

### RIGHT TO BUY ADMITTANCE (RTB2) INTERVIEW CHECKLIST

<b>NAME</b>			
<b>Address</b>			
<b>RTB REF</b>		<b>APP DATE</b>	

Are you aware that by submitting a right to buy application you will <b>NOT</b> have any decent homes work (new kitchen and bathroom) carried out to your property?	YES/NO
Are you aware that any non-emergency repairs will also <b>NOT</b> be carried out to your property?	YES/NO
Do you have an idea of how much the property is likely to cost you? Refer to the website <a href="http://righttobuy.communities.gov.uk/can-i-afford-it/">http://righttobuy.communities.gov.uk/can-i-afford-it/</a>	YES/NO
If you are claiming housing benefit, are you aware that your housing benefit will stop once you become a leaseholder?	YES/NO
You will most likely require a mortgage, do you know if you will be able to acquire a mortgage and are you aware of how much your monthly repayments are likely to be? Use the costs and benefits checklist and refer to the website <a href="https://www.moneyadviceservice.org.uk/en/articles/how-much-can-you-afford-to-borrow">https://www.moneyadviceservice.org.uk/en/articles/how-much-can-you-afford-to-borrow</a>	YES/NO
Have you worked out your one-off expenses as well as your monthly/annual outgoings and are confident that you can meet them? Costs of buying – legal fees, survey fees, land registry, stamp duty and other costs Future Costs – mortgage repayments, council tax, water charges, insurance (buildings, contents, life cover), internal upkeep, service charges, major works and other costs.	YES/NO
Are you aware that once you become a leaseholder you will be expected to pay the following annual charges: Estimated Service Charge - (usually around April) Ground Rent Charge - (usually around April) Building (excluding contents) Insurance Charge - (usually around April) Adjusted Service Charge - (usually around September)  You will also be liable to pay for your share of Major Works Charges which can be for many thousands of pounds.	YES/NO
Did you know that as a leaseholder, you will be responsible for carrying out repairs and maintenance within your property?	YES/NO
Did you know that as a leaseholder, if you wish to carry out any structural work within the property or change the windows, you will need to acquire the Council's consent before you carry the work out?	YES/NO

Are you aware that if you sell the property within 5 years, you may have to pay back all or part of the discount you received?	YES/NO
Are you aware that if you sell within 10 years, you are required to offer the property back to the Council first?	YES/NO
Have you exercised your Right to Buy previously and benefited from any discount? If yes please provide further details.	YES/NO
Are you aware that completion of the right to buy can be a lengthy process and that in many instances it can take more than 12 months to complete the sale?	YES/NO
Are you aware that if you wish to make changes to your application such as include a family member at a later stage, you will be required to submit a new RTB1 application which will require a separate valuation based on the new application date?	YES/NO
Are you aware that family members who are cousins cannot apply to join RTB application with the secure tenant?	YES/NO
Do you have a live house swap/transfer application?	YES/NO
Are you aware that your RTB application will be cancelled because you have requested a house swap/transfer to another property?	YES/NO
Do you agree for your transfer/house swap application to be put on hold while your RTB application is being processed?	YES/NO
Are you aware that should your tenancy be demoted with the expiry of a notice to quit, or a suspended/outright possession order be granted by the County Court against you, you will lose the right to buy and the application will be withdrawn?	YES/NO
Who has completed this form for you?	Name: ..... Relationship: .....
Have you brought with you your <b>original</b> passport, driving licence and bank statements to your interview meeting. (No print outs please)	YES/NO

### **DECLARATION**

**I/we hereby declare and confirm that I/we are the secure tenant(s) of the above property address and that I/we reside at the above property as our sole and principal home.**

<b>Signed by ALL RTB applicants</b>	1.	<b>Print Name</b>	1.
	2.	<b>Print Name</b>	2.
	3.	<b>Print Name</b>	3.
	4.	<b>Print Name</b>	4.
<b>Date</b>		<b>Contact telephone</b>	

<b>Signed by RTB Officer</b>		<b>Print Name</b>	
<b>Date</b>			