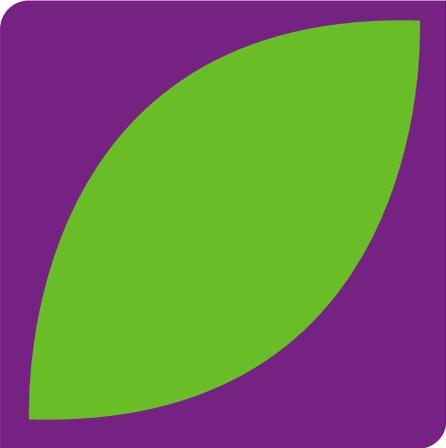
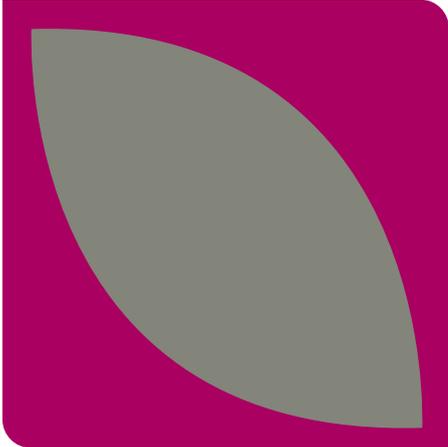


RIGHT TO ACQUIRE



Pre-qualification
checklist for the
Right to Acquire

Creating homes
shaping places





Buying your home is a big decision for you and your family. Owning your own home may provide opportunities for you to make the changes you want to your home, but there are lots of things to consider.





HOW TO USE THIS CHECKLIST

This pre-qualification check list has been created to help you in deciding if home ownership is right for you. Use this checklist in conjunction with the [government's website](http://www.gov.uk/right-to-acquire-buying-housing-association-home) (www.gov.uk/right-to-acquire-buying-housing-association-home) so you are clear on what you need in place before you apply to buy your home.

Once you have completed the checklist and feel you want to go ahead with applying, please call 0300 555 0500 to make an appointment to see our Home Ownership Coordinator. We will review the checklist, along with your documentation, and help you complete the RTA1 application form to start the process.

CONSIDERING BUYING YOUR HOME?

At the back of this checklist is a list of Frequently Asked Questions which may help to answer any queries you might have at this stage of the process.

You could be eligible for the Right to Acquire if:

- You have been an assured tenant of a social landlord for at least 3 years;
- You have been an assured shorthold (Fixed Term 5 year) tenant for at least 3 years;
- You succeeded to a tenancy that qualified under the point above;
- It's your only or main home.





PROOF OF IDENTITY AND RESIDENCY

For each applicant, we need to see **one form** of photographic identification for proof of identity and **two forms** of identification that prove that each applicant has lived at your home for at least 12 months.

Below is a list of identification that we will accept:

Photographic proof of identity

- Current signed passport;
- EEA member state identity card (which can also be used as evidence of address if it carries this);
- Current UK or EEA photocard driving licences;
- Photographic registration cards for self-employed individuals in the construction industry - CIS4;
- Firearms or shotgun certificate;
- National identity card bearing a photograph of the applicant.

Proof of residency

- Utility bill (gas, electric, satellite television, or landline telephone bill);
- Local authority council tax bill for the current and previous council tax year;
- Bank, building society or credit union statement or passbook;
- HMRC self-assessment letters or tax demand.

Documents we will not accept include, but are not limited to:

- Provisional driving licence;
- Mobile phone bills;
- Credit card statements;
- Store card statements.

Please tick the appropriate box for each applicant to make sure you have the appropriate documents for applying:

I've got suitable ID and proof of residency for the lists above for Tenant Applicant one.





I've got suitable ID and proof of residency for the lists above for Applicant two.

I've got suitable ID and proof of residency for the lists above for Applicant three.

I've got suitable ID and proof of residency for the lists above for Applicant four.

BANKRUPTCY CHECKS

As part of the buying process, CHP undertakes bankruptcy and insolvency checks for everyone who wishes to take part in the purchase your home. Should any of the applicants be bankrupt or have an insolvency agreement in place, they will not be eligible to be part of the application.

Tenant applicant one

Are you registered as bankrupt?
Yes No

Do you have an insolvency agreement in place?
Yes No

Applicant two

Are you registered as bankrupt?
Yes No

Do you have an insolvency agreement in place?
Yes No

Applicant three

Are you registered as bankrupt?
Yes No

Do you have an insolvency agreement in place?
Yes No

Applicant four

Are you registered as bankrupt?
Yes No

Do you have an insolvency agreement in place?
Yes No

Please note that CHP also has to check for any current court orders against your home, for example, for rent arrears or anti-social behaviour – if one of these exists, you will not be able to complete your purchase.





FINANCING YOUR PURCHASE

Buying your home is a big financial commitment. Please indicate below how you are going to purchase your home:

Mortgage / loan

If you have ticked the mortgage / loan box:

Have you used the Money Advice Service's mortgage / loan calculator (www.moneyadviceservice.org.uk/en/tools/mortgage-calculator)

to work out what your monthly payments could be?

Please note that as a homeowner you will not be eligible for housing benefit. Your home could be at risk if you aren't able to keep up your mortgage or loan repayments.

Cash

If you have ticked the cash box:

Are you able to prove, for money laundering regulation purposes, that this cash is either your own savings, an inheritance or a gift?

Please note that you will have to provide your solicitor with evidence of where the cash came from because of money laundering regulations

Please be careful of any company or person who is offering to help you buy your home as they may be offering a deal which is far better for them than it is for you.





INITIAL COSTS IN BUYING YOUR HOME

Buying your home involves a number of items you will have to pay for during the buying process (before completion) in addition to the usual ongoing costs once you become a home owner. Some examples are shown below:

One of costs	Information	Approximate cost	When
Mortgage advice	Costs vary and there may be a set fee or percentage of the loan you require.	Always ask your advisor for their costs before you commit to anything	May be before or after purchase (depending on your mortgage providers rules)
Survey	Costs vary depending on the type of survey. If you are getting a mortgage to fund your purchase they may require a full structural survey	Between £250 and £600	On application for a mortgage
Legal fees	You are responsible for hiring a solicitor or licensed conveyancer for legal aspects of the purchase	£850 - £1,500	May be before or after purchase (depending on solicitor)
Stamp duty	This is a one-off cost you pay if your property value is above a certain price	Depends on the value of your home	At completion

We recommend you visit the [Money Advice Service website](http://www.moneyadviceservice.org.uk/en) (www.moneyadviceservice.org.uk/en) as they provide free, unbiased advice.





ADVANTAGES AND DISADVANTAGES OF RENTING AND BUYING

Below are a few examples of advantages and disadvantages to renting and buying.

Advantages of renting

- CHP is responsible for the repair and maintenance;
- Emergency repair call out 365 days per year;
- Cheaper than paying a mortgage or loan;
- Can move home more easily.

Possible drawbacks of renting

- Can only move to certain areas;
- No financial interest in your home.

Advantages of buying

- Carry out minor changes and improvements without obtaining permission from us;
- Pride in owning your home;
- Could be a good investment for the future.

Possible drawbacks of buying

- You are responsible for all repairs and maintenance;
- Long-term financial commitment;
- Stable income needed;
- Might not be easy to sell;
- Service charge payments due regularly in addition to mortgage / loan if buying a leasehold home;
- Additional costs of home insurance.

I've considered the advantages and disadvantages of home ownership.





FREQUENTLY ASKED QUESTIONS

Is there any charge for applying for the Right to Acquire?

We will not charge you for applying for the Right to Acquire, however, you will incur some charges if you decide to go ahead with the purchase, such as solicitors fees, surveyors fees, a mortgage fee, stamp duty and Land Registry fees.

Can I share my Right to Acquire with anyone else?

You can share the Right to Acquire with up to three family members who have lived with you for at least the past 12 months (even if they don't share your tenancy). Qualifying family members include a parent, grandparent, child, grandchild, brother, sister, uncle, aunt, nephew or niece.

You can only share your Right to Acquire with a spouse, civil partner or partner, if they are currently living with you at the property.

If your partner is not your spouse or civil partner, they must have been living with you for at least 12 months.

Family members can give you the money to buy your home but the purchase will be in your name (the tenant) only. Family members who are giving you the money, but do not live with you, will not be included in any of the Right to Acquire documentation. You will also need to be able to prove to your solicitor that the money has come to you legally.

Please be suspicious if someone else you do not know contacts you regarding buying your home or offers you money to buy it. They may be trying to persuade you to do something that benefits them rather than you. If this happens we strongly recommend that you seek legal advice.





We have a joint tenancy, but only one of us wants to buy. Will that be okay?

Yes, provided the tenant not wanting to buy gives their consent on the application form (RTA1). However, we will still need to meet with them before we can admit the application.

Why might we deny a Right to Acquire application?

Your Right to Acquire may be denied if:

- You have not been an assured tenant for the required three years;
- A joint tenant hasn't given their consent for the other tenant to buy without them;
- The property isn't your main home;
- We do not hold sufficient interest in the property i.e a lease for less than 50 years for a flat or less than 35 years for a house;

- There's a court order for possession of your home against you or someone at your home;
- The court has suspended your Right to Acquire because of an anti-social behaviour;
- You are an 'un-discharged bankrupt';
- You are being declared bankrupt;
- You have made a voluntary arrangement with creditors i.e an individual or company voluntary arrangement;
- We plan to demolish your home and you've been served a Demolition Order.

Is my home eligible for the Right to Acquire?

Your home may not be eligible for the Right to Acquire. We may not be able to sell the property if:

- We are not the freeholder of your home and hold a lease on a flat of less than 50 years in term;





- Some homes that are particularly suitable for elderly or disabled people, including those where support is provided.
- Homes being provided as temporary accommodation;
- Homes in some rural areas;
- Homes that are due to be demolished within 24 months.

Can I buy the garage I rent from CHP?

We have a policy of not selling individual garages so if you are paying a separate rent for a garage, you will not be able to buy this with your purchase of your home.

How much is my home worth?

We value our homes every year so we have been able to give you a guide¹ price in the covering letter than you can use as a Right to Acquire application (RTA1) and it is agreed by CHP, we will then arrange for your property to be valued by an independent valuation company.

¹NB: The value given in the covering letter is for information only.

We will ask you what, if any, improvements you have made to your home and pass the information to the valuer who will assess the market value of your home as if the improvements have not taken place.

We will then write to you with an offer notice stating the current full market value, less the discount you are entitled to which will be the amount you will have to pay to buy your home.

How much discount will I get?

The discount is a fixed amount depending upon which local authority your home is in. See www.gov.uk/right-to-acquire-buying-housing-association-home for more information.

Currently in 2018/2019:

Essex	
Brentwood, Epping forest	£16,000
Basildon, Chelmsford, Harlow, Uttlesford	£13,500
Castle Point, Colchester, Maldon, Rochford	£11,000
Braintree, Tendring	£10,000





Can I buy a different property to the one I live in?

You can only purchase the home you currently live in, if it's eligible. You will not be able to purchase any other property we own.

I'm thinking about moving on a mutual exchange, will I be able to buy my new home?

If both you, and the home you are moving to, are eligible for the Right to Acquire you should be able to buy it.



Please contact us if you would like a copy of this document in large print, on CD or in another language.

Proszę się z nami skontaktować, żeby otrzymać ten dokument w wersji dużym drukiem, na płycie CD lub w innym języku. (Polish)

倘若您需要本擋以大字體、音頻格式(CD)或另外一種語言提供、請聯絡我們。(Cantonese)

Bu belgeyi büyük boyutlu baskı olarak, CD ortamında veya başka bir dilde edinmek istiyorsanız lütfen bizimle irtibata geçin. (Turkish)

Kreipkitės į mus, jei norėtumėte gauti šio dokumento kopiją stambiu šriftu, jo garso įrašą kompaktiniame diske arba jei norėtumėte jį gauti kita kalba. (Lithuanian)

আপনি যদি এই নথিটির একটি কপি বড় অক্ষরের ছাপায়, সিডি তে অথবা অন্য একটি ভাষায় পেতে চান, অনুগ্রহ করে আমাদের সাথে যোগাযোগ করুন। (Bengali)

IF YOU HAVE ANY QUERIES PLEASE CONTACT US:

Tel 0300 555 0500
Text relay 18001 0300 5550 0500
Email enquiries@chp.org.uk
Write to Myriad House,
33 Springfield Lyons Approach,
Chelmsford, CM2 5LB

