

# Home Ownership Services

## Right to Buy interview



### *Why do I need to attend a Right to Buy interview?*

Attending your interview is a mandatory part of the Right to Buy procedure. It helps us gather the information we need to verify your application and, if you qualify for the scheme, work out how much discount you'll receive. It's also an opportunity to discuss affordability and homeownership issues with you and to answer any questions you may have. Your application may be denied if you do not attend.

### *Who needs to attend?*

All secure tenants of the property must attend, even if they've indicated on the application form that they do not wish to be part of the purchase. Family members included in the application who are sharing the Right to Buy must also attend. Family members living at the property who are not the secure tenants and do not wish to buy are not required at the interview.

### *What do I need to bring with me?*

- All secure tenants and family members sharing the Right to Buy must provide **valid photo-identification** e.g. a valid passport or UK driving licence.
- The secure tenant exercising the Right to Buy Must provide **12 Months of Bank Statements from their main bank account** (These must have been posted to the home address). If you only have online print outs you will need to order the last 12 original statements from your bank as **we cannot accept printed online statements**.
- **Two additional items** of proof of address e.g. recent utility bill and HMRC.
- Your current **tenancy agreement** and any tenancy agreements for previous tenancies.
- Family members sharing the Right to Buy Must provide **12 Months of Bank Statements from their main bank account** (These must have been posted to the home address). If you only have online print outs you will need to order the last 12 original statements from your bank as **we cannot accept printed online statements**.

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See [page 2](#) for examples of acceptable documents.

### *Where do I need to go?*

See map on [page 3](#) for directions.

### **Accepted Documents**

#### Proof of identification

(Secure tenants and family members sharing the Right to Buy)

- Passport
- Drivers licence
- National ID card

#### Two items of proof of address (secure tenants exercising the Right to Buy)

- Payslip (displaying address)\*
- HMRC letters\*
- Landline / mobile phone bills\*
- Utility bills\*
- Drivers Licence (Both card and Paper document)
- Current vehicle insurance.

(We do not accept council tax or letters sent from Lewisham Council or Lewisham homes.)

\*Documents must be dated within the last three months

#### 12 months proof of address (family members sharing the Right to Buy)

- 12 individual and separate bank statements (not a 12 month history of transactions combined into a single statement), or
- 12 separate monthly phone, utility bills, payslips (showing address) etc. or
- A combination of the above.

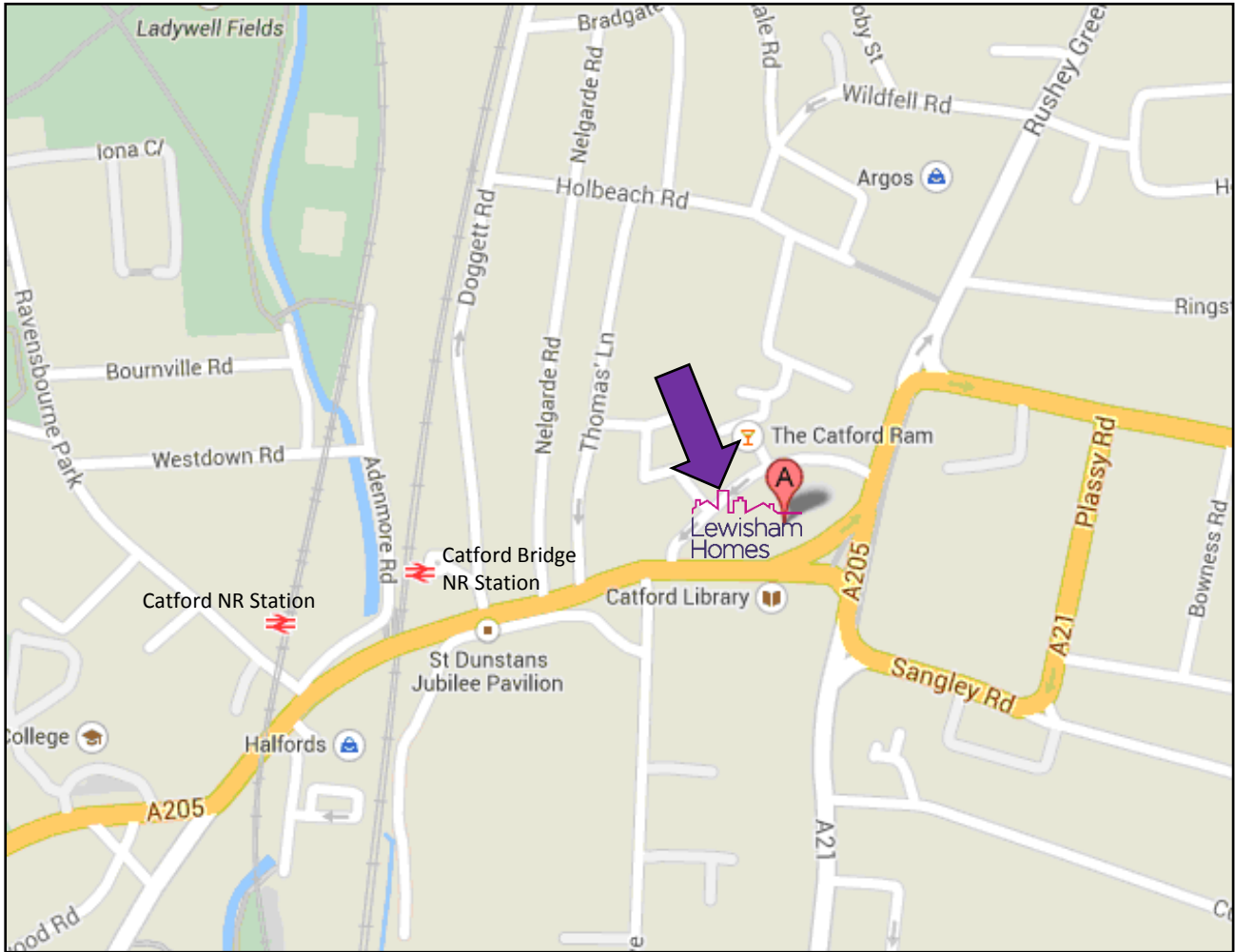
#### Circumstances where there is a change of name

- Marriage Certificate
- Deed Poll

Please note this list is not exhaustive

**All documents are security checked**

## Where to find us



Your interview will be held at:

The Old Town Hall

Catford Road

SE6 4RU

Free phone: 0800 028 2 028

Email: [righttobuy@lewishamhomes.org.uk](mailto:righttobuy@lewishamhomes.org.uk)

[www.lewishamhomes.org.uk](http://www.lewishamhomes.org.uk)

You will need to report to reception before your scheduled interview time.

Please let us know if you have any **mobility issues** preventing you from attending your appointment, we may be able to make alternative arrangements for you. Our offices are accessible to disabled customers.

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