

This form is used to consider your eligibility for the Right to Shared Ownership (RtSO). It is used in conjunction with the RtSO1 Application Form. When you have filled in this form and your RtSO1 form, you can either email them to Righttobuy@plymouthcommunityhomes.co.uk or hand deliver or post them to Plymouth Community Homes, Plumer House, Tailyour Road, PL6 5DH. Keep a copy of the completed forms yourself.

Before you send this form to Plymouth Community Homes

Check that you have completed the following on your RtSO1:

- The full address of the property you want to buy ☐
- The full names of everyone listed on your application and any family members over the age of 18 who wish buy with you ☐
- Whether or not you own or have an interest in a property or land in the UK or abroad ☐
- Have declared how the property purchase will be funded ☐
- Have declared any bankruptcy whether dissolved or not ☐
- Have declared arrangements you have with creditors (people or companies you owe money to) and still owe money to ☐
- Have you and the Joint Applicant(s) read the declaration and signed the form? ☐
- The property is your only principle home ☐

Failure to complete this form in full and the RtSO1 form may delay your application from being processed.

You also confirm that:

To the best of your knowledge and belief the information that has been provided on this form is true, complete and correct. You understand it is used in determining your eligibility for the Right to Shared Ownership Scheme (RtSO).

You also understand that if you give false or misleading information or you omit information for the purpose of gaining the Right to Shared Ownership Scheme (RtSO), it may be regarded as a criminal offence and action could be taken against you including court action and the recovery of property.

Part A: Current Address

What is your current address:

Part B: Other Properties and Tenancies

Other Properties: Please answer these questions in full. Use a separate sheet of paper if there is not enough room on the form to provide details for all joint applicants – this includes tenants and family members.

Do you or the joint applicant(s) own or have an interest in a residential property or land in the UK or abroad? Please complete this section whether or not you currently live in the property.

YES ☐ NO ☐ *If yes, please give details:*

Your Name	Address of Property	Reason this isn't your principle home

Other than your current tenancy, do you or the joint applicant(s) hold another tenancy or joint tenancy anywhere in the UK?

YES ☐ NO ☐ *If yes, please give details:*

Your Name	Address of Property	Name of local Authority	Reason for not living at the property

PCH Employment

Are you or any listed applicants:

- An employee of PCH Ltd or
- A Board member of PCH; or
- A close relative to either of the above

(PCH considers that someone's husband, wife, partner, parents, children, grandchildren, brothers, sisters, would be included, and that similar relations by marriage (i.e. in laws or step relations) and anyone living in their household would count as 'close'.)

YES ☐ NO ☐

If yes, please give details

Part C: Money Laundering Regulations

We are required to comply with the Money Laundering Regulations and in particular to verify the identity and permanent address of all applicants.

This is to ensure we comply with policies, adopted worldwide by financial and government authorities, preventing the use of laundering systems to disguise the proceeds of crime.

You are therefore requested to supply details of how you intend to fund the purchase of your home. Please answer these questions in full.

1. I intend to use savings Please give further details How much £	YES ☐ NO ☐
2. I intend to get a mortgage	YES ☐ NO ☐
3. I intend to use a cash gift If yes please give further details Who from Amount £	YES ☐ NO ☐
4. I intend to use an inheritance / pension If yes please give further details Who from Amount £	YES ☐ NO ☐
5. Other If yes please give further details	YES ☐ NO ☐

Please complete all sections

Part D: Debts and Court Orders

Have you or the joint applicant(s) ever been made bankrupt?

YES ☐ NO ☐ *If yes, please give details:*

Name	Date of order	Reference number

Bankruptcy

Is there a bankruptcy pending against you or the joint applicant(s)?

YES ☐ NO ☐

If yes, please give details and include any documents if possible

Debts

Do you or the joint applicant(s) have arrangements with any creditors (people or companies you owe money to, for example an IVA or DRO) and still owe them money, defaulted on a credit arrangement or have any outstanding County Court Judgements (CCJ's)?

YES ☐ NO ☐

If yes, please give details

Part E: Declaration and Signatures. Please read before signing

All applicants must sign this declaration.

We grant Plymouth Community Homes permission to make any enquiries needed to confirm the information given on this form.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to check accuracy of information, prevent or detect crime or protect public funds. We may check information we receive about you with information in our records. This can include information provided by you as well as by others such as government departments and agencies. Please contact Plymouth Community Homes Data Protection Officer if you require further information.

We understand that the responsibilities, costs and financial commitments that ownership brings need to be thought about carefully, and we have sought legal and financial impartial advice before buying. This may include talking with banks, building societies, mortgage brokers or independent financial adviser (IFA) who are regulated by the Financial Conduct Authority (FCA).

We confirm that: To the best of my/our knowledge and belief the information that has been provided on this form is true, complete and correct. I/we understand it is used in determining my/our eligibility for the Right to Shared Ownership.

By submitting the application for Right to Shared Ownership, we understand that only essential Health and Safety repairs will be undertaken. All other improvements and non-essential repairs will be stopped. Any repairs carried out within the application may be chargeable.

We also understand that if we give false or misleading information or we omit information for the purpose of gaining the Right to Shared Ownership, it may be regarded as a criminal offence and action could be taken against us including court action and the recovery of property.

Tenant 1:

Signature

Date

Full name

Tenant 2:

Signature

Date

Full name

Family member 1

(who is not a tenant but is sharing the Right to Buy)

Signature

Date

Full name

Family member 2

Signature

Date

Full name

Family member 3

Signature

Date

Full name

Family member 4

Signature

Date

Full name