

Dear Sir/Madam

Thank you for your enquiry regarding the option to purchase your property.

Based on an initial review of your details you **may** qualify for the Right to Buy scheme, to establish eligibility please complete and provide the following:

- **RTB1 application form (please complete fully mark N/A if sections do not apply do not leave blank or the form will be returned)**
- **Insolvency Declaration Form (complete all questions) for all applicants.**
- **Supporting information required if applicable (please see below)**
- **Photographic ID for each applicant**

**Failure to complete your application fully or provide any of the above will delay the processing of your application! We will not acknowledge receipt of your application until you provide all the required information (as above).**

#### **Photographic ID**

As part of our Fraud Prevention measures, we need to confirm the identity and address of all applicants. Each person named on the application will need to provide a form of photo ID!

Each applicant must provide a photo of themselves holding up a form of photographic ID (passport/driving licence) next to their face along with a close-up image of the ID itself to establish a likeness this needs to be emailed to [rtb-rta@karbonhomes.co.uk](mailto:rtb-rta@karbonhomes.co.uk) with your address as subject title.

#### **Supporting Documentation**

If you are applying with person/persons who reside at the property but are not on your tenancy you need to provide documentary evidence that they have lived at the property as their only or principal home for 12 months or more prior to the date of your application.

Evidence can be Electoral Roll information for the person or joint Council tax bills. **All documents should be dated at least 12 months prior to the application.**

#### **Address to Return forms**

Please return your forms to our **Head Office Address: Karbon Homes, Number Five, Gosforth Park Avenue, Gosforth Business Park, Newcastle upon Tyne, NE12 8EG**

#### **Fraud Prevention**

Fraud Prevention is something that Karbon Homes take very seriously, we work in partnership with Durham and Northumberland Fraud Prevention teams who provide support throughout the application process.

If your application is successful and you decide to proceed with the purchase, you need to provide proof of how you intend to fund the purchase. If funding is not through a mortgage additional funding checks will be required.

#### **Sharing personal information with the Karbon Homes Group.**

Please be assured the security of the personal information you share with us will always be taken seriously, and your privacy will be respected. If you'd like to know more about how we manage and use the information you share with us please visit our website, [www.karbonhomes.co.uk](http://www.karbonhomes.co.uk), and view our Privacy Statement. Alternative and accessible formats are available and can be requested by calling our Freephone number 0808 164 0111