

# RECOVERY OF CAPITAL GRANT RE: TENANTS DISCOUNTS ON SALE OF PROPERTY

(Includes Tenants Incentive Scheme grant recoverable on disposal within a defined period)  
(Do not use for sales involving Voluntary Purchase Grant or the Right To Acquire)



THE HOUSING  
CORPORATION

## PART A. Property Details

1. RCGF REFERENCE		2. RSL PROJECT NO.		HC DATE STAMP
3. NAME OF REGISTERED SOCIAL LANDLORD		4. HC REGISTRATION NO.		
5. ADDRESS OF PROPERTY SOLD				
6. ORIGINAL ADDRESS OF PROJECT AS KNOWN BY FUNDING AUTHORITY				
				Postcode
			7. HC ACCOUNT NUMBER	
8. TYPE OF ORIGINAL SALE (TICK AS APPROPRIATE)				
<input type="checkbox"/>	Right to share ownership or voluntary sale on RSO terms	<input type="checkbox"/>	Voluntary sale to sitting tenant on Rent to Mortgage terms	
<input type="checkbox"/>	Voluntary sale to sitting tenant on RTB terms	<input type="checkbox"/>	HOTCHA on SO terms	
<input type="checkbox"/>	Voluntary sale to sitting tenant	<input type="checkbox"/>	Tenant's incentive scheme	
<input type="checkbox"/>	Rehabilitation for sale	<input type="checkbox"/>	Other (specify) <input type="text"/>	
<input type="checkbox"/>	Rent to mortgage			

## PART B Calculation of Capital Grant to be recovered

		£
1	Discount repayable (from Part C or Part D)	<input type="text"/>
2	Less Recovery of tenant's discount allowance	<input type="text"/>
3	Balance available for repayment (1 – 2)	<input type="text"/>
4	Capital grant paid in respect of tenant's discount <b>OR</b> Capital grant recovery abated on original sale of property	<input type="text"/>
5	Capital Grant to be recovered (lesser of line 3 and 4) to be credited to Recycled Capital Grant Fund <b>OR</b> to be paid to Housing Corporation <span style="float: right;"><i>(delete whichever is not applicable)</i></span>	<input type="text"/>
6	Sale completion date (= date of credit to Recycled Capital Grant Fund)	<input type="text"/> / <input type="text"/> / <input type="text"/>
7	Form completed by <input type="text"/>	Date <input type="text"/> / <input type="text"/> / <input type="text"/>
8	Form checked by <input type="text"/>	Date <input type="text"/> / <input type="text"/> / <input type="text"/>

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds. The information may also be used for statistical surveys, which means we may pass this information, in confidence, to the Department of the Environment, Transport and the Regions and agencies working on our and their behalf.

---

**PART C Shared Ownership and Rent to Mortgage**

---

NOTE 1 - In Rent To Mortgage, treat redemptions of the landlord's share as staircasing sale

NOTE 2 - On line 2 below, "years held" means the interval between the sale by the Registered Social Landlord and the sale by the shared owner on the open market.

1 Date of sale on open market

 

	DATE	DISCOUNT £	YEARS HELD	% REPAYABLE	AMOUNT PAYABLE TO RSL (£)
2. (a) Initial sale by RSL					
(b) First staircase					
(c) Third staircase					
(d) Fourth staircase					

**Total discount recoverable** (to Part B line 1)

---

**PART D Outright sales (including properties bought with a TIS grant)**

---

Date of sale by RSL

 

Discount given

£

Date of sale on open market

 

% Discount repayable

%

Years held

**Discount recoverable** (to Part B line 1)

£

---

**PART E Declaration**

---

We declare that the information given in this form is correct to the best of our knowledge and belief.

NAME OF AUTHORISED SIGNATORY

SIGNATURE

DATE

(Officer or Member of Staff authorised by RSL's Governing Body)

Note: Where a Tenants Incentive Scheme grant is being recovered, please refer to Coproration circular F2-07/97 and any update to it