



## Home Ownership Anti-Money Laundering and Insolvency Measures

### Section 1 - Anti-Money Laundering

For the purposes of anti-money laundering and benefit fraud checks you are required to provide evidence of the source of funds to be used in the purchase. Your Right to Buy/Acquire application cannot be processed without this information.

Will you be applying for a mortgage to fund the purchase?

**Yes**  Please proceed to section 3 overleaf

**No**  Please continue with section 2

### Section 2 – Source of Funds

Please complete the table below so far in as it is relevant to any savings, gift or loan. If you are using savings to fund the purchase please provide copy account statements. If family or friends are lending or gifting the money, please provide copy account statements and a letter from those providing the funds confirming the nature and details of any loan or gift. Please note that due to data protection regulations these accounts will not be kept or stored by us once we have had sight of them.

<b>Applicant Name</b>	<b>Source of funds (i.e gift from family member)</b>	<b>Documents provided as evidence</b>	<b>For Office Use only To sign and date document seen</b>

Please see over page

### Section 3 – Insolvency Declaration

This declaration must be given by each tenant and family member sharing the Right to Buy/Acquire.

*Any person knowingly making a false statement or representation in securing services, property or the “Right to Acquire”, which causes a loss, material gain, evasion of liability or pecuniary advantage for the benefit of themselves or another, may be prosecuted under any and all relevant legislation.*

By signing below you confirm that the information provided on this form is correct and make the following declarations:

- I declare that I do not have a bankruptcy petition pending, or a receiving order in force against me.
- I declare that I have not made a composition or arrangement with creditors, the terms of which remain to be fulfilled.
- I declare that I am not an un-discharged bankrupt.

Address									
Is this property a flat?	Yes		No		Is this property a bungalow?	Yes		No	

Are you an Ongo Employee or Board Member or connected in any way to an Ongo staff member or Board Member?	Yes		No	
If yes, please provide further details:				

Surname	Other names	Signature	Date

#### Data Protection Statement

Any personal information you provide to us on this form will be treated in accordance with current UK data protection law and our data protection policies, procedures and privacy notices in place from time to time. For full details of how we will use your personal information and comply with current UK data protection law please see our privacy notice. A copy of our privacy notice is available at [www.ongo.co.uk](http://www.ongo.co.uk) or on request.





### **Required documents to support your application**

Please note applications sent without all of the necessary documents cannot be accepted and will be returned to you. **Please do not send original copies of legal documents in the post**, if you are unable to provide copies then please visit one of our offices where we will be able to make copies on your behalf.

### **Required for ALL applications**

<b>Document</b>	<b>Requirements</b>	<b>Reason</b>
RTA1: Tenant's notice of intention to claim the Right to Acquire	Fully completed and signed by all applicants	Legal requirement
Anti-Money Laundering and Insolvency Declaration Measures	Fully completed and signed by all applicants	Legal checks
Birth certificate for all applicants		UK citizen checks
Proof of previous social housing tenancies (if applicable)	Copies of tenancy agreements	To calculate discount entitlement

### **If one or more applicants is not a tenant but is a family member sharing the Right to Acquire**

<b>Document</b>	<b>Requirements</b>	<b>Reason</b>
Proof of residency for each family member sharing the RTA	<ul style="list-style-type: none"><li>• 2 different documents with the applicant's name and address dated within 12 - 14 months</li><li>• 1 document dated 6 months prior to the date on the signed RTA1 form.</li></ul>	Family member must have resided at the property for at least 12 months to share the RTA.

*Please note, if a family member sharing the RTA is a spouse, you do not need to provide proof of residency. We do, however, ask to see your marriage certificate.*

