



Anti-Money Laundering Declaration Form (Right to Buy)

To comply with the Money Laundering, Terrorist Financing and Transfer of Funds Regulations 2017, South Kesteven District Council is required to see proof of where funds have come from to purchase their home.

You are required to complete all sections of this form in conjunction with the guidance notes within **Appendix A – Proof of Funding**.

1. Personal details

First name/s	
Surname	
Date of Birth	
Address	
Postcode	

You will need to provide documentation to confirm your identity if you have not already provided these when you made your application (see Section 9 for a list of acceptable documents).

2. Are any other people involved in this transaction?

Yes No

If yes, please provide details below:

Name	Address	Relationship to you
Name	Address	Relationship to you

Documentation to confirm the identity of those listed above must be provided if they have not already been provided when the application was made (see Section 10 for a list of acceptable documents).

3. Housing Benefit/Universal Credit

Are you currently in receipt of Housing Benefit or Universal Credit or have you received Housing Benefit or Universal Credit in the last 6 months?

Yes No

If yes, please provide details (and relevant documentation) of your change of circumstances that has enabled you to apply for your Right to Buy:

4. How will you be paying for the purchase?

You are asked how the property is going to be purchased ie Full Mortgage or Loan, Part Mortgage or Loan, Savings, Gift, Inheritance. You are to provide details and documents proving the source of monies to be used in purchasing your property under the Right to Buy scheme ie method of purchase.

Please see Appendix A for the most common sources of funding

Name (you or family/friend) and address	Source of funds eg mortgage, loan, savings, gift, inheritance	Amount £

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5. Ownership

Please specify who will be the owner/s of the property when the purchase is completed. If more than one person will own the property, please list them below and specify the percentage of ownership eg 50/50 or 60/40 etc.

Name (you or family/friend)	Percentage of ownership

6. Ownership or interest in other property

Do you own or have an interest in any other property in the United Kingdom or overseas? You may be required to provide further information.

Yes No

7. Other tenancies

Other than the Right to Buy address, do you hold a tenancy in your name or as a joint tenant, either privately or through social housing (ie through another council or housing association)? You may be required to provide further information.

Yes No

8. Acceptable documents

To comply with the Money Laundering Regulations, you must provide an identity document and evidence of your address from the lists below (photocopies only). All applicants must send one from each box below:

Identity documents – please send one of the following:
<ul style="list-style-type: none"> • Current signed passport • Current UK driving licence with photograph • Current full UK driving licence (old version – but not old version of provisional driving licence) • Copy of marriage certificate – this must be provided if current tenancy is in a different name/s • Recent (ie issued within the last 12 months) letter from the HMRC
Evidence of address – please send one of the following:

- Utility bill issued within the last three months but not a mobile phone bill
- Local authority council tax bill valid for the current year
- Bank, building society or credit union statement showing current address
- Current UK driving licence (old full licence or new photo card licence) if not used for evidence of identity

You must also inform the Council of any arrangements you have made with creditors eg Debt Relief Orders (DRO's), Individual Voluntary Agreement (IVA's).

Under the Data Protection Legislation: (i) the General Data Protection Regulations (Regulation (EU) 2016/679), the Law Enforcement Directive (Directive (EU) 2016/680) and any other applicable national implementing Laws as amended from time to time and (ii) the DPA 2018 [subject to Royal Assent], South Kesteven District Council is a Data Controller, and you are a Data Subject.

We hold the information contained on your Right to Buy application (RTB1) for the purposes described on the form and it will be used for processing your Right to Buy, and it may also be used for other purposes within the Council where the law permits as outlined below. The information you provide may be checked against the information held within the following Departments:

- Legal and Democratic Services
- Housing Services
- Revenues and Benefits
- Finance
- Election Services/Electoral Roll

The information may also be checked with other outside organisations as allowed by law: Department of Works and Pensions (DWP), National Fraud Initiative (NFI) and the National Anti-Fraud Network (NAFN).

9. Further checks

Depending on circumstances, further checks may be necessary. For example, if you are claiming Housing Benefit or receiving Universal Credit, your declaration will need to be assessed and approved by other services. Please bear in mind that this could affect the timescale for processing your declaration.

10. Completion

Once your declaration has been processed by the relevant sections within the Council, your documentation is then passed to the Council's Legal team for a final check. You will receive notification to either confirm that we are satisfied with the paperwork provided, and you will be given a guideline of when you can expect to hear about finalising the purchase, or that additional information (if any) is required to provide the necessary assurance. Once the Legal team are in a position to proceed, they will liaise with your solicitors to arrange a completion date. At this stage, you should contact your solicitors if you have any queries.

Please note that it is the Council's policy to remove properties which are subject to the Right to Buy from all Improvement Schemes. However, as a landlord, we still have a duty to carry out certain repairs on your property.

11. Declaration

All those involved in the transaction must read and sign the declaration

I/We confirm that the information I/we have given on this form is correct and complete.

I/We understand that it is an offence to knowingly provide false information, or to knowingly withhold information, in support of an application and that by doing so it could result in civil or criminal prosecution.

I/We consent and authorise South Kesteven District Council to use the information provided on this form for the purpose of the prevention of money laundering and fraudulent claims for benefit. I/We agree that the Council can use our details to check our housing benefit records and to verify our details regarding the source to fund the purchase of the property with the companies/bodies I/we have stipulated. I/We agree for the following Departments to receive the details I/we have given on this form to process our application to purchase the property:

- Legal and Democratic Services
- Housing Services
- Revenues and Benefits
- Finance
- Election Services/Electoral Roll

The details may also be checked with other outside organisations, as allowed by law – Department of Works and Pensions (DWP), National Fraud Initiative (NFI) and the National Anti-Fraud Network (NAFN), to verify the information and/or to prevent fraud, error and to protect public funds.

I/We undertake to notify South Kesteven District Council if there are any changes to my/our circumstances that will affect or change the finance of this purchase and consent for the new information to be used in accordance with the consent above.

Main applicant

I have read, understood, and give consent as above:

Name (Print)		Signature	
Date			

Other people involved in the transaction

I have read, understood, and give consent as above:

Name (Print)		Signature	
Date			

I have read, understood, and give consent as above:

Name (Print)		Signature	
Date			

Appendix A – Proof of funding

Why do I have to prove where my deposit came from?

In the UK, mortgage borrowers are required by law to provide proof of identity, proof of address, and to disclose where their deposit has come from. There are strict anti-money laundering regulations which lenders and solicitors must adhere to, and there must be sufficient evidence that mortgage deposits are funded by legitimate, legal sources.

It is, therefore, a vital stage of the application process to provide proof of the source of your deposit. If your money comes from a non-approved source, you will quickly be declined your application.

You must be honest in your application right from the start to ensure there are no unexpected obstacles. You will need to provide proof of the disclosed source of your mortgage deposit money, and both lenders and solicitors will carry out rigorous checks to confirm you have been truthful about the origins.

Funding for your property must be proven in full. There are various things you can provide as proof of funds for buying a house and where your mortgage deposit came from. Common evidence includes signed contractual agreements, bank/savings account statements and certain forms of certification. The type of proof you must provide will depend on what you disclose as the source of the funds. The most common sources of funding are discussed in full below:

Full mortgage or Loan	You must provide a copy of your mortgage in principle offer or a copy of the mortgage offer where a mortgage is required
Mortgages	<p><u>Copy of the mortgage offer or the mortgage agreement in principle – all pages must be present</u>, and if there is a <u>covering letter</u> this needs to be provided. The mortgage offer/mortgage offer in principle will need to contain all the following information:</p> <ul style="list-style-type: none"> – Address of the property – Name/s of the person/s borrowing the money – Expiry date sufficiently far into the future to allow the sale to complete
Loans	<p>Loans must be accompanied by <u>official loan paperwork</u> – email confirmations of loans will not be accepted.</p> <p><u>Bank statements</u> to be provided for at least a 12 month period showing the loan amount entering the account.</p>
Part Mortgage or Loan	You must provide all the relevant documentation – see above
Mortgage with a Saving Deposit	<p>Where personal savings are being used, <u>12 months of bank account statements</u> to be provided which demonstrate the funds gradually building up over time.</p> <p>If it's an inheritance, a <u>document from the executors</u> alongside <u>bank statements</u> showing the money arriving in your account to be provided.</p>
Personal savings	Savings which are accumulated from regular (usually quite small) payments going into a savings account from your own income, such as salary, annuity or pensions. The evidence that is usually required for this form of deposit typically involves bank statements stretching back 12 months displaying regular payments coming from a valid income source that slowly grow the amount in your savings account. Where multiple bank accounts are involved, you should provide statements for each of them

<p>Savings and cash</p>	<p>Savings must be held in a UK bank or building society. You will need to produce <u>at least 12 months of bank statements</u> to show you have the funds declared on page 3 of the declaration.</p> <p>Full branch copies of statements must be produced – the Council is unable to accept Internet print outs, ATM statements or pass books. If large amounts of cash are being stored at home for the purpose of purchasing the property, you will need to deposit these funds into a bank account and provide evidence of how these funds have accrued.</p> <p>If there is an opening balance of £10,000 or more for an individual account (that is to say, the balance reads £10,000 or more on the first statement provided), you will need to provide five years of statements.</p> <p>You will also need to produce official documentation (such as legal paperwork) for any deposits of £8,000 or more. However, the Council may ask for official documentation for deposits of less than this sum if there is a one-off deposit or regular payments to the account that do not have an obvious source.</p> <p>Please note that all statements must, without exception, be in UK currency. This does mean in the case of money coming from overseas that you may have to pay to get documents translated and converted into pounds sterling.</p> <p>If funds are coming from a business account, please provide a letter on letter headed paper from the business accountant stating that the funds showing on the bank statements are an accurate reflection of the business activities. The letter must be signed by hand and accompanied by at least 12 months of statements from the business account.</p>
<p>Gift You must prove the money is a gift, without expectation of repayment</p>	
	<p>A Gifted Deposit Letter is usually all that's required. For this, you must include:</p> <ul style="list-style-type: none"> – The name of the person providing the gift "Giver" – Your name – The total sum given – A statement that it is a gift – A statement that the gift has no commercial interest – Confirmation that the Giver has no financial or commercial stake in the property – Confirmation that the Giver is financially solvent and in a position to provide the gift – The letter must be signed by a witness <p>The Giver will need to prove they have the funds to give you too by providing 12 months bank statements, including evidence of the source of the money. If the Giver has been saving for several years, evidence of regular deposits into the account help with anti-money laundering checks. If it's a result of an inheritance lump sum, you may need to provide a copy of the Will of the deceased.</p> <p>The Giver also needs to provide photo ID and two forms of address evidence (such as bank statements or Council Tax letters).</p> <p>Please note within the evidence provided, the Giver must prove the money is a gift and must stipulate that they have no interest in the said property.</p> <p>Acceptable ID documents from gifting parties include:</p> <ul style="list-style-type: none"> – UK passport – Biometric Residence Permit with unlimited leave

	<ul style="list-style-type: none"> - EEA/Swiss national passport/identity card - Passport or travel document endorsed with unlimited leave - Registration certificate or document certifying permanent residence of EEA/Swiss national - UK immigration status document endorsed with unlimited leave - EEA/Swiss family member Permanent Residence Card - A certificate of naturalisation or registration as a British citizen
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Inheritance

	<p>Official paperwork must be produced showing the following:</p> <ul style="list-style-type: none"> - Name and address of the beneficiary - Amount of the inheritance - Bank statements for at least a 12 month period showing the inheritance amount entering the account
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Every person who is not a tenant but is contributing funds needs to complete this section.

Please note: For all instances where cash is being used to fund a property, the funds must be transferred into the tenant's account prior to submission of documentation.

For further information, or if you have any further queries, please contact the Council's Right to Buy Officer via email righttobuy@southkesteven.gov.uk or telephone 01476 40 60 80