



Housing
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Please ask for: Jane Callaghan

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Our Ref: RTB

Date: As postmark

Dear Sir/Madam,

Housing Act 1985, Part V, Right to Buy (RTB)

Thank you for your enquiry.

Please note that while you have an active Right to Buy application, you will not be entitled to any planned programmed capital works.

This letter accompanies the Right to Buy Information Pack that comprises the following documents:

- Right to Buy Government Booklet
- Right to Buy application form (RTB1)
- Data Protection form
- Permission to check information form
- Documentary Evidence of Identity – Requirements

If you do decide to complete the RTB1 form, please read through the guidance notes on page 18 and 19 of the Right to Buy booklet carefully beforehand as this will reduce the risk of the form being completed incorrectly and therefore either being returned to you for correction or your Right to Buy being denied.

It is important that when submitting the Right to Buy application (RTB1) form, you bring the documents requested in the 'Documentary Evidence of Identity' list attached to this letter for each applicant applying for the Right to Buy to Wat Tyler House, Princes Street, Swindon. Please call me or e-mail me to make a mutually agreed appointment. Please note that each applicant must attend the meeting with me. Please note that we hold appointment on Thursdays only.

Mike Ash, Head of Housing

We recommend that you get independent financial, legal advice and contact the Government's Right to Buy Agent Service and get the advice you need, see useful contacts list.

I hope you are satisfied and feel that I have addressed your query fully. However, if you require further clarification, you can contact me on any of my details listed above.

For your information, as part of the Council's normal process, your application will be passed to the Council's Corporate Fraud Team for scrutiny.

Yours sincerely,

Jane Callaghan
Right to Buy Officer

Enc. RTB information pack

Mike Ash, Head of Housing