



City of Westminster

Discretionary Scheme

To apply for the Discretionary Scheme (where secure Westminster City Council tenants can apply to buy the property they live in), please fill in this form and return it by post to:

Leasehold Operations
Westminster City Council
137 Lupus Street
London SW1V 3HE

You must have been a tenant for less than two years to apply (five years if you became a tenant after 17 January 2005). If you have been a tenant for more than this time and want to buy your home, you must apply for Right to Buy.



Important – please note:

- **Leasehold Operations**

We offer comprehensive, impartial and free advice. Please contact us if you have any questions or need help filling in the form.

Our office is open between 9am and 5pm, Monday to Friday. You are welcome to visit us - you do not need to make an appointment. Our details are:

Tel: **0800 358 3783**
Email: **housing.enquiries@westminster.gov.uk**
Address: **137 Lupus Street, London, SW1V 3HE**

We offer home visits to elderly, disabled and / or housebound tenants.

- **Family members**

If you want to buy your home with eligible member/s of your family, you must all complete the application form before you send it to us. Names cannot be added to the application once we have received it. Everybody who applies must be at least 18 years old.

- **Works to your home**

The Council will not do any work to your home (other than statutory repairs or major works) once you have applied to buy it.

- **Decent Homes programme**

If your home is included in the Internal Works (Decent Homes) programme, you will no longer be eligible for any internal improvement works. Only works that are necessary for health and safety reasons will be carried out. But, if you do not go on to buy your home, your home may be considered for re-instatement (if applicable) into the Internal Works (Decent Homes) programme.



Warning!

There are private companies and individuals who offer to help tenants to buy their homes. But you may not get good advice from them and could end up becoming homeless.

Companies and individuals offering help

Sometimes, you are asked to pay for things that you can get for free. For example:

- We will provide an application form and help you fill it in.
- We will explain how the sales process works and answer your questions.
- We will give you information about how to find a solicitor.
- Banks and building societies offer free mortgage advice.

We are here to help you and our advice costs nothing.

Companies and individuals offering money

Sometimes companies or individuals offer tenants money if the tenants agree to a deal where the company ends up owning the property. If you enter into this type of agreement:

- before you buy your property, you will have to repay discount as soon as you buy it.
- after you buy your property, you will have to repay discount as soon as you make the agreement.
- the money you make is unlikely to be enough to buy another home, and the Council will not give you another property to rent.

Please think very carefully before using one of these companies or individuals. Ask yourself 'what is in it for them?'. They may be suggesting that you do something that benefits them, not you. Do not sign anything that you are not entirely clear about or happy with.

Some tenants have become homeless after agreeing to deals like this. It is very important that you get independent legal advice from your own solicitor or the Citizens Advice Bureau, before you do anything.



Discretionary Scheme application form

Your home

Address

--	--

Date you became a tenant of this property

Home telephone number

If you have made any improvements to the property yourself, please list them so that they can be disregarded when the property is valued.

Do you have a garden?

Yes / No

Do you rent a garage or parking space?

Yes / No

Do you rent a store shed?

Yes / No

Is there a lift?

Yes / No

If your home has any special features, for example, disabled facilities, please give details.



Tenants details

Surname	<input type="text"/>	Mr / Mrs / Miss / Ms
First names	<input type="text"/>	
Telephone	Work	<input type="text"/>
	Other (mobile, email)	
Date of birth	<input type="text"/>	

Surname	<input type="text"/>	Mr / Mrs / Miss / Ms
First names	<input type="text"/>	
Telephone	Work	<input type="text"/>
	Other (mobile, email)	
Date of birth	<input type="text"/>	

Surname	<input type="text"/>	Mr / Mrs / Miss / Ms
First names	<input type="text"/>	
Telephone	Work	<input type="text"/>
	Other (mobile, email)	
Date of birth	<input type="text"/>	

Surname	<input type="text"/>	Mr / Mrs / Miss / Ms
First names	<input type="text"/>	
Telephone	Work	<input type="text"/>
	Other (mobile, email)	
Date of birth	<input type="text"/>	



Other purchasers (adults buying the property with you – there can be up to four purchasers)

Some members of your family can apply with you, if you want them to. They must be at least 18 years old, the property must be their only or principal home and they must have lived with you continuously for at least the last 12 months.

Surname	First names	Date of birth	Relationship to you

Other residents

Full name	Date of birth	Relationship to you



Ethnic monitoring

Westminster is a community of people of many backgrounds. The Council wants to make sure that everybody is treated equally, whatever their race, colour or ethnic origin. We are asking for this information to help us make sure that this is happening.

Which of the following groups would you say you and / or your household are members of?

- White**
 - White British
 - White Irish
 - White Other European
 - Any other white background (please specify)

- Mixed**
 - White and Black Caribbean
 - White and Black African
 - White and Asian
 - Any other mixed background (please specify)

- Asian British / Asian**
 - Indian
 - Pakistani
 - Bangladeshi

 - Any other Asian background (please specify)

- Black British / Black**
 - Caribbean
 - African
 - Any other black background (please specify)

- Other British / Other**
 - North African
 - Arab
 - Iranian
 - Other Middle Eastern
 - Chinese
 - Any other (please specify)

- Not willing to specify**



Do you understand and use spoken English?

- Yes
- No

What language do you prefer to speak?

- | | |
|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Arabic | <input type="checkbox"/> Italian |
| <input type="checkbox"/> Bengali | <input type="checkbox"/> Persian |
| <input type="checkbox"/> Cantonese | <input type="checkbox"/> Portuguese |
| <input type="checkbox"/> English | <input type="checkbox"/> Punjabi |
| <input type="checkbox"/> French | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Greek | <input type="checkbox"/> Turkish |
| <input type="checkbox"/> Gujerati | <input type="checkbox"/> Urdu |
| <input type="checkbox"/> Hindi | <input type="checkbox"/> Vietnamese |
- Any other language (please specify)

Do you understand and use forms and information written in English?

- Yes
- No

What language do you prefer forms and information to be written in?

- | | |
|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Arabic | <input type="checkbox"/> Italian |
| <input type="checkbox"/> Bengali | <input type="checkbox"/> Persian |
| <input type="checkbox"/> Cantonese | <input type="checkbox"/> Portuguese |
| <input type="checkbox"/> English | <input type="checkbox"/> Punjabi |
| <input type="checkbox"/> French | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Greek | <input type="checkbox"/> Turkish |
| <input type="checkbox"/> Gujerati | <input type="checkbox"/> Urdu |
| <input type="checkbox"/> Hindi | <input type="checkbox"/> Vietnamese |
- Any other language (please specify)



Financial details

Please give the yearly income before tax, and savings, for the tenants and anyone named in the 'Other purchasers' section of this form.

First purchaser	Income £	Savings £
Second purchaser	Income £	Savings £
Third purchaser	Income £	Savings £
Fourth purchaser	Income £	Savings £

Are you on housing benefit?

Yes / No

How are you going to finance your purchase?

--

Is there any company or individual who is helping you to finance your purchase? If yes, please give details.

--

Previous tenancies

If you have had any other public sector tenancy (for example, a tenancy with another council or housing association), or held a housing licence in the past, please give details.

Address	Dates	Landlord



Previous discount

If you have bought a public sector property (for example, council or housing association) at a discount before, please give details.

Address	Date of purchase	Landlord

Flexible Ownership (not available to tenants of Grosvenor Estate)

Flexible Ownership is a scheme to help Westminster tenants who want to buy their home, but can't afford to.

You can buy as little as a 25% share of your home, and usually get a discount on the share you buy. You pay a reduced rent on the share you do not own.

You can buy more shares later on (if you want to), reducing the rent you pay, until you own the property completely.

If you would like to receive a Flexible Ownership offer with your Discretionary offer, please tick this box.

Declaration and signature

Each tenant and purchaser must read and sign this declaration.

I / we are applying to buy my / our home and declare that to the best of my / our knowledge the information provided is true

	Name (printed)	
First purchaser		
Second purchaser		
Third purchaser		
Fourth purchaser		



Date

If there are any tenants who do not want to buy, they must sign the declaration below.

I / we:

- ◆ Do not want to take part in the purchase of our home.
- ◆ Understand that my / our tenancy will end if the purchase completes.
- ◆ Agree to the people named above buying the property.

Signature

Name (printed)

Date

Leasehold Operations
Westminster City Council
137 Lupus Street
London SW1V 3HE

Telephone 0800 358 3783

Email housing.enquiries@westminster.gov.uk