



Anti-Money Laundering (AML) check

As part of the Council's responsibility to meet the regulations set out in the Counter Terrorism Act, we need to make sure that the funds you are using to purchase the property have been appropriately sourced.

You must complete this Anti-Money Laundering form. The form must be completed in full, signed, and returned to us with the appropriate evidence to confirm the source of the funds.

Please **do not** provide original documentation, such as bank statements and identification, as these will **not** be returned. We only accept certified copies of documentation, and these **must** be certified by a solicitor (not Post Office, bank or mortgage advisor).

You must send the form with evidence to us by post to Wolverhampton Homes, Right To Buy Team, Wednesfield Housing Office, Alfred Squire Road, Wednesfield, WV11 1XU.

Please note the Wednesfield office is **not** open to the public.

Your application will not proceed to the next stage of the Right to Buy process unless the Anti-Money Laundering check has been satisfied.

You will have 12 weeks to return the completed form and provide all certified documentation to us from the date of the enclosed Offer Notice. If you do not provide the information within the 12 weeks, your application will be cancelled, and you will be required to reapply by submitting a new application. Please note: there is no appeals process or extension available.

You are being asked for identification and details of your source of funds because you have made, or intend to, make, an application to buy your council property. This is under the Right to Buy Scheme ("RTB").

The main purpose of this form is to make sure that the funds you are using to purchase the property have been appropriately sourced.

By completing and signing the form, you acknowledge that you fully understand the requirements and have provided a full and clear disclosure of your identification and source of funds.

Notes

- The council reserves the right to share the information you supply when completing this form and the documentation provided by you or a third party*.
- The council will not accept direct payments from you or an unqualified person**.
- Any direct payments will be ringfenced until such time as the council decides such funds are available for use. The costs of establishing such funds are available are yours to cover.
- We require certified copies of your identification documents and bank statements for the sources of funds you intend to pay to the council.

What you will need to provide – identification

One of the following, for each person included in the purchase (**certified by a solicitor**):

- Current valid full passport and share code, where applicable.
- Current photocard driving licence, front and back (not a provisional licence).
- Current biometric residence permit issued by the UK Home Office to a non-UK national resident in the UK – share code.
- Recent letter from the Department for Work and Pensions or HM Revenue & Customs confirming residence if none of the above can be provided.

All the following (**certified by a solicitor**):

- 12 months of bank statements for each tenant. Please ensure the statements reflect salary/wages or benefits payments.
- If you are self-funding from a savings account, please also include 12 months of bank statements, in addition to the current account statements, **clearly highlighting available funds to complete purchase.**
- Six months of bank statements for other parties included in your application.
- The current year's council tax bill of tenants, and any other party assisting with funds.
- P60 for each purchaser, or a recent letter from the Department for Work and Pensions confirming benefits, if applicable.

Source of funds

What you will need to provide

Mortgage

You must provide a copy of the mortgage offer, **not the offer in principle or mortgage promise**, with names of all applicants seeking a title interest to the property.

* The sharing of information from you will be with other bodies responsible for auditing or administering public funds and/or money laundering.

** Funds payable must be transferred by a bank registered with the Bank of England via a registered firm regulated by the Solicitors Regulation Authority or the Council for Licensed Conveyancers.

Personal loan (whole or part of the purchase price)

If the RTB is to be funded (wholly or in part) by a personal loan, you must provide a copy of the personal loan offer agreement in the name of all the applicants who seek to purchase the property.

Self-funding

Where their money is alleged to have accumulated from the sale of property and/or an inheritance and/or a financial settlement, then a copy of the paperwork, such as a solicitor firm completion statement, is required.

In addition to establishing their source of funds, we need to establish their identification (please see 'What you will need to provide – Identification' above).

If you are using your own savings, provide your bank and/or building society and/or other financial source statements for the 12 months before submitting this form, showing the accumulation of available funds, **clearly highlighting balance to complete your purchase.**

If you are using other sources of funding, such as an inheritance, then we need to see:

- A certified grant of probate or letters of administration of which you are a beneficiary.
- A letter from the solicitor acting for the estate, confirming instructions and confirmation of transfer of funds to you.
- A bank statement showing balance of inheritance into your account.

We would also like to see a copy of your current bank statement to show that the funds are still there.

Gift or loan of money form third party

If family and/or friends are lending or gifting the money, as individuals or via their businesses, you must provide:

One of the following (**certified by a solicitor**):

- Current valid full passport and share code, where applicable.
- Current photocard driving licence, front and back (not a provisional licence).
- Current biometric residence permit issued by the UK Home Office to a non-UK national resident in the UK – share code.
- Recent letter from the Department for Work and Pensions or HM Revenue & Customs confirming residence if none of the above can be provided.

Please provide all the following (certified by a solicitor)

- A gift letter from the person gifting the money (attached, please make additional copies – if required) (If applicable)
- Fully signed loan agreement including terms (If applicable)
- Bank or building society or other financial source statements for six months, showing the accumulation of available funds in their account and the transfer of funds to you, clearly highlighting balance to complete.
- Their P60 for the current tax year, or a recent letter from the Department For Works and Pensions confirming benefits
- Their council tax bill, for the current year.
- Copy of Certificate of Incorporation or HMRC confirmation, including Unique Taxpayer Reference (UTR) number, if funds are being provided from a business account

RTB identification

Tenant details	
Name of tenant	
Address	
Name of tenant	
Address	

Details of other people involved in this purchase	
Name of family member	
Address	
Relationship to you	
Name of family member	
Address	
Relationship to you	

Do you or any of the persons named in section 1 or 2 currently own or have previously owned any residential property in the UK or abroad?
☐ Yes ☐ No
If yes, please provide the full address(es) in the box below.
Please include any previous Right to Buy information and or any property purchased jointly with someone else, even if you no longer have a financial interest in it. Was this property purchased through RTB or any other Government initiative? What was the date of purchase? Do you still own this property? If not, when was it sold?

Source of funds		
Source	Name of bank/building society and mortgage account number	Amount (£)
Mortgage		
Loan		
Personal savings		
Money from any other source (e.g., gift loan of money from family member) Please provide full details about the source (e.g., gift/loan of money from friend/relative)		

When you have completed this form, please send a copy with all relevant supporting evidence to:

Wolverhampton Homes, Right To Buy Team, Wednesfield Housing Office, Alfred Squire Road, Wednesfield, WV11 1XU.

If you have any queries regarding the form, you can contact us via our website:
www.wolverhamptonhomes.org.uk/contact-us

Declarations and authorisation

1. I/we made the decision to purchase the Property under the RTB scheme for my/our own benefit. I/we have not been compelled or coerced to undertake the RTB process by any third party.
2. I/we made the decision to purchase the Property under the RTB scheme for my/our own benefit and I/we have not been compelled or coerced to undertake the RTB process by any third party, who will on completion or subsequently obtain a financial interest and/or has an option to acquire an interest or as a beneficiary under a lifetime trust.
3. I/we will hand a copy of this completed form to my/our Conveyancer/Solicitor. I/we will instruct our Conveyancer to forward to you, at our expense, certified copies of the documentation requested in this form and any other documentation the Conveyancer requires to comply with its own statutory and professional obligations regarding my/our Identification and Source of Funds. Or I/we will provide the certified copies directly to you.

4. I/we will inform our appointed Conveyancer/Solicitor we are under a continuing duty to update City of Wolverhampton Council and Wolverhampton Homes with all personal and financial changes regarding the RTB. In addition, we will authorise the appointed Conveyancer/Solicitor to disclose direct to Wolverhampton Homes/City of Wolverhampton Council any personal and financial changes that may affect the application.

5. I/we declare all the funds accumulated for this RTB are not from the proceeds of a criminal activity.

6. I/we declare that the RTB I/we are applying to purchase is my/our only and principal home and is occupied by us and not being sub-let or shared with anyone other than those named on this form.

7. I/we declare the terms of the tenancy agreement of the RTB have been and will be adhered to until the day of completion including the ongoing payment of rent or other payments due.

8. I/we authorise Wolverhampton Homes/City of Wolverhampton Council to undertake further checks to verify the information supplied by all applicants in this form, up until the day of completion. Also, I/we authorise the sharing of information, or the acquisition of information held by others, provided the personal information is processed in accordance with the requirements of the Data Protection Act 1998 and/or legal provisions.

We whose full names appear below as recorded by our signatures certify that we have read and understood all the above Declarations and the Authorisation, and we have completed this form and all the details supplied are true, accurate and correct.

I/we believe that the facts stated in this form are true. I/we understand that proceedings may be brought against me/us if we have made a false statement in this form or a document supplied in support the purchase of the RTB property without an honest belief in its truth, or the source of funds is not from a legitimate source.

Name	Signature	Date

All applicants must sign the form; we cannot accept typed or electronic signatures.

Checklist for anti-money laundering documents

Please be aware there is no extension to the 12-week deadline for providing the documents requested in this form.

It is your responsibility to ensure you read through this document and provide all the documents requested within the 12-week period for you and all other parties involved in the purchase, certified by a solicitor where requested.

Failure to provide **all** documents within the 12 weeks will result in your application being cancelled.

- ☐ Acceptance/Refusal form S125 Offer notice (completed with solicitor information if accepting)
- ☐ All sections of this form (where applicable), completed in full and returned.

Identification

One of the following, for each person included in the purchase (certified by a solicitor):

- Current valid full passport and share code, where applicable.
- Current photocard driving licence, front and back (not a provisional licence).
- Current biometric residence permit issued by the UK Home Office to a non-UK national resident in the UK – share code.
- Letter from the Department for Work and Pensions or HM Revenue & Customs confirming residence if none of the above can be provided.

All the following (certified by a solicitor):

- ☐ Copy of current year's council tax bill
- ☐ 12 individual months of bank statements for each tenant showing source of income. If self-funding or receiving gifts or loans for purchase from another bank account, please also provide 12 months of bank statements for that account - clearly highlighting the balance available to complete the purchase. (We cannot accept lists of transactions.)
- ☐ 6 individual months of bank statements for other parties involved in the purchase – Clearly highlighting balance of funds for your purchase if self-funding or receiving gifts or loans. (We cannot accept lists of transactions.)
- ☐ Copy of your P60 for the current tax year, or a recent letter from the Department for Work and Pensions confirming benefits.
- ☐ Full Mortgage offer (not offer in principle or mortgage promise) – if applicable.
- ☐ Personal Loan agreement – if applicable.

- ☐ Where their money is alleged to have accumulated from the sale of property and/or an inheritance and/or a financial settlement, then a copy of the paperwork is required, such as a solicitor firm completion statement.

If you are receiving a private loan or gift from third parties, you are required to provide the following for each person providing funds (certified by a solicitor):

- ☐ A Gift letter - if applicable.
- ☐ Loan agreement including terms of the agreement - if applicable.
- ☐ Copy of Certificate of Incorporation or HMRC confirmation, including Unique Taxpayer Reference (UTR) number, if funds are being provided from a business account.
- ☐ 6 months of individual bank / building society or other financial source statements, showing the accumulation of available funds in their account and the transfer of funds to the applicant's account.
- ☐ Copy of current year's council tax bill.
- ☐ Copy of their P60 for the recent tax year, or a recent letter from the Department for Work and Pensions confirming benefits.

☐ **Identification**

One of the following (certified by a solicitor):

- Current valid full passport and share code.
- Current photocard driving licence, front and back (not a provisional licence).
- The share code for your current biometric residence permit issued by the UK Home Office to a non-UK national resident in the UK.
- Letter from the Department for Work and Pensions or HM Revenue & Customs confirming residence if none of the above can be provided.

Gift letter

If applicable, please make duplicate copies of gift letter.

Donor details	
Donor full name	
Donor Address	
Amount of gift	£
Relationship to tenant(s)	
Full name of tenant(s)	
Right to Buy tenant(s) address	

I/we wish to make/have made a gift to the above-named tenants(s) to assist them with the Right to Buy purchase of the above property.

I/we declare that this is an unconditional and non-returnable gift. I/we seek no title interest in the Right to Buy property and confirm there will be no express or implied trust arrangements allowing the donor(s) to reside in it. I/we confirm we do not intend to occupy the property.

I/we confirm we have not been declared bankrupt or aware of any circumstances in the future where I/we are to become bankrupt. I/we consent to a bankruptcy search being undertaken.

I/we enclose confirmation of identification and proof of donor(s) address together with recent bank statements showing proof of amount of gift being made.

I/we confirm the gift amount was accumulated from salary/savings/inheritance/sale of property or land/sale of shares/bonds/other (please specify)

I/we confirm that independent legal advice has been sought before signing this declaration.

Name	Signature	Date