

RIGHT TO BUY – ADVICE TO APPLICANTS PLEASE READ AND KEEP THESE NOTES

1. What do I need to remember when I fill in the RTBI form?

- All sections should be completed as directed on the form. Please be sure that you just put yourself and any other tenants in Part B, not your spouse and family members.
- If you ask to share the right to buy with members of your family we will check whether they have the right to join in the purchase.
- Children under 18 cannot have a legal interest in property and should not be included.
- A daytime telephone number on your form will help us to resolve queries and make appointments.
- Include all public sector tenancies; especially tenancies with another landlord

2. What evidence of my tenancies will you need?

- We will confirm details of all tenancies you enter by checking our records and writing to other landlords, where necessary.
- We will ask you for evidence, if the records are incomplete.

3. What do Leasehold Services do after I send in my RTB1?

A. In the first 4 weeks

- We acknowledge receipt of your application.
- We send a blue RTB2 form stating whether or not you have the right to buy.
- If you have the right to buy and you live in a house, we ask the Valuer to contact you to value the property.
- If you have the right to buy and you live in a flat or maisonette we ask for a survey report on the building. We do not contact the Valuer until we have a survey report.

B. During the next 8 weeks (houses)

- When we receive the valuation, we send you a priced offer notice and other information.

C. During the next 12 weeks (flats & maisonettes)

- When we have the survey report, we send information to the Valuer, who arranges to call and value the property.
- When we have the valuation, we send you a priced offer notice with estimated service charges and other information

The Valuer and Surveyor are employed by either the Council or private firms working for Barnet Homes and should confirm their identity on request. Please give them prompt access.

4. What is the valuation based on?

By law Barnet Homes must take the following points into account when valuing your home -

- The value is the amount that a buyer would pay for your empty home on the open market, if it was sold on the day that your RTB1 application form was received.
- The valuation must assume that you and your family do not want to buy.
- The valuation must disregard any improvements that you or your family have made, and any failure on your part to keep your home in good internal repair.
- The value of a flat or maisonette must take account of estimated service charges for repairs and improvements that are listed in the offer notice.

5. Will I still get repairs done if I apply to buy?

- Only essential repairs will be carried out after we receive your RTB1 application.
- Your home is valued and sold as it is and houses will not be included in roof or window renewal schemes or redecoration contracts. Flats will be excluded from modernisation schemes.

6. Will rent arrears affect my purchase?

- Your mortgage lender will want a rent reference and may be influenced by a poor payment record.
- If a court grants a suspended Possession Order and you breach the terms, you are not a secure tenant and cannot buy.
- The period between breaking an Order and repaying all arrears does not qualify for discount.

7. How long does it take to complete a purchase?

- This varies enormously, from several months to a year or more.

8. Where do I return my form?

Leasehold Services
Barnet Homes
2 Bristol Avenue
Colindale
London
NW9 4EW