

## The what, where and when in processing your application for the Right to Buy

**Repairs:** Please note that whilst an application for the Right to Buy is in progress, repairs to your property will be limited to sanitary, safety and security. If you believe the problem relates to any of these, please contact the repairs office as normal. You will then be informed whether or not the Council will undertake the repair.

Should you decide not to proceed with your Right to Buy, please write to Office Support, Colchester Borough Homes, to withdraw your application. We will then inform the relevant sections of the Council and your property will once again be eligible for repairs, etc.

Your completed right to buy application form (**RTB1**) should go to:

**Colchester Borough Homes, Office Support,  
33 Sheepen Road, Colchester CO3 3WG**

The first document you should receive from us is an **RTB2 Notice**. This notice will tell you whether or not you have the Right to Buy.

We have:

- 4 weeks to send you the RTB notice if your qualifying period is with Colchester Borough Council, or
- 8 weeks if your qualifying period is outside Colchester Borough Council

(Qualifying period – 5 years as a public sector tenant if you have not been a public sector tenant prior to 18 January 2005). For further details see Department of Communities and Local Government Guide.

**The Council's Estates Officer will need to visit your home to carry out a valuation**

Ensure that you keep any appointment made by the Estates Officer. If you cannot, please let him know so that a new appointment can be rearranged.

The next document you will receive from us is your **Right to Buy Offer Notice**. This notice will tell you how much it will cost to buy your home and if you live in a flat it will include estimates for service charges you will have to pay.

We have

- 8 weeks to issue a S125 Right to Buy Offer Notice if your property is a house, and
- 12 weeks if your property is a flat

Once you receive your S125 Offer Notice, you have 12 weeks to reply with your intention either to:

- Accept the offer
- Appeal to the District Valuer if you disagree with our valuation

If you decide you want to buy your home you should sign the **Right to Buy acceptance form** and send it to:

**Colchester Borough Homes, Office Support,  
33 Sheepen Road, Colchester CO3 3WG**

When you decide to buy please notify Office Support, Colchester Borough Homes of the name and address of the solicitor you have chosen to represent you.

Solicitors usually advertise in your local Yellow Pages. The cost of using a solicitor to buy your home can vary, so it's a good idea to ring round and get some quotes. Please remember that you will have to pay your solicitors fees and other charges e.g. stamp duty, land registry and search fees.

The Council's Legal Services will contact your solicitor so that legal paperwork can be agreed by both parties. Your solicitor should let you know when your purchase has been completed.

**IMPORTANT**

**Before buying** you should read carefully all the information given to you in your Right to Buy Offer Notice. Ask your legal adviser to explain anything you do not understand before you decide to buy.

**Buying your home** is possibly going to be one of the biggest financial commitments that you will ever make. Take time to consider the responsibilities of home ownership and find out all that you need to know before buying.

We will try to answer any questions that you may have.

**Remember, if you are buying a flat you will have to pay service charges every year, as you will have a leasehold contract with us.**

**PLEASE NOTE THAT YOUR RENT ACCOUNT MUST BE CLEAR ON THE DAY OF COMPLETION.**

**THIS INCLUDES RENT ARREARS ON PREVIOUS PROPERTIES. FAILURE TO REPAY PREVIOUS DEBTS MAY INCUR A LEGAL CHARGE HELD OVER THE PROPERTY BY THE COUNCIL.**