

Wythenshawe
Community Housing Group

Preserved Right to Buy (PRTB)/Right to Acquire (RTA) Questions & Answers

Where can I find an Application Form for PRTB/RTA?

The application forms are available to download from our websites:

<https://www.parkwaygreen.co.uk/services/buying-home/>

<https://www.willow-park.co.uk/buying-your-home/>

How do I know whether I am a Parkway Green tenant or a Willow Park tenant?

Your tenancy agreement will show whether your tenancy is with Parkway Green or Willow Park. As a general guide, most M22 postcode areas are Willow Park and most M23 are Parkway Green.

How do I know whether I am eligible for PRTB or RTA?

PRTB is only available to tenants who transferred their tenancy from Manchester City Council to either Willow Park or Parkway Green and then have remained with that landlord. From Manchester City Council to Willow Park there were two stock transfers, the first was on 29 March 1999 and the second on 4 October 2004. From Manchester City Council to Parkway Green there was one stock transfer on 30 October 2006.

Please note for PRTB: from transfer of your tenancy you will need to have remained a tenant of either Willow Park or Parkway Green without a break to ensure your eligibility. If you have moved to another property with same Housing Association after the transfer with no break in tenancy, you will keep your eligibility. If, however you transfer from one Housing Association to another, (Parkway Green to Willow Park/Willow Park to Parkway Green) you will lose your PRTB.

RTA is available for tenants who are not eligible for PRTB but have been a tenant of a Housing Association for 3 years or longer. More details on eligibility are available on the websites.

Subsidiary Companies



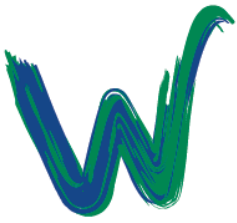
Please contact customer services on **0800 633 5500** | **0300 111 0000**

(Free from a landline | Local rate from a mobile)

www.wchg.org.uk

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What documents do I need to provide to apply for PRTB/RTA?

You will need to complete and submit a PRTB or RTA application form along with the following documents/evidence:

- A copy of your Passport or Driving Licence
- Two current utility bills (other than Council Tax)
- A current Council Tax bill
- A Mortgage in Principle or evidence of monies available for a cash purchase
- A completed Solvency Declaration form (which can be downloaded from our website)

Please note if there is more than one applicant, we will require the supporting information for all the applicants.

Can a family member apply?

If a family member wants to share your PRTB/RTA they must have lived in the property for at least 12 months and the supporting documents they provide must be dated 12 months prior to the application date as proof of residency.

Can I send in my application with some supporting information and send the rest later?

No. We cannot process incomplete applications or applications submitted without the supporting documents listed above.

How long does it take to find out if I am eligible for PRTB/RTA?

Once we receive a completed application form along with the supporting documents, we will acknowledge your application. We then check your application and supporting documents, this can take up to 28 days as we need to confirm your tenancy history. Within 28 days we will let you know whether you are eligible.

What discount will I be eligible for when I purchase my property through PRTB?

If you are entitled to PRTB, your discount will be based on the number of years you have been a tenant. The calculation for houses and flats is different.

Houses - 10 years full tenancy will give a 40% discount. The discount increases by 1% for every further year's tenancy you have. You can claim for up to a maximum of 40 years tenancy which will give you a 70% discount.

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Flats - 10 years full tenancy will give you a 60% discount. This discount increases by 2% for every further year's tenancy you have. You can claim for up to a maximum of 15 years tenancy which will give a 70% discount.

Please note the maximum discount allowable for both houses and flats is capped at £84,200.

What discount will I be eligible for when I purchase my property through RTA?

If you are entitled to Right to Acquire you will receive a fixed £10,000 discount.

What happens when my application is accepted (Admitted)?

You will receive an Admittance Confirmation Letter and an Admittance Form advising you will be contacted by a Valuer to arrange a valuation. You will also be given the deadline for your offer letter to be sent.

I have carried out improvements to my house, will these be included in the valuation?

It is very important you **list all the improvements you have made** on the application form, as they will be taken into consideration.

Once the Valuer has been, how long does it take for me to receive an Offer letter?

Once you have been accepted (Admitted) you will receive your Offer Letter (S125 Notice) within 8 weeks (for a house) or 12 weeks (for a flat). Please do not contact us during this period. You will have been given a deadline date for your offer letter when your application was accepted. Your offer will be sent by this deadline regardless of when your valuation was carried out.

When will I find out what the value of my house is?

The Offer Letter (S125 Notice) will include the value of your house along with a copy of the valuation report.

I've received an Offer Letter, how long do I have to make my decision?

You have up to 12 weeks to make your decision from the date of the Offer Letter. The offer will include a Notice of Intention form (located on the last page) which will show the deadline for you to respond. You will need to complete this form to let us know whether you wish to accept the offer or withdraw from the application.

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How can I find out the value of my house before going through the PRTB/RTA process?

You won't be able to find out an exact value of your house prior to submitting your application. Several estate agent websites have a function to give an estimate on a property value. Please note: **this is only an estimate only.**

Can I use my own valuer to value my property?

You won't be able to use your own valuer. We appoint an independent RICS (Royal Institute of Chartered Surveyors) valuer to assess the valuation at no cost to yourself.

I disagree with my valuation, what can I do?

If you do not agree with the valuation, you will need to inform us in writing within 12 weeks from receipt of the Offer Letter. We will then direct your request to the District Valuer for re-valuation. Please confirm your request in writing and provide comparables to evidence your claim.

My family member who is a tenant is considering making an application. I'm not a tenant but they've asked me to find out the information for them

Due to data protection legislation we are not able to provide you with any information relating to the tenancy, including eligibility and discount, unless you are listed as a tenant on the tenancy agreement.

If I decide to purchase my property, do I need to appoint my own solicitor?

Yes, once you decide you wish to purchase your property and return your Notice of Intention to us we will instruct our solicitor and you will need to provide us with the details of the solicitor who will represent you.

How important is to provide all previous addresses?

When you apply for PRTB you will receive a discount based on the number of years you have been a tenant, not just at your current property but for all previous tenancies. It is very important you provide details of these tenancies with approximate dates. If you have a tenancy agreement or contract, it is important you send us copies with your supporting evidence.

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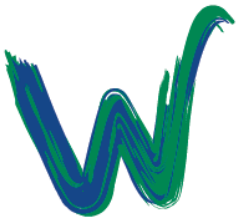
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How do I cancel my application after I've received an Offer Letter?

To cancel your application all applicants need to sign and date the Notice of Intention form at the back of your offer letter and return to us via post (please keep the receipt of posting) or email to enquiries@gardencityhomes.org.uk

I've cancelled my application and have received a letter saying that any improvements which may be due to my property will be carried out at the end of the improvement programme. What does it mean?

When you have an active application, we are not allowed to carry out any improvement works which may affect the value of the property. If you were due a roof renewal or kitchen/bathroom upgrade for example, you will have been removed from the list. When you cancel or withdraw your application you will be added to the end of the improvement programme list. This means the work will be carried out at a later than that of neighbouring properties.

Can I still report repairs after I submit an application for Right to Buy/Right to Acquire?

We will not carry out any work which materially affects the valuation of the property after the application is acknowledged. This includes any programmed work such as re-roofing, re-pointing, re-painting, window frame replacement, and the installation of kitchens, bathrooms or central heating. We will also not carry out any routine repairs unless they are deemed as Health & Safety. We will comply with our statutory repairing obligations in accordance with Section 11 of the Landlord and Tenant Act 1985 in remedying serious defects and undertaking emergency repairs. Once we receive your application all general repairs are stopped and you will be responsible for these.

Is there an administration fee or estate agent fee if I want to buy my home through PRTB/RTA?

There are no fees.

My offer letter is due very soon, but I haven't been contacted by the valuer to arrange the valuation, what should I do?

Please send an email to enquiries@gardencityhomes.org.uk and we will contact the valuer and find out when they will visit your property. The valuer has to enter and inspect your property in order to value it. However, in exceptional circumstances - for example Covid 19 reasons, the valuer will value your property remotely. We use experienced valuers who know the area and local property market, with their expertise they can provide an accurate valuation report even if they do not attend.

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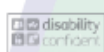


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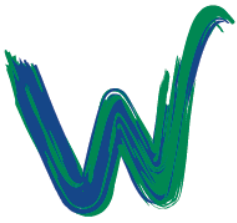
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What happens if I don't respond to the offer letter on time?

If we don't receive your completed Notice of Intention within 12 weeks from the date of your Offer Letter, we will send a notice giving you a further 28 days to make your decision. If this date expires and we haven't received the Notice of Intention from you, we will cancel your application

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