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**1980 No. 1492 (S.119)**

**HOUSING, SCOTLAND**

**The Right to Purchase (Loan Application) (Scotland)  
Order 1980**

*Made - - - - 24th September 1980*

*Coming into Operation 15th October 1980*

In exercise of the powers conferred upon me by section 5(2)(b) of the Tenants' Rights, Etc. (Scotland) Act 1980(a) and of all other powers enabling me in that behalf, I hereby make the following order:—

*Citation etc.*

1. This order may be cited as the Right to Purchase (Loan Application) (Scotland) Order 1980 and shall come into operation on 15th October 1980.

2. Any loan application served under section 5(1) of the Tenants' Rights, Etc. (Scotland) Act 1980 shall be in the form set out in the Schedule to this order.

*George Younger,*  
One of Her Majesty's Principal  
Secretaries of State.

New St. Andrew's House,  
Edinburgh.  
24th September 1980.

## SCHEDULE

## TENANTS' RIGHTS, ETC. (SCOTLAND) ACT 1980

## APPLICATION FOR LOAN

This form is for use in making an application for a loan from an islands or district council, new town development corporation or the Scottish Special Housing Association where an application to purchase under the *right to buy* provisions of the Tenants' Rights, Etc. (Scotland) Act 1980 has been made and an offer to sell has been received. No other form can be used for this purpose.

Every person *named in an offer to sell* should fill in a separate form but they *must* all be sent together.

This form **MUST** be sent within **ONE MONTH** of the date of an offer to sell (or if you have asked for changes to the offer to sell, either the date of any amended offer to sell or of a decision by the Lands Tribunal that the offer to sell should not be amended).

When you send this form you will need to send evidence of your income and evidence that you have been unable to obtain a *sufficient* loan from a building society; this is explained further in the notes accompanying this form (see Note 10) but you should make sure that you allow yourself time to obtain this evidence.

The authority's ability to deal quickly with loan applications is likely to depend to a large extent on the information provided in this form. It is for that reason to the advantage of applicants to ensure that the questions that relate to them are carefully and accurately answered. Please read the notes accompanying the form with care: they will help you to understand why the questions are asked. If, when you have studied the form and read the notes, you still feel that you do not fully understand how you should complete it, you may be able to get help from an official of your authority's housing department, or from a solicitor.

The notes accompanying this form are for your guidance; they are not part of the form and need not be sent with the form to your landlord.

Please write clearly and complete the form in ink.

**IMPORTANT: ANYONE WHO DELIBERATELY GIVES FALSE INFORMATION ON THIS FORM IS COMMITTING A SERIOUS OFFENCE WHICH MAY LEAD TO PROSECUTION.**

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**APPLICATION FOR LOAN****SECTION 1****TO BE COMPLETED BY ALL APPLICANTS**

1. Address of House:
2. Full Name (use block capitals):
3. Your age *on the date of your application to purchase*:
4. Date of offer to sell (see Note 1):
5. Name of your landlord (if different from the authority applied to for a loan (see Note 2)):
6. Selling price stated in the offer to sell: £.....
7. Amount of loan for which you are applying (see Note 3): £.....

## SECTION 2

## FOR APPLICANTS IN REGULAR EMPLOYMENT (see Note 4)

The loan authority will need full and accurate details of your pay in order to decide the amount of loan to which you—and any joint purchasers—are entitled. Please fill in this section carefully: if you cannot recall all the details, your employer's pay section should be able to provide them.

1. Are you in regular employment? YES ☐ NO ☐  
(Tick the appropriate box)

If your answer is NO, this section does not concern you; move on to section 3.

2. Name and address of your employer:

3. Do you normally receive about the same amount of pay each pay period?  
(see Note 5)

YES ☐ NO ☐

4. If your answer to question 3 above is YES, state the amount of *gross* pay you received for your last pay period, and state whether you are paid weekly, monthly or in any other way.

Amount of pay: £.....

How paid:

5. If your answer to question 3 is NO, state your total *gross* pay (see Note 6) for the last 13 weeks, ending with the last week in which you were paid before you send off this form, and the number of pay periods (eg 13 if you are paid weekly, three if you are paid monthly).

Amount of pay: £.....

Number of pay periods:

6. If you receive any tips or gratuities, any commission, bonus, allowance (other than an expense allowance), or other payment in connection with your work and you have not included such payments as part of your pay in answer to questions 4 or 5 above, state the amount of such payments over the last 13 weeks (ending with the last week before you send off this form).

Amount of payments: £.....

7. If a pay settlement has been *agreed* which will affect your pay for the pay periods of which you have given details, please give details below:

**THE INFORMATION GIVEN IN THIS SECTION MUST BE SUPPORTED BY EVIDENCE.**

Your pay slips or a letter from your employer confirming the accuracy of the statements you have made will be acceptable for this purpose. Evidence should be sent with this form.

## SECTION 3

## FOR APPLICANTS WITH A BUSINESS INTEREST (see Note 7)

The loan authority will need full and accurate details of any income you have from your business in order to decide the amount of loan to which you—and any joint applicants—are entitled. Please fill in this section carefully.

1. Do you receive income from any business interest? YES ☐ NO ☐  
If your answer is NO, this section does not concern you; move on to section 4.
2. What net profit did the business or businesses achieve within the period of 12 months ending with any convenient date in the month before you send off this form?  
Net profit for the 12 month period ending on : £.....  
*Note:* If the information requested above is not readily available you may require that figures for any earlier period of 12 months are taken into account. If you wish to do so give details of the amount of profit and the dates of the earlier period:  
Profit: £.....  
Dates:  
3. Was this profit shared with any other person? YES ☐ NO ☐  
4. If your answer to question 3 is YES, what was *your* share of the profit? £.....

THE INFORMATION GIVEN IN THIS SECTION MUST BE SUPPORTED BY EVIDENCE. A letter from your accountant confirming the accuracy of the statements you have made will be acceptable for this purpose. Evidence should be sent with this form.

**SECTION 4****FOR APPLICANTS WITH OTHER SOURCES OF INCOME**

The loan authority may be able to take other sources of income into account when calculating the amount of loan to which you—and any joint applicants—are entitled. It is therefore in your own interest to give details of any income you may have from any source not included in sections 2 and 3 (see Note 8).

1. Do you receive income from any other source (except state benefits)?

YES ☐ NO ☐

If your answer is NO, move on to section 5.

2. If your answer to question 1 is YES, describe these sources of income below:

3. Over the period of 12 months ending with the date on which this form is sent off, what was your income before tax from these sources (if more than one, please list separately)?

**THE INFORMATION GIVEN IN THIS SECTION MUST BE SUPPORTED BY EVIDENCE.** Any statement of the income which you have (or a letter) from your accountant or bank manager will be acceptable for this purpose. Evidence should be sent with this form.

**SECTION 5****FOR APPLICANTS RECEIVING STATE BENEFITS**

Most state benefits will *not* be taken into account as sources of income when calculating the amount of loan to which you—and any joint applicants—are entitled. However, the following state benefits (see Note 9) will be counted: if you receive any of them please enter the amount you have received from each in the period of 12 months ending with the date on which this form is sent off.

state retirement pension (including graduated retirement benefit):	£
disability pension:	£
invalidity pension:	£
widow's pension:	£
industrial death benefit:	£
industrial disease benefit:	£
war pension:	£
war widow's pension:	£

**THE INFORMATION GIVEN IN THIS SECTION MUST BE SUPPORTED BY EVIDENCE, which must be sent with this form.**

**SECTION 6****FOR APPLICANTS WHOSE INCOME FROM ANY SOURCE HAS BEEN TEMPORARILY REDUCED**

If any income of which you have given details in sections 2-5 was temporarily reduced during the period for which you have given information, please give details below so that an adjustment can be made. (Details should include the reason for reduction, dates, amounts, type of income, normal level of income etc.)



## SECTION 7

## FOR ALL APPLICANTS

The loan authority will base your loan entitlement not only on your income, but also on any firm financial commitments you may have. *All* applicants should check whether they have commitments of this type and should complete this section.

Are you liable to make and to continue to make for the next 18 months any of the following payments:—

	Write YES or NO	Amount you will pay in the 12 months beginning with the date on which you send off this form	Likely duration of payments
a. a maintenance payment to your husband or wife, or former husband or wife?			
b. a maintenance payment to a dependent child under the age of 16?			
c. payment under a court order?			
d. payments under a loan agreement?			
e. payments under a hire purchase agreement?			
f. payments under any other credit agreement?			

THE INFORMATION GIVEN IN THIS SECTION MUST BE SUPPORTED BY EVIDENCE. Copies of maintenance or court orders, or of credit agreements, will be acceptable for this purpose. They should be sent with this form.

**SECTION 8****FOR ALL APPLICANTS**

All applicants must complete this declaration:

The information given by me on this form is, to the best of my knowledge, correct. I hereby give notice that I seek to exercise my right under section 5 of the Tenants' Rights, etc. (Scotland) Act 1980 to apply for a loan to assist me to purchase under section 1 of that Act the house in which I live, and declare that I have been unable to obtain a sufficient loan for that purpose from a building society (see Note 10).

Signed:

Date:

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**MAKE SURE YOU HAVE ATTACHED ALL THE NECESSARY EVIDENCE OF YOUR STATEMENTS BEFORE YOU RETURN THIS FORM.**



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