

APPENDIX 2

Right to Buy Policy Section	Suggested Change	Reason for Change
Suggested Change 5.1 Informing tenants of their right to buy	Change the amount of time to send out a right to buy pack from one working day to five.	The right to buy pack is currently available on the Council's website. As employees are not working in the office on a daily basis, more time is required to post out a pack.
Suggested Change 5.1 Informing tenants of their right to buy	Amend team name to 'Housing Services and Strategy'	The team name has changed.
Suggested Change 5.2 Admitting or Denying an Application	Add in 'be'.	A word is missing.
Suggested Change 5.5 Anti-fraud Measures	Amend to: ... checks will be conducted to investigate if the applicant has a live Housing Benefit / Universal Credit (Housing Element) claim.	Applicants could be claiming the Housing Element of Universal Credit or Housing Benefit.
Suggested Change 5.5 Anti-fraud Measures	Add in paragraph: If someone other than the applicant(s) is paying for the purchase, a signed letter will be required confirming they will be purchasing the property on behalf of the tenant. This will need to include their full name, address, national insurance number (to enable a NAFN check to take place) and provide the Council with proof of funds.	This is explained in the 'Additional Information' form and needed to be added in to the Right to Buy Policy.

Suggested Change 5.9 Establishing the value of the property	Add in 'desktop valuation'.	During the Covid-19 pandemic, there was a period of time where inspections could not be carried out internally. Desktop valuations were carried out to ensure continuity.
Suggested Change 5.12 Calculating Service Charges	Replace 'annual service charge' with the following: <ul style="list-style-type: none">• Management Fee• Grounds Maintenance• Communal Lighting	This clarifies what is included in the annual service charge.
Suggested Change Appendix G - Information contained within the Section 125 Offer Notice	Add 'if applicable' after 'Water charges'	Water charges should be included on the Section 125 Notice, however the Council do not charge tenants or leaseholders for water.

<p>Suggested Change Appendix E - Discount Percentages and Maximum Amounts</p>	<p>Change to:</p> <p>The maximum discount amount that can be applied to either freehold or leasehold properties in England changes each year.</p>	<p>The maximum discount amount needs to be removed as it changes on an annual basis.</p>
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