



Llywodraeth Cymru  
Welsh Government

[www.gov.wales](http://www.gov.wales)

# Notice Claiming the Right to Buy

This notice is for use by certain secure tenants of local authorities, and of certain housing associations and other bodies, who wish to claim the Right to Buy their homes. Before filling in each part of this notice please read the notes relating to that part and the information pack which should have been provided by your landlord.

You may also find it helpful to read the Welsh Government booklet "Your Right to Buy Your Home: A guide for tenants of social landlords in Wales", which is available at [www.wales.gov.uk/Housing](http://www.wales.gov.uk/Housing)

If you need further advice you can get help from a Citizens Advice Bureau or you can consult a solicitor.

**When you have filled in this notice, take it or send it by recorded delivery to your landlord. If you take it by hand, ask for a receipt. Keep a copy of the completed notice yourself.**

## Part A: The property

Give the following details:

Address of the property you wish to buy (including postcode)


Name of your Landlord

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## Note

You can only claim the Right to Buy the property of which you are a tenant. It does not matter whether it is a house or a bungalow, a flat or a maisonette - the Right to Buy can still apply.

**Part B: The tenant(s)**

Give the following details for each tenant of the property:

**Please tick the appropriate box**

Title	Surname	Other Names	Is the property the tenant's only or principal home?	Does he or she wish to buy?
			Y N	Y N
			Y N	Y N
			Y N	Y N
			Y N	Y N
			Y N	Y N

**Notes**

You may be a tenant if your name appears on the tenancy agreement, rent book or rent card. If you are unsure whether you are a tenant, you should check with your landlord.

You can only claim the Right to Buy if the property is your only or principal home. If you are applying to buy jointly with other tenants, only one tenant need satisfy this requirement.

The agreement of any tenant who does not wish to buy must be obtained before you claim the Right to Buy. They should sign Part G of this notice. Their tenancy will end when you buy the property.

**Part C: Family member(s) sharing the Right to Buy**

If you wish to share the Right to Buy with any family member who is not a tenant, give their details below:

Title	Surname	Other Names	Is the property the tenant's only or principal home?		Does he or she wish to buy?	
			Y	N	Y	N
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Relationship to Tenant

Title	Surname	Other Names	Is the property the tenant's only or principal home?		Does he or she wish to buy?	
			Y	N	Y	N
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Relationship to Tenant

Title	Surname	Other Names	Is the property the tenant's only or principal home?		Does he or she wish to buy?	
			Y	N	Y	N
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Relationship to Tenant

## Notes

You may share the Right to Buy with up to three family members who are not themselves tenants, if the property is their only or principal home. Unless your landlord agrees otherwise, the family members must also:

- be your husband, wife or civil partner; or
- have lived with you throughout the last 12 months.

### **A person who lives with you:**

- as your husband or wife but who is not married to you; or
- as if you were civil partners but who is not your registered civil partner, is regarded as a family member.

If you are unsure whether someone qualifies as a family member for this purpose, you should check with your landlord.

## **Part D: Qualification and discount**

Please read these notes before filling in the table(s) on pages 5–9.

If you were a public sector tenant before 18 January 2005, you must have been a tenant for a qualifying period of at least two complete years to be eligible to buy your home. You are then also eligible for a discount.

Your discount cannot be greater than the maximum discount in Wales which is £8,000. However, subject to that limit, your discount is 32 per cent if you are a tenant of a house, and 44 per cent if you are a tenant of a flat, plus any extra discount for additional complete years as a public sector tenant. If you are buying a house, you are eligible for 1 per cent more discount for each additional complete year, up to a maximum limit of 60 per cent. If you are buying a flat, you are eligible for 2 per cent more discount for each additional complete year, up to a maximum limit of 70 per cent.

If you became a public sector tenant for the first time on or after 18 January 2005, you must have been a tenant for a qualifying period of at least five years to be eligible to buy your home. You are then also eligible for discount. Your discount cannot be greater than the maximum discount in Wales. Subject to that limit, your discount is 35 per cent if you are a tenant of a house, and 50 per cent if you are a tenant of a flat, plus any extra discount for additional complete years as a public sector tenant. If you are buying a house, you are eligible for 1 per cent more discount for each additional complete year, up to a maximum limit of 60 per cent. If you are buying a flat, you are eligible for 2 per cent more discount for each additional complete year, up to a maximum limit of 70 per cent.

You need not have spent the full qualifying period in your present home or with your present landlord, and in some circumstances periods which another person (such as your husband, wife or civil partner) has spent as a public sector tenant or armed forces of the UK occupier can count towards your qualifying period.

A public sector tenant is a tenant of one of the public sector landlords listed at the end of this form who occupies the property as their only or principal home. This may include an employee living in accommodation provided in connection with their job.

An armed forces of the UK occupier is a person who occupies accommodation provided for them as a member of the regular armed forces of the UK.

**Present and previous tenancies**

This section must be completed by each tenant of this property who wishes to be included in this Right to Buy application. Each tenant applying jointly should fill in a purchaser's name box and add the relevant details.

**Please give details:**

- Of your present tenancy of the property
- In relation to any periods in the past when you were a public sector tenant or an armed forces of the UK occupier.

**Purchaser's Name:**

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**Period**

From Month/Year	To Month/Year	Name of tenants or member of armed forces of the UK	Address of property (not required for armed forces of the UK accommodation)	Name of Landlord (or branch of armed forces of the UK)

Purchaser's Name:

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From Month/Year	To Month/Year	Name of tenants or member of armed forces of the UK	Address of property (not required for armed forces of the UK accommodation)	Name of Landlord (or branch of armed forces of the UK)

Purchaser's Name:

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From Month/Year	To Month/Year	Name of tenants or member of armed forces of the UK	Address of property (not required for armed forces of the UK accommodation)	Name of Landlord (or branch of armed forces of the UK)

**If you are married or a civil partner and you are living with your husband, wife or civil partner**

Please give details in relation to any periods when your husband, wife or civil partner:

- was previously a public sector tenant or an armed forces of the UK occupier
- was previously married to another person or previously had a different civil partner and lived in a property of which that person was a public sector tenant or an armed forces of the UK occupier.

But these details should only be completed if you are a tenant of this property and you wish to be included in this Right to Buy application.

Each tenant applying jointly should fill in a purchaser's name box and add the relevant details.

**Purchaser's Name:**

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From Month/Year	To Month/Year	Name of tenants or member of armed forces of the UK	Address of property (not required for armed forces of the UK accommodation)	Name of Landlord (or branch of armed forces of the UK)

**If you are separated, divorced or your civil partnership has been dissolved.**

Please give details in relation to any periods when you were living in a property of which your separated or former husband, wife or civil partner was a public sector tenant or an armed forces of the UK occupier.

But these details should only be completed if you are a tenant of this property and wish to be included in this Right to Buy application. Each tenant applying jointly should fill in a purchaser's name box and add the relevant details.

**Purchaser's Name:**

**Period**

From Month/Year	To Month/Year	Name of tenants or member of armed forces of the UK	Address of property (not required for armed forces of the UK accommodation)	Name of Landlord (or branch of armed forces of the UK)



Purchaser's Name:

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From Month/Year	To Month/Year	Name of tenants or member of armed forces of the UK	Address of property (not required for armed forces of the UK accommodation)	Name of Landlord (or branch of armed forces of the UK)

If your husband, wife or civil partner has died and you were living together when he or she died.

Please give details in relation to any periods when your deceased husband, wife or civil partner:

- was a public sector tenant or an armed forces of the UK occupier
- was previously married to another person or previously had a different civil partner and lived in a property of which that person was a public sector tenant or an armed forces occupier.

But these details should only be completed if you are a tenant of this property and wish to be included in this Right to Buy application. Each tenant applying jointly should fill in a purchaser's name box and add the relevant details.

Purchaser's Name:

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From Month/Year	To Month/Year	Name of tenants or member of armed forces of the UK	Address of property (not required for armed forces of the UK accommodation)	Name of Landlord (or branch of armed forces of the UK)

**Tenants who have taken over a public sector tenancy from a parent.**

A tenant who has taken over a parent's public sector tenancy may be able to count, for qualification and discount, periods after the age of 16 living in a property of which a parent was a public sector tenant.

**If this heading applies to you, give details in relation to any periods when:**

- you were over the age of 16 and living with a parent who was a public sector tenant.
- a person to whom you are or were married, or who is or was your civil partner, was over the age of 16 and living with a parent who was a public sector tenant.
- a person who
  - was previously married to your husband, wife or civil partner; or
  - previously had a civil partnership with your husband, wife or civil partner;

was over the age of 16 and living with a parent who was a public sector tenant.

But these details should only be completed if you are a tenant of this property and wish to be included in this Right to Buy application. Each tenant applying jointly should fill in a purchaser's name box and add the relevant details.

Purchaser's Name:

From Month/Year	To Month/Year	Name of tenants or member of armed forces of the UK	Address of property (not required for armed forces of the UK accommodation)	Name of Landlord (or branch of armed forces of the UK)

**Part E: Previous discount**

Give details below of any previous purchase, at a discount, from a public sector landlord (see the list of public sector landlords at the end of this form) which you or your husband, wife or civil partner, or deceased husband, wife or civil partner, have made. If you are applying to buy jointly with others, give details in relation to each purchaser.

Address of Property


Name of public sector Landlord

Name of public sector Landlord

Name of public sector Landlord

## Note

The amount of any discount on a previous purchase from a public sector landlord, less any sum later repaid, may be deducted from the discount allowed on your present purchase.

## Part F: Tenants' improvements

Give the following details of any tenants' improvements to the property:

### Description of improvements

### Name of tenant who made the improvement

## Notes

When the property is valued to fix the price, any improvements which you have made will not be included in the valuation. You should give details of any improvements which you think may affect the valuation, e.g. central heating, double glazing, a fitted kitchen or a new bathroom suite.

The value of improvements will also be ignored when they were carried out by either:

- your predecessor in the same tenancy (including an introductory tenancy at the start of the tenancy); or
- a family member who was a secure or introductory tenant of the property immediately before you under a different tenancy.

If you are unsure whether someone qualifies as a family member for this purpose you should check with your landlord.

**Part G: Signatures Warning: If you give false information or withhold relevant information you may be prosecuted.**

**To be completed by each tenant wishing to buy:**

- I claim the Right to Buy
- As far as I know, the information given in this notice is true.

Signature	Surname	Other Names	Date of Birth
Date		Daytime Telephone	

Signature	Surname	Other Names	Date of Birth
Date		Daytime Telephone	

Signature	Surname	Other Names	Date of Birth
Date		Daytime Telephone	

Signature	Surname	Other Names	Date of Birth
Date		Daytime Telephone	

Signature	Surname	Other Names	Date of Birth
Date		Daytime Telephone	

To be completed by each family member (who is not a tenant) sharing the Right to Buy:

- I agree to share the Right to Buy
- As far as I know the information given in this notice is true.

Signature	Surname	Other Names	Date of Birth

Signature	Surname	Other Names	Date of Birth

Signature	Surname	Other Names	Date of Birth

To be completed by each tenant not wishing to buy: (Your tenancy will end if the purchase goes ahead)

- I do not wish to claim the Right to Buy
- I agree to the above purchaser(s) exercising the Right to Buy.

Signature	Surname	Other Names	Date of Birth

Signature	Surname	Other Names	Date of Birth

Signature	Surname	Other Names	Date of Birth

## **What happens next?**

Your landlord must reply to your claim by either admitting or denying the Right to Buy. If the Right to Buy is denied, reasons must be given. Your landlord has four weeks to reply unless the period on which you rely to qualify for the Right to Buy includes a period spent as a tenant of another landlord. In that case your landlord must reply within eight weeks.

After admitting your Right to Buy, your landlord must notify you of the proposed terms of sale, including the purchase price. At that stage you must decide whether to go ahead with the Right to Buy or to withdraw your application.

This notice does not commit you to buying the property. You may withdraw at any time before completion by notifying your landlord in writing.

## **Suspension of the Right to Buy in areas of housing pressure**

In 2011 the Housing (Wales) Measure was passed by the National Assembly for Wales.

Part 1 of the Measure gives a local housing authority the opportunity to apply to the Welsh Ministers to be allowed to suspend the Right to Buy in an area of housing pressure.

The Welsh Ministers can approve suspension for an initial period of up to 5 years. There is also the option for an extension for an additional 5 years, giving a maximum possible suspension period of 10 years.

## **How will this affect you?**

If you apply to your landlord to exercise the Right to Buy during a period of suspension, your landlord will tell you that your application has been denied because the Right to Buy is suspended in your area. They will also tell you how long that suspension will last.

You will also be unable to exercise the Right to Buy during the period when Welsh Ministers are considering a landlord's application for a direction to suspend the Right to Buy. You may wish to check if your local authority has made an application to suspend the Right to Buy in your area and if you will be affected.

## Public sector landlords in Wales (see Parts D and E)

Natural Resources Wales  
Welsh Ministers (in certain circumstances)  
National Assembly for Wales (in some circumstances)  
National Library of Wales  
National Museum of Wales  
Sports Council for Wales  
Registered Social Landlords (but not co-operative housing associations) In England  
Community councils  
Local authorities  
New town corporations  
Parish councils  
Urban Development Corporations  
Housing Action Trusts  
Registered Social Landlords (but not co-operative housing associations) Government departments  
Ministers of the Crown  
Secretary of State (in some circumstances)  
Area electricity boards  
Fire and rescue authorities  
Internal drainage boards  
Civil Aviation Authority  
Coal Authority  
Electricity Council  
English Sports Council  
Environment Agency  
Historic Buildings and Monuments Commission for England  
Lake District Special Planning Board  
Lee Valley Regional Park Authority  
Medical Research Council  
National Bus Company  
Natural England (in some circumstances)  
Natural Environment Research Council  
Peak Park Joint Planning Board  
Post Office  
Science and Engineering Research Council  
Sports Council  
Transport for London  
Trinity House (in some circumstances)  
United Kingdom Atomic Energy Authority  
United Kingdom Sports Council  
National Health Service trusts and foundation trusts  
Passenger transport executives  
Police authorities  
Water authorities  
AFRC Institute for Grassland and Animal Production  
Agricultural and Food Research Council  
British Airports Authority  
British Broadcasting Corporation  
British Coal Corporation



British Gas Corporation  
British Railways Board  
British Steel Corporation  
British Waterways Board  
Central Electricity Generating Board  
Church Commissioners  
Mayoral Development Corporation  
Commission for New Towns  
Regulator of Social Housing  
Non-Profit registered provider of social housing which is not  
a co-operative housing association  
Homes and Communities Agency (in certain circumstances)  
Greater London Authority (in certain circumstances)  
Canal and River Trust  
In Scotland  
Councils  
Development Corporations  
Housing Associations (in some circumstances)  
Water authorities  
Commissioners of Northern Lighthouses  
Highlands and Islands Enterprise  
North of Scotland Hydro-Electric Board  
Scottish Homes  
Scottish Natural Heritage  
Scottish Sports Council  
South of Scotland Electricity Board

#### **In Northern Ireland**

District Councils  
Education and Library Boards  
Registered housing associations  
Fire Authority for Northern Ireland  
Northern Ireland Electricity Service  
Northern Ireland Housing Executive  
Northern Ireland Policing Board  
Northern Ireland Transport Holding Company  
Sports Council for Northern Ireland

In respect of housing co-operative agreements In England and Wales, a local housing authority, new town corporation or the Development Board for Rural Wales. In Scotland, a local housing authority. And any predecessor of these landlords.