

How to contact us

By phone

- Head Office 01909 534484
- Area Office West 01909 533426
- Area Office East 01777 713202

Freephone Repairs and Contact Centre 0800 590542 8:00am - 8:00pm

On-line

Visit our website at www.a1housing.co.uk

You can also email us at customer.services@a1housing.co.uk

By visiting us

Head Office Carlton Forest House, Hundred Acre Lane, Worksop, Notts S81 0TS

Area Office East 17B The Square, Retford, Notts DN22 6DB


Area Office West Queen's Buildings, Potter Street, Worksop, Notts S80 2AH

All of our offices are open Monday to Friday between 8.40am and 5pm

By writing to us

A1 Housing Bassetlaw Limited

Carlton Forest House, Hundred Acre Lane, Worksop, Notts S81 0TS

SMS text message 
07779 533533



Developed in partnership with tenants

Working in Partnership with
Bassetlaw District Council



**Right To Buy
Your Home**



www.a1housing.co.uk

GL3 version 2 - 07/07

Providing Quality Homes & Neighbourhoods



If you need any help communicating with us or understanding any of our documents, please contact us on 01909 534520.

Mandarin

如果您在与我们沟通或理解我们的任何文件时需要帮助，我们可安排“语言热线”（Language Line 公司）的口译人员或笔译人员来帮助您。请拨打这个电话 - 01909 534520 与我们联系，说明您使用的语言和电话号码。

Urdu

اگر آپ کو ہمارے ساتھ بات کرنے میں یا ہماری فراہم کردہ کسی دستاویز کو سمجھنے میں مدد کی ضرورت ہو تو ہم آپ کی مدد کے لئے لنگویج لائن کے ایک اظہر پریٹر (مترجم) یا ترجمہ کرنے والے کا اہتمام کر سکتے ہیں۔
پر رابطہ کر کے اپنی زبان اور اپنا ٹیلیفون نمبر بتائیں۔
01909 534520

Punjabi

ਜੇ ਤੁਹਾਨੂੰ ਸਾਡੇ ਨਾਲ ਗੱਲਬਾਤ ਕਰਨ ਜਾਂ ਸਾਡੇ ਕਿਸੇ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਸਮਝਣ ਵਿੱਚ ਮਦਦ ਚਾਹੀਦੀ ਹੈ, ਤਾਂ ਤੁਹਾਡੀ ਮਦਦ ਕਰਨ ਦੇ ਲਈ ਅਸੀਂ ਇੱਕ ਲੈਂਗਵੇਜ਼ ਲਾਈਨ ਇੰਟਰਪ੍ਰੀਟਰ (ਦੁਬਾਸੀਏ) ਜਾਂ ਟ੍ਰਾਂਸਲੇਟਰ (ਅਨੁਵਾਦਕ) ਦਾ ਪ੍ਰਬੰਧ ਕਰ ਸਕਦੇ ਹਾਂ।
ਕਿਰਪਾ ਕਰਕੇ ਸਾਨੂੰ - 01909 534520 - ਉੱਪਰ ਸੰਪਰਕ ਕਰੋ ਅਤੇ ਆਪਣੀ ਭਾਸ਼ਾ ਅਤੇ ਟੇਲੀਫੋਨ ਨੰਬਰ ਦੱਸੋ।

Polish

Jeśli potrzebujesz pomocy w komunikowaniu się z nami lub w zrozumieniu naszych dokumentów, możemy do pomocy udostępnić tłumacza Language Line.
Proszę się z nami skontaktować pod numerem telefonu – 01909 534520 podając język rozmowy i numer telefonu.

We can arrange for a copy of this document in large print, audiotape, Braille or for a Language Line interpreter or translator to help you.

Our contact details:

- 📞 01909 534520
- ✉ SMS Text phone 07779 533533
- ✉ e-mail: customer.services@a1housing.co.uk

Right to buy your home

This leaflet gives advice on the process involved in buying your Council house or flat.

The Department of Communities and Local Government have produced a booklet on Right to Buy which we will send to you with an application form (RTB1) if you enquire about purchasing your Council house or flat. The booklet is a guide for explaining the procedures involved in the 'Right to Buy' process.

Warning – A1 Housing, Bassetlaw District Council and the Government are concerned that some private companies do not always give good advice regarding buying your home. Sometimes these companies may ask you to pay for a service that A1 Housing and the Council will provide for free. If in doubt, contact us first before you agree. Do not be persuaded to sign for anything unless you are sure it is what you want to do.

The criteria to apply to buy your home

You will need to be a secure tenant for at least 2 years if your tenancy started before 18 January 2005. After that date you need to be a secure tenant for 5 years.

Be aware that:

- If you have a suspended possession order served against you and you breach it, your Right to Buy application will be cancelled
- At the present time we do not sell bungalows
- A family member can share in the right to buy, if the property is their principle home and they have lived there throughout the last 12 months
- You cannot apply if you are an Introductory Tenant

Your rights

If you are a secure tenant of the Council you have the right to buy your house or flat.

You or your successor can sell the house or flat at any time after you have purchased it. However, if you sell the property within 5 years of purchasing it you will have to pay all or a percentage of your discount back to the Council.

You have the right to buy your flat on a 125 year lease. Individual flats are not sold freehold. This lease allows you or your successors to live in the flat for the 125 year period for a ground rent of £10 per year.

If you buy your flat will be required to pay a contribution towards the repairs and services provided by the Council. These are called Service Charges. Please see the section on 'Service Charges'.

What will happen after you have applied to buy?

Once you have returned the Right to Buy application form we will commence with the procedure to sell you your home.

Your RTB application form will be checked to make sure that you meet the Right to Buy criteria. Once this has been done we will send you a RTB2 notice normally within 4 weeks, which will inform you if your Right to Buy has been approved and who will be included in it.

The Council will arrange for a valuer to value your home. The valuer will make an appointment to see you and when he/she visits, you can advise the valuer of any further improvements you have carried out to your home. There is no charge for this service.

You will normally receive notification of the purchase price within 8 weeks of receiving a RTB2 form. This will be in the form of a Notice of Purchase Price (also referred to as a Section 125 Notice). This notice contains the following important information: -

- The market value of your home
- The discount and purchase price

- Any improvement you have carried out which the valuer has disregarded
- Any structural defects including other observations, which the valuer has taken into account
- An indicative plan
- The Acceptance Form (which can also be used to cancel your application)

Other regular cost of home ownership

You also need to consider other costs as well as your mortgage repayments.

These could include:

- Council Tax and Water Charges
- Insurance – for building and contents
- Life assurance
- Mortgage payment protection Insurance
- Repairs and maintenance
- When the sale is completed, you must pay the Land Registry to register you as the new owner.
- You may also have to pay Stamp Duty
- You will also need to get the property surveyed
- Legal Fees payable to your Solicitor
- You may be required to pay a contribution towards the repair and maintenance of any shared amenities such as water services or drains.

You can contact us, if you require any further information, via the address, phone number or email included at the end of this booklet.

Service charges (for buying Flats only)

The Council are responsible for repairs to the outside of the flat and the rest of the building.

The Council also provides services such as communal lighting and cleaning of communal areas to some flats.

You will be required to pay a reasonable share of the costs of responsive repairs and services to the Council, you may also have to contribute towards the cost of major capital works to the fabric of the block.

You will also have to pay a charge towards the council's costs in managing the building.

You will be responsible for keeping the inside of your flat in good repair.

What happens if you wish to proceed with the purchase

If you are happy with the purchase price and wish to proceed, you must let us know by returning the acceptance form within 12 weeks of it being sent by us.

During this time you will need to make enquiries about a mortgage and arrange for a solicitor (or licensed conveyancer) to act for you.

We also strongly recommend that you obtain a structural survey of the property before proceeding with the purchase as neither A1 Housing nor the Council will guarantee the condition of the property.

Once you have returned your acceptance form Deed plans will be prepared and the Council's Legal Service will be instructed to prepare the conveyance documents. This normally takes a minimum of 6 weeks.

What happens if you want to cancel your application

You can cancel your 'Right to Buy' application at any time during the process providing that the process has not been completed, i.e. exchanging of contracts. You will need to advise us in writing, either by letter or on the bottom of the acceptance form. If you are a joint applicant we will need all signatures in order to cancel the application.

If you change your mind later, you can re-apply at any time, but you will need to go through the procedure again.

Tenancy issues throughout the 'right to buy process

You will remain a secure tenant of the Council until you have completed the purchase of your home, unless you breach your tenancy conditions.

We will still carry out all essential repairs in accordance with the Council's Repairs policy prior to completion. Generally these repairs will be of a minor nature and not of great cost, otherwise they may have an effect on the property valuation.

WE WILL NOT CARRY OUT IMPROVEMENT WORKS WHILST A PROPERTY IS UNDER A RIGHT TO BUY INSTRUCTION.

You should continue to report essential repairs through our Contact Centre whilst the Council is still the owner. Once you have completed the purchase you will then be responsible for all repairs and maintenance of your property.

When you submit your application to purchase your home any housing application will be placed on the suspended list until the 'Right to Buy' process is either completed or cancelled.

If you complete the purchase we will cancel your housing application and you will lose any 'waiting time'. This also applies to persons over the age of 60

years who have applied for Senior Citizen accommodation. If you do not proceed with the purchase we will reinstate your housing application, and any accrued waiting time will also be reinstated.

Getting help

Contact the Right to Buy Team at;

A1 Housing Bassetlaw Ltd
Carlton Forest House
Hundred Acre Lane
Worksop
Notts. S81 0TS

Telephone: (01909) 533180
Email: customer.services@a1housing.co.uk

Notes
