



City of Westminster

To apply for Right to Buy (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 **at least** two years before you apply (five years if you became a tenant after 17 January 2005). If you are a secure tenant, but have been a tenant for less than this time, you can apply for the Discretionary Scheme.

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 share the Right to Buy 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 for Right to Buy.

- **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.

- **Information in other languages**

If you would like information about Right to Buy in:

Arabic
Bengali
Chinese
Gujerati
Hindi
Punjabi
Turkish
Urdu

please contact us, and we will send you a leaflet.

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.



Notice Claiming the Right to Buy

This notice is for use by certain secure tenants of local authorities, and of certain housing associations and other bodies, who wish to claim the right to buy their homes.

Before filling in each part of this notice please read the notes relating to that part and the information pack which should have been provided by your landlord.

You may also find it helpful to read the Government booklet *Your Right to Buy Your Home*. You can get a copy from your landlord or a Citizens Advice Bureau or by writing to Communities and Local Government Publications, PO Box No 236, Wetherby, West Yorkshire, LS3 7NB.

If you need further advice you can get help from a Citizens Advice Bureau or you can consult a solicitor. Help with the cost of advice from a solicitor may be available under the Legal Aid Scheme.

When you have filled in this notice, take it or send it by recorded delivery to your landlord. If you take it by hand, ask for a receipt. Keep a copy of the completed notice yourself.

Part A: The property

Give the following details:

Address of the property you wish to buy
(including postcode)

| |
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| |
| |
| |

Name of your landlord

| |
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| |
|--|

Note

You can only claim the right to buy the property of which you are a tenant. It does not matter whether it is a house or a bungalow, a flat or a maisonette – the right to buy can still apply.

Part B: The tenant(s)

Give the following details for each tenant of the property:

| Surname | Other names | Title | <i>Is the property the tenant's only or principal home?</i> | | | | <i>Does he or she wish to buy?</i> | | | |
|----------------------|----------------------|----------------------|---|--------------------------|--------------------------|--------------------------|------------------------------------|--------------------------|--------------------------|--|
| | | | Yes | No | Yes | No | Yes | No | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Notes

1. You may be a tenant if your name appears on the tenancy agreement, rent book or rent card. If you are unsure whether you are a tenant, you should check with your landlord.
2. You can only claim the right to buy if the property is your only or principal home. If you are applying to buy jointly with other tenants, only one tenant need satisfy this requirement.
3. **The agreement of any tenant who does not wish to buy must be obtained before you claim the right to buy. They should sign Part G of this notice. Their tenancy will end when you buy the property.**

Part C: Family member(s) sharing the right to buy

If you wish to share the right to buy with any family member who is not a tenant, give their details below:

| Surname | Other names | Title | <i>Is the property the family member's only or principal home?</i> | | <i>Has he or she lived with the tenant throughout the last 12 months?</i> | |
|----------------------|----------------------|----------------------|--|--------------------------|---|--------------------------|
| | | | Yes | No | Yes | No |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Relationship to tenant

| Surname | Other names | Title | <i>Is the property the family member's only or principal home?</i> | | <i>Has he or she lived with the tenant throughout the last 12 months?</i> | |
|----------------------|----------------------|----------------------|--|--------------------------|---|--------------------------|
| | | | Yes | No | Yes | No |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Relationship to tenant

| Surname | Other names | Title | <i>Is the property the family member's only or principal home?</i> | | <i>Has he or she lived with the tenant throughout the last 12 months?</i> | |
|----------------------|----------------------|----------------------|--|--------------------------|---|--------------------------|
| | | | Yes | No | Yes | No |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Relationship to tenant

Notes

- You may share the right to buy with up to three family members who are not themselves tenants, if the property is their only or principal home. Unless your landlord agrees otherwise, the family members must also:
 - be your husband, wife or civil partner; or
 - have lived with you throughout the last 12 months.
- A person who lives with you:
 - as your husband or wife but who is not married to you; or
 - as if you were civil partners but who is not your registered civil partner, is regarded as a family member.

If you are unsure whether someone qualifies as a family member for this purpose, you should check with your landlord.

Part D: Qualification and discount

Please read these notes before filling in the table(s) on pages 5–9.

1. **If you were a public sector tenant before 18 January 2005**, you must have been a tenant for a qualifying period of at least two complete years to be eligible to buy your home. You are then also eligible for a discount. Your discount cannot be greater than the maximum discount for the area in which you live; see the booklet *Your Right to Buy Your Home*. However, subject to that limit, your discount is 32 per cent if you are a tenant of a house, and 44 per cent if you are a tenant of a flat, plus any extra discount for additional complete years as a public sector tenant. If you are buying a house, you are eligible for one per cent more discount for each additional complete year, up to a maximum limit of 60 per cent. If you are buying a flat, you are eligible for two per cent more discount for each additional complete year, up to a maximum limit of 70 per cent.
2. **If you became a public sector tenant for the first time on or after 18 January 2005**, you must have been a tenant for a qualifying period of at least five years to be eligible to buy your home. You are then also eligible for discount. Your discount cannot be greater than the maximum discount for the area in which you live; see the booklet *Your Right to Buy your Home*. However, subject to that limit, your discount is thirty five per cent if you are a tenant of a house, and fifty per cent if you are a tenant of a flat, plus any extra discount for additional complete years as a public sector tenant. If you are buying a house, you are eligible for one per cent more discount for each additional complete year, up to a maximum limit of sixty per cent. If you are buying a flat, you are eligible for two per cent more discount for each additional complete year, up to a maximum limit of seventy per cent.
3. You need not have spent the full qualifying period in your present home or with your present landlord, and in some circumstances periods which another person (such as your husband, wife or civil partner) has spent as a public sector tenant or armed forces occupier can count towards your qualifying period.

A public sector tenant is a tenant of one of the public sector landlords listed at the end of this form who occupies the property as their only or principal home. This may include an employee living in accommodation provided in connection with their job.

An armed forces occupier is a person who occupies accommodation provided for them as a member of the regular armed forces of the Crown.

1. Present and previous tenancies

This section must be completed by each tenant of this property who wishes to be included in this right to buy application. **Each tenant applying jointly should fill in a purchaser's name box and add the relevant details.**

Please give details:

- of your present tenancy of the property
- in relation to any periods in the past when you were a public sector tenant or an armed forces occupier.

| Purchaser's name: | | | | |
|-------------------|---------------|---|---|--|
| Period | | Name of tenant(s) (or member of armed forces) | Address of property (not required for armed forces accommodation) | Name of landlord (or branch of armed forces) |
| from month/year | to month/year | | | |
| | | | | |

| Purchaser's name: | | | | |
|-------------------|---------------|---|---|--|
| Period | | Name of tenant(s) (or member of armed forces) | Address of property (not required for armed forces accommodation) | Name of landlord (or branch of armed forces) |
| from month/year | to month/year | | | |
| | | | | |

| Purchaser's name: | | | | |
|-------------------|---------------|---|---|--|
| Period | | Name of tenant(s) (or member of armed forces) | Address of property (not required for armed forces accommodation) | Name of landlord (or branch of armed forces) |
| from month/year | to month/year | | | |
| | | | | |

2. If you are married or a civil partner and you are living with your husband, wife or civil partner.

Please give details in relation to any periods when your husband, wife or civil partner:

- was previously a public sector tenant or an armed forces occupier
- was previously married to another person or previously had a different civil partner and lived in a property of which that person was a public sector tenant or an armed forces occupier.

But these details should only be completed if you are a tenant of this property **and** you wish to be included in this right to buy application.

Each tenant applying jointly should fill in a purchaser's name box and add the relevant details.

Purchaser's name:

| Period | | Name of tenant(s) (or member of armed forces) | Address of property (not required for armed forces accommodation) | Name of landlord (or branch of armed forces) |
|-----------------|---------------|---|---|--|
| from month/year | to month/year | | | |
| | | | | |

Purchaser's name:

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Purchaser's name:

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3. If you are separated, divorced or your civil partnership has been dissolved.

Please give details in relation to any periods when you were living in a property of which your separated or former husband, wife or civil partner was a public sector tenant or an armed forces occupier.

But these details should only be completed if you are a tenant of this property **and** wish to be included in this right to buy application. Each tenant applying jointly should fill in a purchaser's name box and add the relevant details.

Purchaser's name:

| Period | | Name of tenant(s) (or member of armed forces) | Address of property (not required for armed forces accommodation) | Name of landlord (or branch of armed forces) |
|-----------------|---------------|---|---|--|
| from month/year | to month/year | | | |
| | | | | |

Purchaser's name:

| Period | | Name of tenant(s) (or member of armed forces) | Address of property (not required for armed forces accommodation) | Name of landlord (or branch of armed forces) |
|-----------------|---------------|---|---|--|
| from month/year | to month/year | | | |
| | | | | |

Purchaser's name:

| Period | | Name of tenant(s) (or member of armed forces) | Address of property (not required for armed forces accommodation) | Name of landlord (or branch of armed forces) |
|-----------------|---------------|---|---|--|
| from month/year | to month/year | | | |
| | | | | |

4. If your husband, wife or civil partner has died and you were living together when he or she died.

Please give details in relation to any periods when your deceased husband, wife or civil partner:

- was a public sector tenant or an armed forces occupier
- was previously married to another person or previously had a different civil partner and lived in a property of which that person was a public sector tenant or an armed forces occupier.

But these details should only be completed if you are a tenant of this property **and** wish to be included in this right to buy application. Each tenant applying jointly should fill in a purchaser's name box and add the relevant details.

Purchaser's name:

| Period | | Name of tenant(s) (or member of armed forces) | Address of property (not required for armed forces accommodation) | Name of landlord (or branch of armed forces) |
|-----------------|---------------|---|---|--|
| from month/year | to month/year | | | |
| | | | | |

Purchaser's name:

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Purchaser's name:

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5. Tenants who have taken over a public sector tenancy from a parent.

A tenant who has taken over a parent's public sector tenancy may be able to count, for qualification and discount, periods after the age of 16 living in a property of which a parent was a public sector tenant.

If this heading applies to you, give details in relation to any periods when:

- you were over the age of 16 and living with a parent who was a public sector tenant
- a person to whom you are or were married, or who is or was your civil partner, was over the age of 16 and living with a parent who was a public sector tenant
- a person who:
 - was previously married to your husband, wife or civil partner; or
 - previously had a civil partnership with your husband, wife or civil partner, was over the age of 16 and living with a parent who was a public sector tenant.

But these details should only be completed if you are a tenant of this property **and** wish to be included in this right to buy application. Each tenant applying jointly should fill in a purchaser's name box and add the relevant details.

Purchaser's name:

| Period | | Name of tenant(s) (or member of armed forces) | Address of property (not required for armed forces accommodation) | Name of landlord (or branch of armed forces) |
|-----------------|---------------|---|---|--|
| from month/year | to month/year | | | |
| | | | | |

Purchaser's name:

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

Purchaser's name:

| | | | | |
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Part E: Previous discount

Give details below of any previous purchase, at a discount, from a public sector landlord (see the list of public sector landlords at the end of this form) which you or your husband, wife or civil partner, or deceased husband, wife or civil partner, have made. If you are applying to buy jointly with others, give details in relation to each purchaser.

| | | |
|----------------------|----------------------------|----------------------------------|
| Address of property | Name of public sector | Date of purchase (month/year) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | Name of previous purchaser | |
| <input type="text"/> | <input type="text"/> | |

| | | |
|----------------------|----------------------------|----------------------------------|
| Address of property | Name of public sector | Date of purchase (month/year) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | Name of previous purchaser | |
| <input type="text"/> | <input type="text"/> | |

Note

The amount of any discount on a previous purchase from a public sector landlord, less any sum later repaid, may be deducted from the discount allowed on your present purchase.

Part F: Tenants' improvements

Give the following details of any tenants' improvements to the property:

Description of improvements

Name of tenant who made the improvement

Notes

1. When the property is valued to fix the price, any improvements which you have made will not be included in the valuation. You should give details of any improvements which you think may affect the valuation, eg central heating, double glazing, a fitted kitchen or a new bathroom suite.
2. The value of improvements will also be ignored where they were carried out by either:
 - your predecessor in the same tenancy (including an introductory tenancy at the start of the tenancy); or
 - a family member who was a secure or introductory tenant of the property immediately before you under a different tenancy.

If you are unsure whether someone qualifies as a family member for this purpose you should check with your landlord.

Part G: Signatures

Warning: If you give false information or withhold relevant information you may be prosecuted.

To be completed by each tenant wishing to buy:

- I claim the right to buy
- As far as I know, the information given in this notice is true

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| Signature | Surname | Other names | Date of birth |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | |
|----------------------|-----------------------------------|
| Date | Daytime telephone number (if any) |
| <input type="text"/> | <input type="text"/> |

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| Signature | Surname | Other names | Date of birth |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | |
|----------------------|-----------------------------------|
| Date | Daytime telephone number (if any) |
| <input type="text"/> | <input type="text"/> |

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| Signature | Surname | Other names | Date of birth |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | |
|----------------------|-----------------------------------|
| Date | Daytime telephone number (if any) |
| <input type="text"/> | <input type="text"/> |

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| Signature | Surname | Other names | Date of birth |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | |
|----------------------|-----------------------------------|
| Date | Daytime telephone number (if any) |
| <input type="text"/> | <input type="text"/> |

To be completed by each family member (who is not a tenant) sharing the right to buy:

- I agree to share the right to buy
- As far as I know the information given in this notice is true

| Signature | Surname | Other names | Date |
|-----------|---------|-------------|------|
| | | | |
| | | | |
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To be completed by each tenant not wishing to buy:

(Your tenancy will end if the purchase goes ahead)

- I do not wish to claim the right to buy
- I agree to the above purchaser(s) exercising the right to buy

| Signature | Surname | Other names | Date |
|-----------|---------|-------------|------|
| | | | |
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What happens next?

Your landlord must reply to your claim by either admitting or denying the right to buy. If the right to buy is denied, reasons must be given. Your landlord has four weeks to reply unless the period on which you rely to qualify for the right to buy includes a period spent as a tenant of another landlord. In that case your landlord must reply within eight weeks.

After admitting your right to buy, your landlord must notify you of the proposed terms of sale, including the purchase price. At that stage you must decide whether to go ahead with the right to buy or to withdraw your application.

This notice does not commit you to buying the property. You may withdraw at any time before completion by notifying your landlord in writing.

Public sector landlords (see Parts D and E)

Community councils
Local authorities
New town corporations
Parish councils
Urban Development Corporations

Housing Action Trusts
Registered Social Landlords (but not co-operative housing associations)

Government
departments Ministers
of the Crown
Secretary of State (in some circumstances)

Area electricity boards
Fire and rescue

authorities Internal drainage
boards

National Health Service trusts and
foundation trusts Passenger transport
executives
Police
authorities
Water
authorities

AFRC Institute for Grassland and Animal
Production Agricultural and Food Research
Council

British Airports Authority
British Broadcasting
Corporation British Coal
Corporation
British Gas Corporation
British Railways Board
British Steel Corporation
British Waterways Board
Central Electricity Generating Board
Church Commissioners

Civil Aviation Authority
Coal Authority
Electricity Council
English Sports Council
Environment Agency
Historic Buildings and Monuments
Commission for England
Housing Corporation
Lake District Special Planning
Board Lee Valley Regional Park
Authority Medical Research
Council
National Bus Company
Natural England (in some
circumstances) Natural Environment
Research Council Peak Park Joint
Planning Board
Post Office
Science and Engineering Research Council
Sports Council
Transport for London
Trinity House (in some circumstances)
United Kingdom Atomic Energy
Authority United Kingdom Sports
Council

In Wales

Countryside Council for Wales
National Assembly for Wales (in
some circumstances)
National Library of
Wales National Museum
of Wales Sports Council
for Wales

In Scotland

Councils
Development Corporations
Housing Associations (in some
circumstances) Water authorities
Commissioners of Northern
Lighthouses Highlands and Islands
Enterprise
North of Scotland Hydro-Electric Board
Scottish Homes
Scottish Natural
Heritage Scottish
Sports Council
South of Scotland Electricity Board

In Northern Ireland

District Councils
Education and Library Boards
Registered housing
associations Fire Authority for
Northern Ireland
Northern Ireland Electricity
Service Northern Ireland Housing
Executive Northern Ireland
Policing Board
Northern Ireland Transport Holding Company
Sports Council for Northern Ireland

In respect of housing co-operative agreements

In England and Wales, a local housing
authority, new town corporation or the
Development Board for Rural Wales. In
Scotland, a local housing authority.

And any predecessor of these landlords.

Additional information

Please fill in this form, and return it with your Right to Buy application.

Address

Telephone

Home

Work

Other

Email

Financial details

| Full names of tenant/s | Date of birth | Yearly income |
|------------------------|---------------|---------------|
| Mr / Mrs / Miss / Ms | | £ |
| Mr / Mrs / Miss / Ms | | £ |

Total of tenants 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.

| |
|--|
| |
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Other residents

| Full names of people living with you, and their relationship to you | Date of birth |
|--|----------------------|
| | |

The property

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.

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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 |
| <input type="checkbox"/> 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 |
| <input type="checkbox"/> Any other language (please specify) | |