

To Whom It May Concern

Contact: Leasehold Team

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Right to Buy

Please find enclosed the forms you will need to make a Right to Buy application. In order to make an application you will have to provide original identity documents.

Each person applying should take the relevant documents to one of our housing offices where they can be scanned. The application date will be confirmed once we are in receipt of your completed application. This will be the date used for valuation purposes.

Housing Office opening hours: 9am - 1pm & 2pm - 5pm (4.30pm on Fridays)

- Lavender Street Housing Office, Kemp Town, Brighton BN2 1JU
- Victoria Road Housing Office, Portslade Town Hall BN41 1YF
- Whitehawk Community Hub, 179a Whitehawk Road, Brighton BN2 5FL
- Housing Centre, Eastergate Road, Moulsecoomb BN2 4QL

Route 1

At least 1 of the documents must show the current address. All applicants must provide:

- 1 document from Table 1 (below)
- 2 other documents from either Table 1 or Table 2a or 2b
(Please refer to Table 2 over the page)

Route 2

At least 1 of the documents must show the current address. If you do not have any of the documents in Table 1, then you must be able to show:

- 1 document from Table 2a (below)
- 3 other documents from either Table 2a or 2b

Table 1: Primary identity documents

| Document | Notes |
|---|---|
| Passport | <i>Any current & valid passport</i> |
| Biometric residence permit | <i>UK</i> |
| Current driving licence - photo card with counterpart | <i>UK/Isle of Man/Channel Islands (full or provisional)</i> |
| Birth certificate - issued at time of birth | <i>UK and Channel Islands - including those issued by UK authorities overseas, e.g. Embassies, High Commissions and HM Forces</i> |

Table 2a: Other documents

| Document | Notes |
|---|---|
| Current driving licence - old-style paper version | <i>UK</i> |
| Current photo driving licence | <i>Non-UK licences must be valid for up to 12 months from the date the applicant entered the UK</i> |
| Birth certificate - issued after time of birth | <i>UK and Channel Islands</i> |
| Marriage/civil partnership certificate | <i>UK and Channel Islands</i> |
| Adoption certificate | <i>UK and Channel Islands</i> |
| HM Forces ID card | <i>UK</i> |
| Firearms licence | <i>UK and Channel Islands</i> |

Table 2b: Financial and social history documents

| Document | Notes | Issue date and validity |
|---|---------------------------------------|---------------------------------|
| Bank or building society statement | <i>UK and Channel Islands or EEA</i> | <i>Issued in last 3 months</i> |
| Bank or building society account opening confirmation letter | <i>UK</i> | <i>Must still be valid</i> |
| Credit card statement | <i>UK or EEA</i> | <i>Issued in last 3 months</i> |
| Financial statement, e.g. pension or endowment | <i>UK</i> | <i>Issued in last 12 months</i> |
| P45 or P60 statement | <i>UK and Channel Islands</i> | <i>Issued in last 12 months</i> |
| Council Tax statement | <i>UK and Channel Islands</i> | <i>Issued in last 12 months</i> |
| Work permit or visa | <i>UK</i> | <i>Valid up to expiry date</i> |
| Utility bill | <i>UK - not mobile telephone bill</i> | <i>Issued in last 3 months</i> |
| Benefit statement, e.g. Child Benefit, Pension | <i>UK</i> | <i>Issued in last 3 months</i> |
| Central government or government agency document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC | <i>UK and Channel Islands</i> | <i>Issued in last 3 months</i> |
| EU National ID card | | <i>Must still be valid</i> |
| Cards carrying the PASS accreditation logo | <i>UK and Channel Islands</i> | <i>Must still be valid</i> |