

## **VOLUNTARY RIGHT TO BUY** **CHECKLIST**

### *The Dos and Don'ts of Voluntary Right to Buy*

This summer the long awaited **Voluntary Right to Buy** Pilot will be introduced across the Midlands. Castle Vale Community Housing Association are taking part in the pilot which offers **discounts from 35% for houses and 50% for flats** for customers who qualify.

We will be updating our website as soon as we discover more information and you can also find information on the Government website [www.righttobuy.gov.uk](http://www.righttobuy.gov.uk) but in the meantime we wanted to make our customers aware of some of the **do's and don'ts** on how to help make your application successful.

### **DO**



**DO pay any arrears owed to CVCH before you apply.**

If you have any arrears your application will be refused.



**DO be aware that some properties cannot be bought, and that you have to meet eligibility points as a tenant for a successful application.**

This eligibility needs to be upheld during the whole application process.



**DO expect to pay an application fee of £250.00 to CVCH.**

This will be deducted from the sale price when the sale completes.

If for any reason you fail the eligibility test or your home does not this fee is refundable. However, if you cancel the application or do not comply with the strict timescales in which to apply to the scheme, you will lose this fee.



**DO make sure that you make the application in the names of only the household members who will be included in the final sale.**

Once the application has been agreed and verified by us you will not be able to add or remove applicants without cancelling the application.



**DO make sure that you claim all of the discount that you are entitled to.**

We will only be able to verify any addresses that you have had with us but if you would like to include years spent with other Housing Associations or Councils you will need to provide proof - either a tenancy agreement, letter from the landlord or Council Tax or copies of the electoral register for the relevant years.



**DO make sure that if your application includes additional family members, they can prove that they have lived at the property for at least 12 months.**



**DO pay attention to time scales.**

The key ones are;

- **The URN is valid for 4 weeks**  
You must make your application to CVCH before it runs out.
- **When your application is accepted you have 10 days to make an appointment to provide your documents**  
It may be worth getting these organised before you apply and hand them in with your application.
- **If you qualify you will receive an offer within 12 weeks**
- **When you receive your offer you have 4 weeks to decide whether to accept and provide solicitor details**
- **When the matter is referred to solicitors, completion should be within 12 weeks**  
Please make your solicitor aware of this when you appoint them.

## DON'T



**DON'T delay registering.**

There is a limited amount of government funding available for this pilot and it is for the whole of The Midlands region. As soon as the portal is operational, register at [www.righttobuy.gov.uk](http://www.righttobuy.gov.uk)



**DON'T assume that you will definitely be able to take part in the pilot.**

Not all CVCH homes are included (see exclusions list in the policy) and there is limited funding which will mean that not all applications will be successful. CVCH does not have any influence in this selection process.



**DON'T send in your application without a unique reference number (URN) you will receive from the Government website.**

CVCH cannot accept an application without it.