

# Your step-by-step guide to the Midlands Voluntary Right to Buy Pilot

Thank you for your application to apply for the Voluntary Right to Buy. We have produced a guide on the process to help you along your journey.

The process to buying your home could take between 12 and 18 months; however it might take longer if you go down the ‘portability’ route.

Timeframes listed below are a guide only, and due to the number of checks we are required to carry out, **it may take longer to process your application.**

You can find out more about the Voluntary Right to Buy pilot online at: <https://www.orbit.org.uk/vrtb/>

## Your step-by-step guide

Process stage & guideline timings	What we will do	What is required from you
<p><b>1) Apply</b></p> <p><b>Deadline: you have four weeks to apply to Orbit</b></p>	<p>a) Acknowledge that we have received your application.</p> <p>b) We will stop all repairs and investment works to your property, in preparation for it to be sold.</p>	<p>i. Submit your fully completed VRTB application form within the four week deadline</p> <p>ii. Make sure all applicants applying to purchase are eligible for the scheme</p> <p>iii. Provide us with any proof of previous tenancy with other landlords (no need to provide proof of your Orbit tenancies).</p>
<p><b>2) Eligibility checks</b></p> <p><b>Timings: we have 12 weeks to carry out eligibility checks</b></p>	<p>a) Check your application form and verify:</p> <p>a. All applicants are eligible for the scheme and meet the minimum eligibility criteria</p> <p>b. The length of previous public sector tenancies</p> <p>c. Your property is included in the</p>	<p>i. To submit any evidence which is requested by us</p> <p>ii. Upon receipt of your ‘eligibility outcome letter’, pay us your £250 application fee, if you <b>and</b> your property are eligible</p> <p><i>If your property is <b>not eligible</b> for sale</i></p> <p>iii. If your property is not</p>

	<p style="text-align: center;">pilot area</p> <p>b) If your property is included or excluded from sale</p> <p>c) If your property has any legal restrictions which would stop us from selling it</p> <p>After these checks, we will write to you to advise you if <b>you</b> are eligible for the scheme and if your <b>property</b> is included for sale.</p> <p>If you <b>and</b> your property are eligible, we will request you to pay your £250 application fee.</p>	<p>eligible for sale, we will contact you to discuss the portability process and ask that you complete a 'portability preferences form'</p> <p>iv. We will then monitor our upcoming vacant properties to offer you a property that meets your portability preferences, and we will talk you through the process from there</p> <p>v. Where an alternative property to port to can't be found within three months from the property eligibility outcome date, your VRTB application will be closed down.</p>
<p><b>3) Pay application fee</b></p> <p><b>Timings: you have two weeks to pay your application fee</b></p>	<p>a) We will process your £250 application fee and arrange a convenient time for you to attend our offices in Stratford-upon-Avon for a face-to-face interview.</p>	<p>i. Contact us to pay your £250 application fee.</p>
<p><b>4) Applicant interview</b></p> <p><b>Timings: we have four weeks to carry out the applicant interview from when you pay your application fee</b></p>	<p>a) We will process your interview by verifying your identity, length of residency and completing an application declaration form</p> <p>b) If at any time during the application process there is suspicion of fraud or money laundering, Orbit will suspend the application immediately to carry out investigations.</p>	<p>i. All applicants applying to purchase the property must attend in person</p> <p>ii. All tenants who are <b>not</b> applying to buy the property must also attend</p> <p>iii. All purchasers and non-purchasers will sign an application declaration form</p> <p>iv. Please bring with you for each applicant:</p> <p style="margin-left: 20px;">a. Written evidence of 12 month occupation in the property for all parties to the</p>

		<p>purchase</p> <p>b. Photographic identification (UV checked for authenticity).</p>
<p><b>5) Property valuation</b></p> <p><b>Timings: we have four weeks to carry out your valuation</b></p>	<p>a) We will forward your details to the RICS Qualified Surveyor for them to contact you to arrange the valuation for your property.</p>	<p>i. You will receive a call from a RICS qualified surveyor to attend your property to carry out a valuation</p> <p>ii. Be at the property for the valuation date and time.</p>
<p><b>6) Formal offer</b></p> <p><b>Timings: we have four weeks to provide you with your 'formal offer of sale'</b></p> <p><b>Timings: you have four weeks to accept your 'formal offer of sale'</b></p>	<p>a) Upon receipt of the valuation for your property, we will calculate the amount of discount you are entitled to, based on how long you have been a public sector tenant</p> <p>b) We will then calculate the 'purchase price' which is the amount of money you will purchase the property for</p> <p>c) We will write to you with a 'Formal Offer of Sale' detailing the valuation, discount and purchase price.</p>	<p>i. When you receive your 'Formal Offer of Sale' letter, read all of the conditions carefully</p> <p>ii. Let us know if you choose to accept or decline the offer by completing the 'Notice of Intention'</p> <p>iii. If you accept the offer, you must instruct a solicitor to act on your behalf</p> <p>iv. You must also provide us with proof of how you are funding your property purchase and send it in to us</p> <p>a. We will tell you what information you are required to provide under the 'Next steps' at the end of your formal offer letter.</p>
<p><b>7) Produce property plan</b></p> <p><b>Timings: we have 12 weeks to carry out the property plan</b></p>	<p>a) We will contact you to arrange a convenient date to attend your property</p> <p>b) We will visit your property to identify which parts of the land will be sold to you, which parts will be retained by us and which</p>	<p>i. Be available for the date we attend your property to produce the plan so you can tell us about anything we need to know about your property.</p>

	<p>parts you may need to pay a service charge for</p> <p>c) We will calculate a service charge, if your property needs one (not all properties have a service charge)</p> <p>d) We will produce a plan which shows which pieces of land you will own.</p>	
<p><b>8) Conveyancing process</b></p> <p><b>Timings: you have 12 weeks to complete your purchase</b></p>	<p>a) We will instruct our solicitors to carry out the property sale on our behalf</p> <p>b) We will provide our solicitors with relevant information about the property</p> <p>c) Our solicitors will work with your solicitors to complete the purchase.</p>	<p>i. Work with your solicitor to progress the purchase of your property</p> <p>ii. Upon completion of your property purchase, your £250 application fee will be taken off the purchase price of the property.</p>
<p><b>9) Purchase complete</b></p> <p><b>Your obligations under the legal charge of your voluntary right to buy purchase are still applicable and you must abide by these rules. This will be explained to you by your solicitor.</b></p>	<p>a) We will confirm your purchase with you by sending you a welcome letter</p> <p>b) If you are a leaseholder or have a service charge, we will introduce you to the team who will be managing your relationship with Orbit going forward</p> <p>c) If you are a freeholder without a service charge, then you won't need to have a contact at Orbit</p> <p><b>Congratulations on your purchase!</b></p>	<p>i. You will complete your property purchase and will now be responsible for your home as a home owner</p> <p>ii. You must abide by the clauses set out in your lease / transfer document</p> <p>iii. You will be responsible making payments of the service charge to Orbit (if applicable).</p>

### ***Some things to be aware of when applying to purchase your property:***

- 1) When you submit your application to purchase your home, we will cancel all repairs and investment works on your property. We will only carry out repairs that are an emergency, legislative or essential to protect the building. This is

to reduce our investment in to a property which we will shortly no longer own. Any works currently in progress will be finished. If you don't continue with your purchase, for any reason, we will allow you to raise repairs as normal, and your investment works will be rescheduled to be carried out within the next two financial years.

- 2) Once you have purchased your property, you will not be able to raise repairs through Orbit and we will not be responsible for maintaining your home, as you will be the owner it will be your responsibility to maintain your property.
- 3) There are extra one-off costs involved in purchasing your property, please make sure you have researched these costs and can afford to pay for them. These costs can include, and are not limited to:
  - a. Stamp duty
  - b. Solicitors fees
  - c. Structural survey
  - d. Mortgage arrangement fees
  - e. Mortgage broker fees
  - f. Removals.
- 4) There are more costs involved with owning a property opposed to renting. Please make sure you have researched these costs and can afford to pay for them. These costs can include, and are not limited to:
  - a. Buildings and contents insurance
  - b. Maintenance / repairs
  - c. Mortgage (if you are borrowing money to purchase the property)
  - d. Life insurance
  - e. Service charge(s).