



## Information for Secure Tenants – Right to Buy

### **You probably have the right to buy if**

- You are a secure tenant of the Council.
- You are living in a council property.
- You have been a council tenant or housing association tenant for at least 3 years.
- Your home is self contained and it is your only home.

### **You do not have the Right to Buy if**

- Your home is particularly suitable for occupation by elderly persons, taking into account its location, size, design, heating systems and other features; and was let to you or the previous tenant for the occupation by a person aged 60 or over, whether they were the tenant or not; and was first let (to you or someone else) before 1st January 1990.
- An initial demolition notice, valid for up to seven years has been served on you by your landlord. This notice suspends the landlord's obligation to complete a right to buy purchase.
- Your home is on land which has been bought for development, and which is being used as a temporary housing before the land is developed.
- You have to live in your home so that you can be near your work and your employers own your home.

- If your home is inside the boundaries of a school, a social service home, another type of operational building or a cemetery and you live there because you are an employee of that body.
- Your home is let as part of business or agricultural premises (e.g. Public houses, farms, shops).
- Homes that the landlord has leased from somebody else and which have to be given up empty when the owner wants them.
- You have a long fixed term lease (of over 12 years).

### **One off costs of buying your home**

- You should employ a solicitor or a licensed conveyancer to look after the legal side of buying your home. Your landlord or a Citizens Advice Bureau can advise on local firms, and your local public library should have a list of the solicitors in your area and the type of work they do. Before employing anyone, always ask how much their advice will cost.
- You should have a survey of your home done. These can cost between £250-£600, or more if your home has any special problems. You should ask how much it would cost before you go ahead with the survey.
- If you take out a mortgage loan, you may have to pay for the cost of arranging it. You will also have to pay a valuation fee which can start at about £250, but may be

substantially more. Your mortgage lender may ask the council for a reference including information on your rent payment history.

- When a sale is completed, you must pay the Land Registry to register you as the new owner.
- You may have to pay stamp duty, which is a tax that people pay when they become homeowners. Stamp duty is worked out as a percentage of the price you pay for a property. Information on stamp duty can be obtained from the Directgov website – [http://www.direct.gov.uk/en/MoneyTaxAndBenefits/Taxes/BeginnersGuideToTax/DG\\_10010529?cids=Google\\_PPC&cre=Money](http://www.direct.gov.uk/en/MoneyTaxAndBenefits/Taxes/BeginnersGuideToTax/DG_10010529?cids=Google_PPC&cre=Money).

## Right To Buy Process

There are several stages you go through when you buy your home.

### Stage 1

Firstly you must fill in and return the application form `Notice claiming the Right To Buy`, which is called an RTB1. A form can be downloaded from the Greenwich website [www.royalgreenwich.gov.uk](http://www.royalgreenwich.gov.uk)

### Stage 2

When we have received and checked your form, we will send you a `Landlords notice in response to tenants rights to claim`. This is called an RTB2. This form will tell you if we accept your application to buy or not. We will send this back to you within 4 weeks if you have been our tenant for the whole of the qualifying period or 8 weeks if we have to check information with other landlords

### Stage 3

We will now send an instruction to our valuer to come and inspect your property to see how much it is worth. We will then send you a notice called the `Landlords Offer Notice`. This is also known as the Section 125 notice. You will get this notice within 8 weeks of receiving your RTB2 if you are buying a house, or within 12 weeks if you are buying a flat or maisonette.

The section 125 notice is one of the most important documents you will receive when you are buying your home. Once you receive

this notice and you decide to go ahead, you should:

Begin to make arrangements for a mortgage;

- Have a full structural survey carried out (your mortgage lender may be able to arrange this for you);
- And choose a solicitor to act for you in the legal process.

### Stage 4

You must write to us within 12 weeks of receiving your section 125 notice, telling us if you are going ahead with the Right to Buy or not. If we do not hear from you your application will be withdrawn. You can however submit a fresh application at any time

### Stage 5

If within 4 months of the date on the landlords offer, the transaction is not complete, we will send you two notices telling you to complete the sale. The first notice, a section 140 will be served giving you 56 days to complete the sale.

When that time expires we will serve you with a final notice to complete called a section 141. This gives you a further and final 56 days. If the sale is not completed within this time the application will be withdrawn. You cannot complete your purchase if you have rent arrears.

If at any step in the process you believe the council is causing delays in the sale of your property you can serve a delay notice on the council. This notice is called an RTB6.

## The price of your home

The Right to Buy scheme gives tenants a discount on the market value of their homes. The longer you have been a tenant, the more the discount you get, **up to a maximum of £103,900.**

## **Financial responsibilities of home ownership**

Buying your own home is a taking on a big commitment, especially if you are buying a leasehold property. There are many things you will have to pay for separately that are included in your rent at the moment and new costs that you do not have currently.

## **Mortgage repayments**

The monthly repayments to your lender for the loan.

## **What if I can't keep up with the repayments?**

You are at risk of losing your home if you do not keep up regular monthly payments on your mortgage. Most lenders are willing to negotiate on reduced payments and lengthening the mortgage terms if you get into difficulties, but they will not keep doing this. You must make sure you can afford the repayments.

## **Life assurance**

To pay off your mortgage if you die before the end of the mortgage term.

## **Mortgage payment protection insurance**

Mortgage payment protection insurance pays your mortgage if you lose your income through unemployment or ill health.

## **Buildings insurance**

For leasehold properties (normally flats and maisonettes) we will insure the building and you will have to pay your share of the cost. This will be included in the annual service charge.

For freehold properties (normally houses), the buildings insurance must be arranged by you. You will also be responsible for insuring the contents of your home.

## **Service Charges**

Service charges are the charges for any day-to-day services, maintenance and management we carry out. These services include caretaking, cleaning, concierge, communal heating or lighting and grounds maintenance. You will see an estimate of how much these will be attached to your landlords offer notice (section 125 notice).

## **Water rates**

The water supplier will send you a separate bill for your water charges.

## **Council Tax**

You are paying Council Tax already and this should not change because you have bought your home.

## **Paying towards major repairs and improvements**

Under the Right to Buy scheme, if you purchase a leasehold property the council will remain responsible for the upkeep of the exterior, this will include the windows. You will contribute to the cost of these works under the terms stated in your lease. These can be high especially if the block needs work such as a new roof, new windows or a new lift.

## **Repayment of discount**

If you sell your property within 5 years of the purchase you will have to repay all or part of the discount that you received from the council.

## **This information is published to comply with Section 189 of the Housing Act 2004**

This document contains important information about housing services. The information can be provided in your language, in large print, on disc, tape, Braille or other format. Ask the Home Ownership Service for advice.

ENGLISH

આ પત્રિકામાં તમારા રહેઠાણ (હાઉસિંગ) વિષે અગત્યની માહિતી આપવામાં આવી છે. આ માહિતી અમે તમને તમારી ભાષામાં કે મોટા અક્ષરોમાં કે ડીસ્ક અથવા ટેપ પર, બ્રેઈલમાં અને બીજી રીતે અમે આપી શકીએ છીએ, તો મહેરબાની કરીને આનો લાભ લો અને આ માટે હોમ ઓવનરશીપ સર્વિસનો સંપર્ક કરો.

GUJARATI

এ ডকুমেন্টটিতে হাউজিং সার্ভিস সমূহ সম্পর্কে গুরুত্বপূর্ণ তথ্য রয়েছে। এ তথ্যটি আপনার ভাষায়, মোটা হরফে মুদ্রিত আকারে, ডিস্কে, বাজিয়ে শনার কেসেটে, ব্রেইলী বা অক্ষলিপিতে অথবা অন্যান্য আকারে দেয়া যেতে পারে। পরামর্শের জন্য হোম ওউনারশীপ সার্ভিসে জিজ্ঞেস করুন।

BENGALI

இத்தகவல் பத்திரம் வீட்டு சேவைகள் பற்றிய முக்கிய தகவல்களைக் கொண்டுள்ளது. இத்தகவல்களை உங்கள் மொழியில், பெரிய அச்சுப் பதிப்பில் அல்லது டிஸ்கில், ஒலி நாடாவில் (ரேப்பில்), பார்வை அற்றோர் தடவி வாசிக்கக் கூடிய (பிரேயில்) வகையில் அல்லது வேறு வடிவமைப்பிலும் பெறலாம். அறிவுரைகளுக்கு கோம் ஓனர்சிப் சேவையினரைக் கேட்கவும்.

TAMIL

Bu belgede konut hizmetleriyle ilgili önemli bilgiler yer almaktadır. Buradaki bilgileri Türkçe olarak size iletebileceğimiz gibi, iri harflerle basılmış, diskete yazılmış, teype okunmuş şekilde ya da görmeyenler için kabartma Braille alfabesi olarak veya başka bir formatta da verebiliriz. Tavsiye almak için Ev Sahipliği Servisi'ne başvurunuz.

TURKISH

Este documento contiene información importante sobre servicios relacionados con la vivienda. La información puede facilitarse en su propio idioma, en tipo grande, disco, cassette, Braille u otro formato. Para obtener asesoramiento, dirijase al Servicio sobre Propiedad de la Vivienda.

SPANISH

ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚ ਰਿਹਾਇਸ਼ੀ ਸੇਵਾਵਾਂ ਬਾਰੇ ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਦਿੱਤੀ ਗਈ ਹੈ। ਇਹ ਜਾਣਕਾਰੀ ਤੁਹਾਡੀ ਭਾਸ਼ਾ ਵਿਚ, ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ, ਡਿਸਕ ਜਾਂ ਟੇਪ 'ਤੇ, ਬ੍ਰੇਲ ਵਿਚ ਅਤੇ ਹੋਰ ਰੂਪਾਂ ਵਿਚ ਵੀ ਦਿੱਤੀ ਜਾ ਸਕਦੀ ਹੈ। ਇਹਦੇ ਬਾਰੇ ਤੁਸੀਂ ਹੋਮ ਓਨਰਸ਼ਿਪ ਸਰਵਿਸ ਤੋਂ ਸਲਾਹ ਲਓ।

PUNJABI

Waraqahani waxaa ku yaal xog aad muhiim u ah oo ku saabsan adeegyada guryaha. Xogtaan waxaa lagugu siin karaa iyadoo ku qoran afkaaga ama far waweyn ama iyadoo cajalad kombiyuutar ah ku duuban ama iyadoo cod ah, oo cajalad ku duuban. Waxaa kale oo lagugu siin karaa iyadoo ku qoran farta dadka indhaha la' ee 'Braille' ama waliba iyadoo ku qoran qaab kasta oo kale oo aad u baahatid. Waydiiso qaybta Guryo lahaanshaha ama 'Home Ownership Service' wixii talo ah oo arrintaas la xiriira.

SOMALI

Ce document contient des informations essentielles concernant les services de logement. Vous pouvez obtenir ces informations dans votre langue, en gros caractères, sur disquette, bande magnétique, en braille ou tout autre format. Pour tout conseil, adressez-vous au Home Ownership Service (service d'acquisition de logements).

FRENCH

本文件介紹關於房屋服務的重要資訊。我們可用閣下的第一語、大字體、光碟、磁帶、盲文或其他版式向閣下提供這些資訊。請向「居者有其屋服務處」(Home Ownership Service) 尋求指導。

CHINESE

Bản tài liệu này bao gồm những tin tức quan trọng về các dịch vụ nhà cửa. Bản tin này có thể được thảo ra bằng ngôn ngữ của bạn, được ấn loát chữ in lớn, đĩa, băng, in bằng hệ thống chữ nổi cho người mù hoặc dưới dạng hình thức khác. Xin liên hệ với Dịch vụ Quyên Sỡ hữu Nhà cửa để được cố vấn.

VIETNAMESE

This document is also available in: large print format  Braille  audio

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