

## Right of First Refusal Offer Notice & General Purchase Offer Document

Please complete this form with as much information as possible to help our team in determining if your property will be a suitable purchase for Croydon Council to add to our stock portfolio for Social Housing.

### Your Details:

<b>Title:</b>	
<b>First Name:</b>	
<b>Surname/Family Name</b>	
<b>Email address:</b>	
<b>Contact phone number:</b>	

**Only complete the following section if your property is an ex-council property, that was purchased from the authority less than 10 years ago, that you are offering back to the Council under the Right of First Refusal covenant. Otherwise go to next section.**

<b>First Right of Refusal Information</b>	<b>Date you purchased under the Right to Buy scheme:</b>	<b>How Long Have you lived in the property</b>
<b>Offer /Asking Price</b>	<b>How much are you offering the property to the council for – how much you want for the property / asking Price:</b>	
	£	
<b>Date of Offer:</b>		

### To be completed by all applicants

### Property Details:

<b>Address:</b>		
<b>Postcode:</b>		
<b>Type of property E.G.:</b> Flat, maisonette detached house, semi detached house, end of terrace house, etc		
<b>If flat on what floor:</b>		

<b>Is there a lift?</b>	Yes	✓	No	✓	N/A	✓
<b>Facilities:</b>	Number of Bedrooms			Number of WC's		
<b>Garage:</b>	Yes	✓	No	✓		
<b>Designated parking:</b>	Yes		No			
<b>Other Parking:</b>	Off Street Parking	Y/N	On Street Parking	Y/N		
<b>Bedroom sizes</b>	Bedroom 1 sq metres			Bedroom 2 sq metres		
	Bedroom 3 sq metres			Bedroom 4 sq metres		
	Bedroom 5 sq metres			Bedroom 6 sq metres		
<b>Balcony:</b>						
<b>Garden:</b>	Private	Communal	No Outside Space			
<b>Asking price:</b>						
<b>Tenure:</b>	If Leasehold see next 4 questions:					
<b>1) Is there a managing agent: If yes please provide their details:</b>						
<b>2) Is there a annual service charge if yes how much is this</b>	Yes		No Please confirm no below			
	Annual Amount	Monthly Amount				

**Do you pay Ground rent if yes How much is this; and when is the next increase and how much will the rent be then**

<b>Annual Ground Rent</b>	<b>Date of Next Increase</b>
<b>3) How many years are left on the lease?</b>	Years
<b>EPC rating (if known):</b>	
<b>Please state type of Heating in property</b>	

Have you undertaken any structural changes or improvements since you purchased the property			
Yes – details below		No	
Improvements/Changes			
Are you in a chain?			
Date of Offer/Completion	/	/	

**If your property meets our criteria:**

1. We will contact you to let you know that your details will be passed to our Property Valuers and internal Surveyor. Both surveys usually occur within 5 working days of our referral, the surveyors will contact you directly on the details you provide to arrange a suitable date/ time to visit.
2. Once the valuation and building survey has been completed it takes approximately 3 weeks for us to receive the valuation and building reports, once received and assessed we will contact both you to let you know if we will proceed.
3. Please allow a total of 5 weeks from your initial inquiry to our confirmation of interest to purchase your property.

**If your property does not meet our criteria:**

You will receive written confirmation within 7 working days from your initial inquiry via email with permission to sell on the open market.

***If you have a floorplan, please attach along with pictures and send to:***

**[croydonpropertybuyback@croydon.gov.uk](mailto:croydonpropertybuyback@croydon.gov.uk)**