service can also offer free advice on money, buying a home and taking out a mortgage.

Contact them via the website: [moneyadvice.service.org.uk/en](http://moneyadvice.service.org.uk/en) or call: **0300 500 5000**

