



Homes & Communities Agency

Demand Led Schemes

Right to Acquire in IMS

IMS System Guidance v 1.0

Version	Date Issued	Details
1.0	18/07/2017	First Issue

Introduction

A. Purpose of this guidance

The purpose of this document is to provide guidance to Providers on processing Right to Acquire schemes.

This guidance will be updated with any relevant system changes over time. Providers can check the HCA website to see if later versions have been published.

<https://www.gov.uk/investment-management-system-guidance-documents>

B. User Support

For help accessing the IMS system or to report a problem, please contact the helpdesk on **01908 353604**

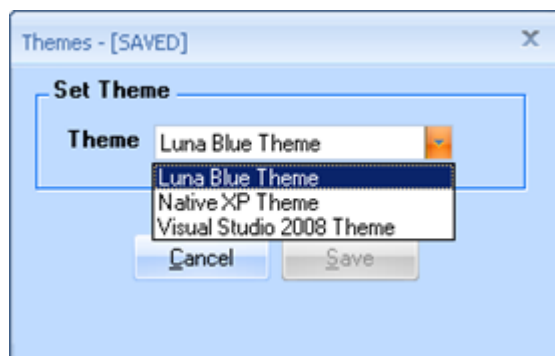
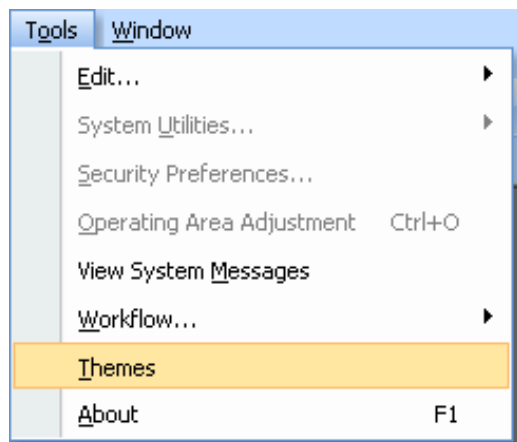
For general queries, please contact the appropriate HCA Operating Area Office:

<http://www.homesandcommunities.co.uk/inyourarea>

C. IMS Themes

Please note: This guidance has been produced using screen shots of IMS viewed using the Luna Blue theme. To select this theme:

Select **Tools menu > Themes > Luna Blue Theme > Save**



D. Security

In order to complete actions in IMS the following authorities are required:

Authority Name	Action
RP Input Schemes	Allows a provider to input the data related to the scheme up until submission.
RP Submit Schemes	Allows a provider to submit the scheme to the Agency for approval

Processing Right to Acquire Schemes

Background

The Right to Acquire (RTA) is a Statutory scheme which offers eligible tenants in eligible properties the opportunity to purchase the home they currently rent at a discount. The discount is a fixed sum of money which varies geographically, and is set out in [Statutory Instrument 2002 no. 1091](#).

This guidance document summarises how the Investment Management System (IMS) works for entering RTA schemes and not the policy on eligibility. More policy information can be found in the Capital Funding Guide under the section on [Right to Acquire](#).

Right to Acquire is only applicable to Registered Providers.

Registered Providers must claim grant to cover the RTA discount from the Agency within six months of the date of sale.

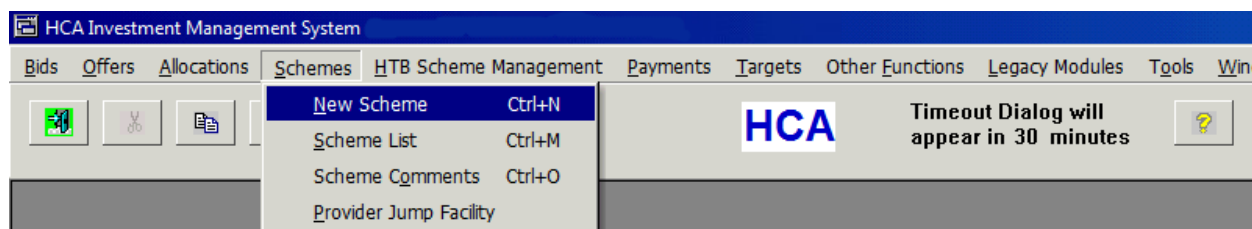
Net proceeds from sales must be ring-fenced in the Providers Recycled Capital Grant Fund (RCGF).

1.1 How to Process a Right to Acquire Scheme

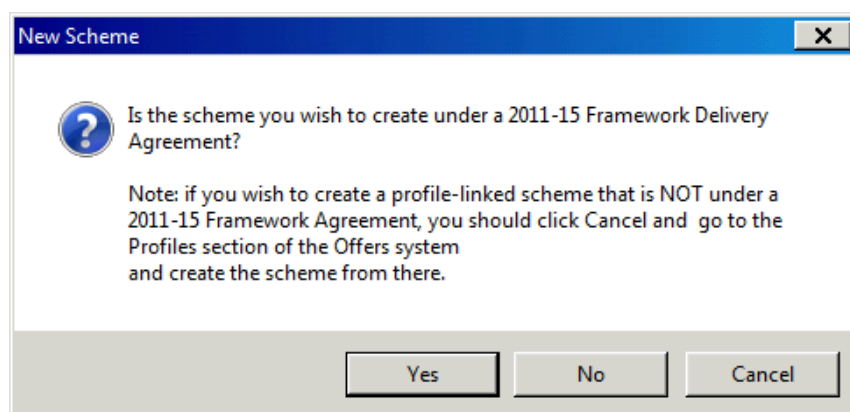
Providers must have the following authority in order process RTA schemes.

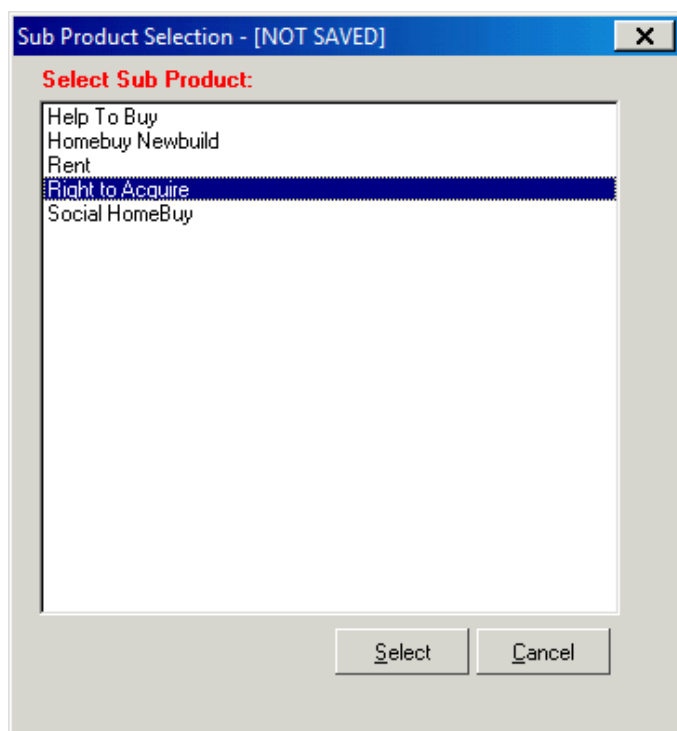
RP Input Schemes

Providers select **New Scheme** from the **Schemes** dropdown menu.



A question is displayed asking whether the scheme is under the 2011-15 Framework Delivery Agreement? The required response is **No** in order to display a list of available **Sub Products**.





From the list of available **Sub Products** select **Right to Acquire**.

Open File - [NOT SAVED]

Sub Product: Right to Acquire

Scheme Year: 2017

Scheme Class

Programme: Affordable Homes Programme

Operating Area

Sub Region

Product Type: MISC

Organisation Code

Contact

Tel. No.

E-Mail

Scheme Address / Property Being Purchased

Scheme Title

Scheme Address 1

Scheme Address 2

Postcode Duplicate Address

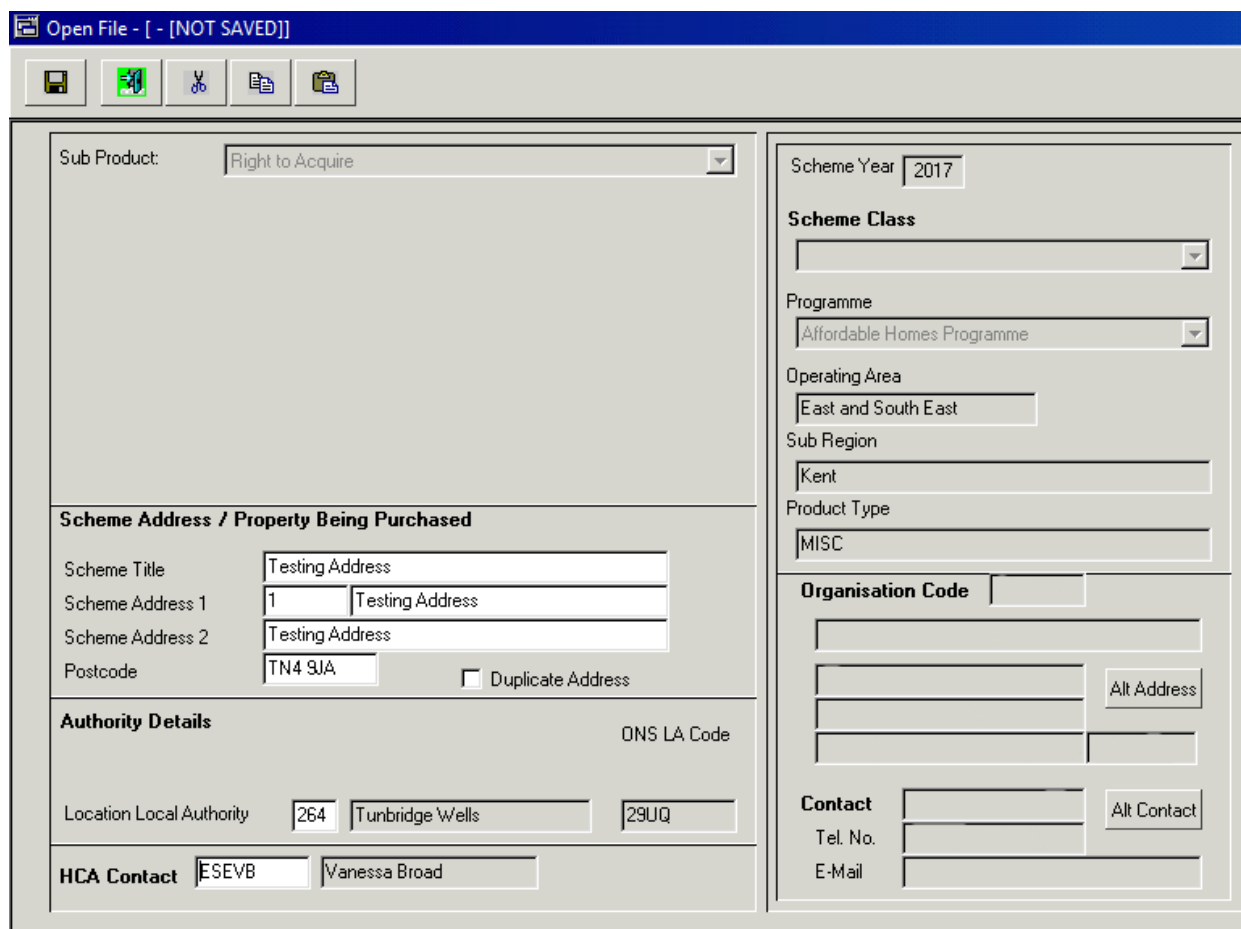
Authority Details ONS LA Code

Location Local Authority

HCA Contact

The initial screen requires three fields to be completed, scheme address, the local authority and the HCA contact, described


Field	Details
Scheme Address	The full address of the property which has been sold and the provider is claiming Right to Acquire grant on.
Authority Details	The three digit code for the Local Authority where the property is situated. (Providers can right click in this box to be able to search by name)
HCA Contact	A person the provider deals with in the HCA Operating Area where the property is situated. (Once again right clicking will present a list of names to choose from)



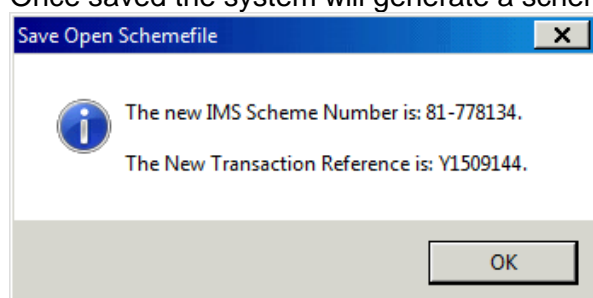
The screenshot shows a software window titled "Open File - [- [NOT SAVED]]". The interface includes a toolbar with icons for Save, Print, Copy, Paste, and Undo. The main form is divided into several sections:

- Sub Product:** A dropdown menu set to "Right to Acquire".
- Scheme Year:** A text box containing "2017".
- Scheme Class:** A dropdown menu.
- Programme:** A dropdown menu set to "Affordable Homes Programme".
- Operating Area:** A text box containing "East and South East".
- Sub Region:** A text box containing "Kent".
- Product Type:** A text box containing "MISC".
- Organisation Code:** A text box.
- Alt Address:** A button next to a text box.
- Contact:** A section with "Tel. No." and "E-Mail" text boxes, and an "Alt Contact" button.
- Scheme Address / Property Being Purchased:**
 - Scheme Title: "Testing Address"
 - Scheme Address 1: "1 Testing Address"
 - Scheme Address 2: "Testing Address"
 - Postcode: "TN4 9JA" with a "Duplicate Address" checkbox.
- Authority Details:**
 - Location Local Authority: "264 Tunbridge Wells" with "ONS LA Code" "29UQ".
- HCA Contact:** "ESEVB" with "Vanessa Broad".

An example of a completed screen with test data

Once the fields have been completed providers press the **Save** icon  in the top left of the screen in order to continue processing.

Once saved the system will generate a scheme number and transaction number.

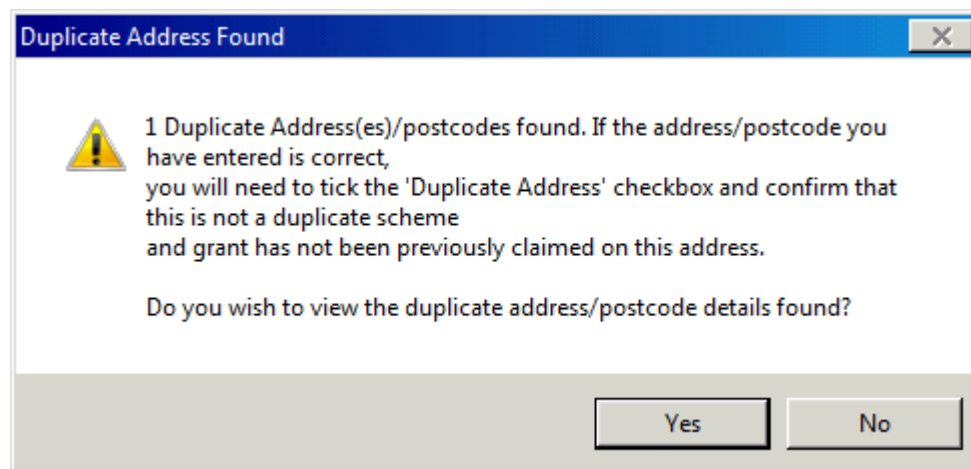


The dialog box has a title bar "Save Open Schemefile" and a close button (X). It contains an information icon (i) and the following text:

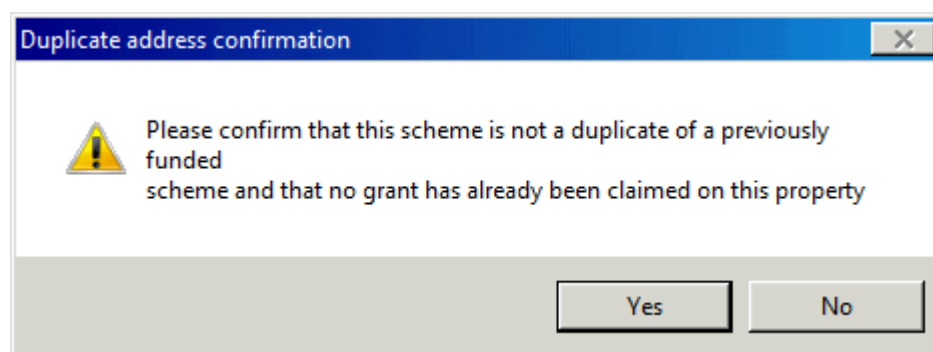
- The new IMS Scheme Number is: 81-778134.
- The New Transaction Reference is: Y1509144.

An "OK" button is located at the bottom right of the dialog box.

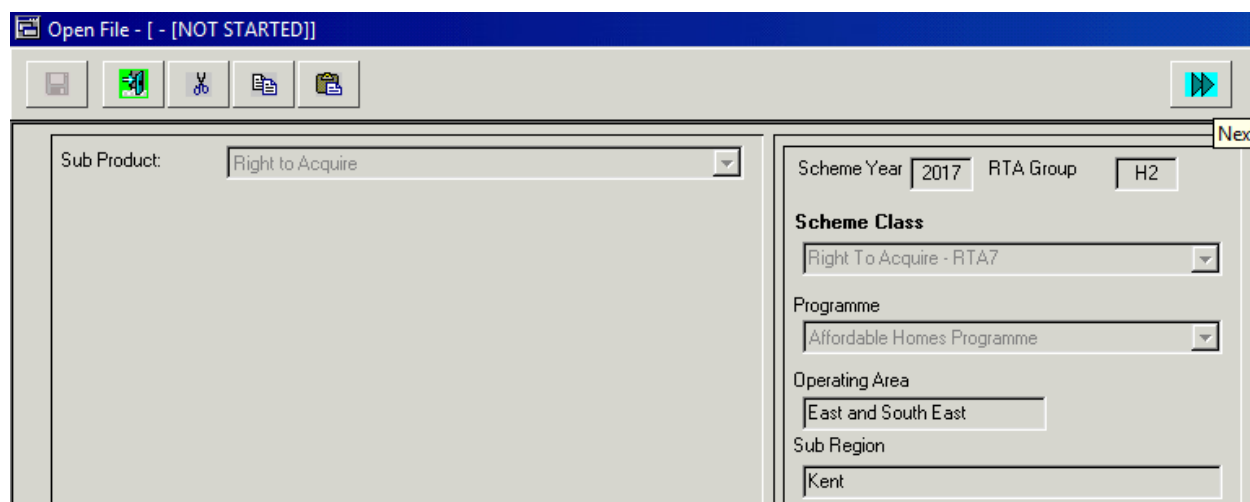
Please note: if the address has been used in a previous scheme then the following message will be displayed.



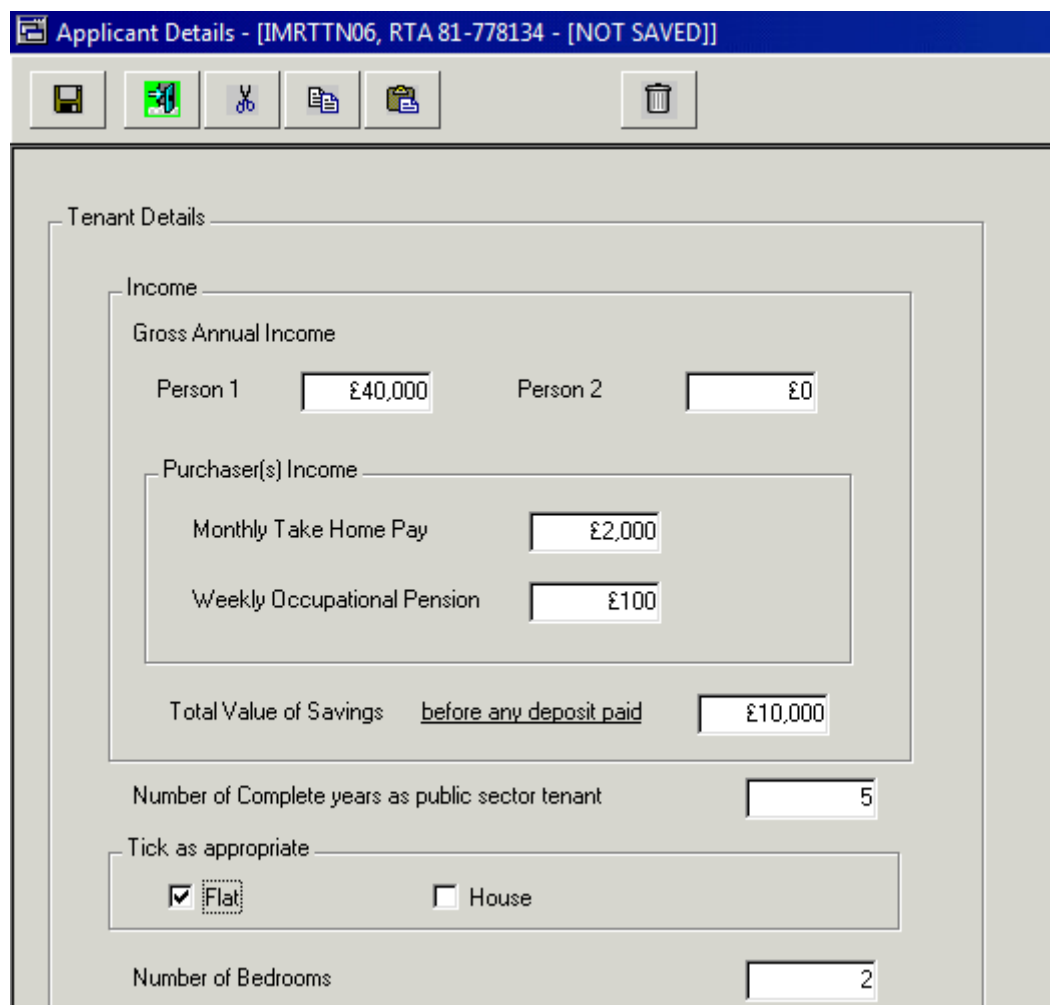
Selecting **Yes** allows the provider to return to the previous screen, use the checkbox alongside postcode to indicate it is a legitimate duplicate address and confirm this with the following pop up message.



Once saved there is a forward arrow displayed towards the top right of the opening screen. Pressing the arrow icon progresses the scheme onto the next screen.



A completed Applicant Details screen is shown below along with brief explanations of the fields requiring completion.



The screenshot shows a software window titled "Applicant Details - [IMRTTN06, RTA 81-778134 - [NOT SAVED]]". The form contains the following fields and values:

- Tenant Details**
 - Income**
 - Gross Annual Income: Person 1: £40,000; Person 2: £0
 - Purchaser(s) Income**
 - Monthly Take Home Pay: £2,000
 - Weekly Occupational Pension: £100
 - Total Value of Savings before any deposit paid: £10,000
 - Number of Complete years as public sector tenant: 5
 - Tick as appropriate:
 - Flat
 - House
 - Number of Bedrooms: 2


An example of a completed screen with test data

Field	Details
Gross Annual Income	The income amounts for one or two people as appropriate.
Purchaser(s) Income	Enter the amounts for the Monthly Take Home Pay (salary amount after tax per month) and any Weekly Occupational Pension if appropriate.
Total Value of Savings	Enter the figure for total savings but this must be the amount before any deposit is paid.
Number of Complete years as a public sector tenant	Figure for the number of full years as a tenant.
Type of Property	Select either Flat or House whichever is appropriate.
Number of Bedrooms	Number of bedrooms in the property purchased.

Press the save icon when all fields are complete and then the forward arrow once again.

VPG / RTA Purchase Details - [IMRTDS06, RTA 81-778134 - [NOT SAVED]]

Purchase Details

1. Date of Offer:	<input type="text" value="26/06/17"/>	3. Voluntary Purchase Grant for Homebuy Group <input type="text" value="H2"/>	<input type="text" value="£13,500"/>
2. Date of Completion of Sale:	<input type="text" value="07/07/17"/>	4. Initial Grant Due:	<input type="text" value="£13,500"/>
2b. Value of Property	<input type="text" value="£200,000"/>	5. Previous Public Sector Discount or Cash Incentive:	<input type="text" value="£0"/>
		6. Net Grant Due:	<input type="text" value="£13,500"/> 

The above screen covers the **Purchase Details**, establishing and confirming the amount of grant due.

Field	Details
1 Date of Offer	Enter the date the offer was received by the tenant. This response sets the amount in 3. Voluntary Purchase Grant
2 Date of Completion of Sale	Enter the date that the sale completed. This date must be prior to the current day and be after the offer date listed above.
2b Value of Property	Refer to the Capital Funding Guide for further explanation if any doubt over this figure.
3 Voluntary Purchase Grant	Auto populated by response in 1
4 Initial Grant Due	Auto populated by the responses given to all fields.
5 Previous Public Sector Discount or Cash Incentive	Enter the amount that has previously been discounted or given to the purchaser(s).
6 Net Grant Due	Auto populated by the responses given to all fields.

Alongside Net Grant Due is a question mark, pressing this provides details of the calculation involved in generating the grant amount. An example is shown overleaf.

Net Grant Due Calculation [X]

1. VPG Area Grant/Homebuy Group Grant :

2. Value of Property :

3. Max Grant (50 % of Value of Property) :

4. Initial Grant Due (lower of 1 and 3) : =

5. Previous Public Sector Discount :

6. Net Grant Due (4 minus 5) :

An example of a Net Grant Due calculation

The penultimate screen is **Scheme Development Codes**. Providers should complete any amounts of **Other Public Subsidy** in either the **Grant Funded** tab or the **Free or Discounted Land** tab shown on the next page. If there is nothing to enter it can be saved as zeroes.

IMS Scheme Development Codes - [MALOC05, RTA 81-778134 - [NOT SAVED]]

Code Comparison

Scheme Development Codes

Code Types

- Other Public Subsidy - Grant Funded
- Other Public Subsidy - Free or discounted land

Other Public Subsidy - Grant Funded - [SAVED] [X]

Other Public Subsidy - Grant Funded Comment

Code	Description	Select	Amount
A	County Council	<input type="checkbox"/>	
B	Local Authority 1	<input type="checkbox"/>	
C	Local Authority 2	<input type="checkbox"/>	
D	Social Services	<input type="checkbox"/>	
E	English Partnerships	<input type="checkbox"/>	
F	Department of Health, NHS Trust (incl. PCT) or other health-re	<input type="checkbox"/>	
G	Lottery Funding	<input type="checkbox"/>	
H	Other	<input type="checkbox"/>	
J	DH Extra Care	<input type="checkbox"/>	
Total		<input type="checkbox"/>	0

JMS Scheme Development Codes - [IMALOC05, RTA 81-778134 - [NOT SAVED]]

Code Comparison

Scheme Development Codes

Code Types
Other Public Subsidy - Grant Funded
Other Public Subsidy - Free or discounted land

Other Public Subsidy - Free or discounted land - [SAVED]

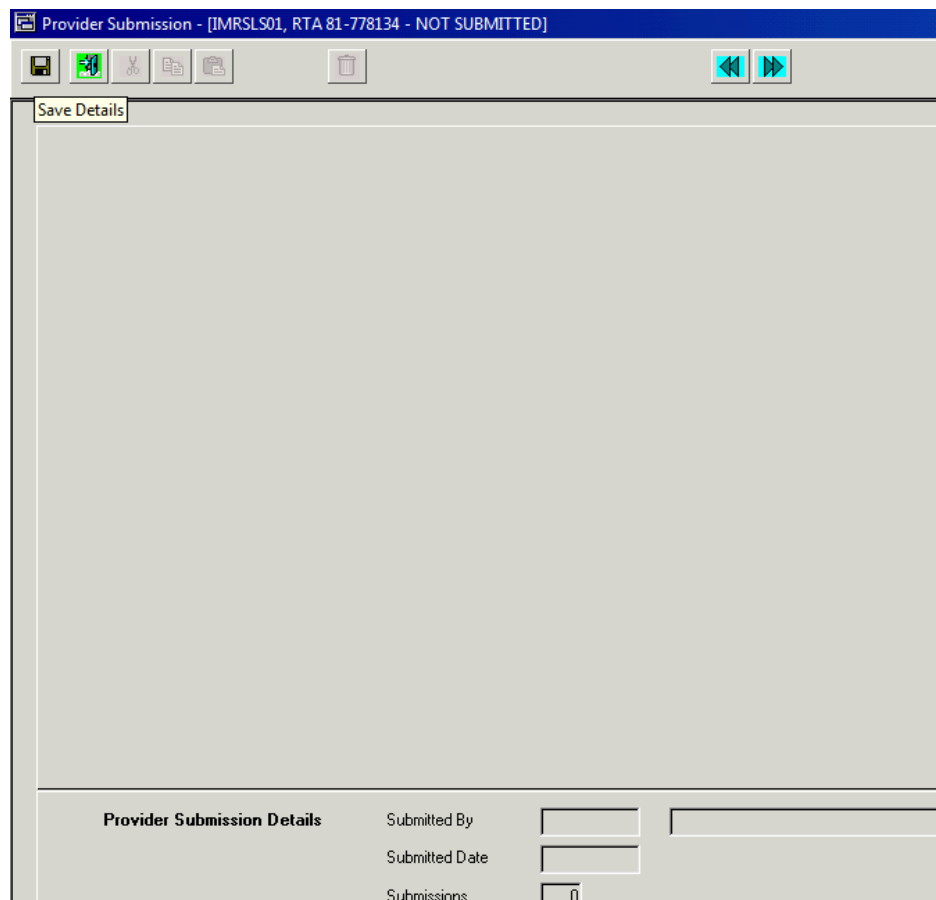
Other Public Subsidy - Free or discounted land Comment

Code	Description	Select	Amount
A	County Council	<input type="checkbox"/>	
B	Local Authority 1	<input type="checkbox"/>	
C	Local Authority 2	<input type="checkbox"/>	
D	Social Services	<input type="checkbox"/>	
F	Department of Health, NHS Trust (incl. PCT) or other health-re	<input type="checkbox"/>	
G	Other Government Department or related bodies	<input type="checkbox"/>	
H	Other	<input type="checkbox"/>	
Total		<input type="checkbox"/>	0

Save Cancel

Once the screen is complete, press the save button.
Press the forward arrow to move onto the **Provider Submission** screen.

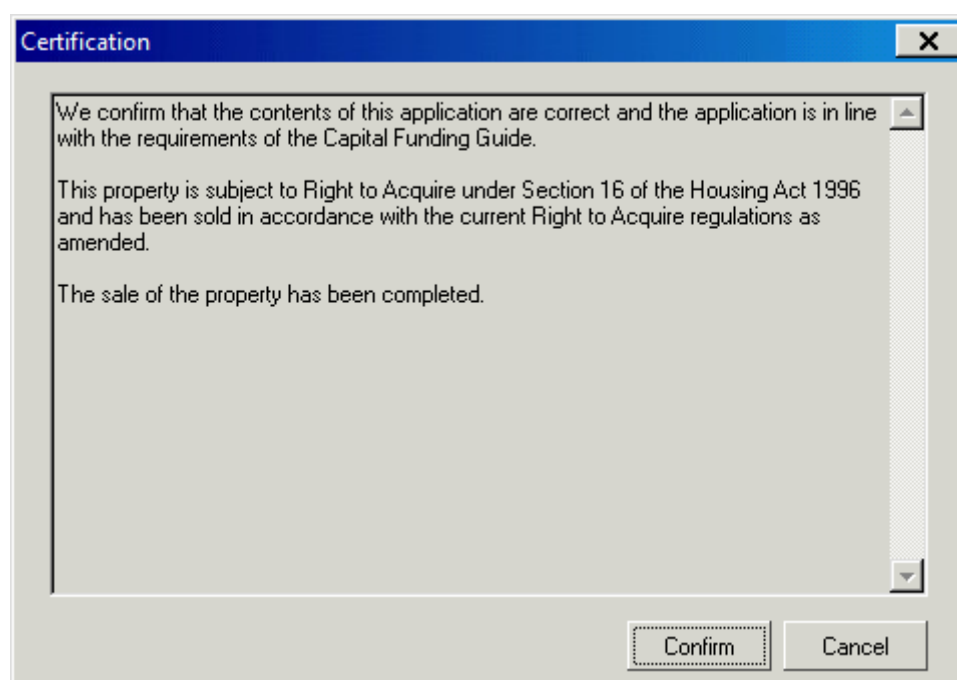
The final screen for providers is Provider Submission. There is no data entry requirements, if the previous screens are correct then providers press the Save button in order to submit the scheme.



The screenshot shows a software window titled "Provider Submission - [IMRSL01, RTA 81-778134 - NOT SUBMITTED]". The window has a menu bar with icons for Save, Print, Cut, Copy, Paste, and Delete, and navigation arrows. Below the menu bar is a large empty area labeled "Save Details". At the bottom, there is a section titled "Provider Submission Details" with the following fields:

Submitted By	<input type="text"/>	<input type="text"/>
Submitted Date	<input type="text"/>	
Submissions	<input type="text" value="0"/>	

Providers are presented with the **Certification** screen below for reviewing, press **Confirm** if they agree with the statement.



The screenshot shows a dialog box titled "Certification" with a close button (X) in the top right corner. The dialog contains the following text:

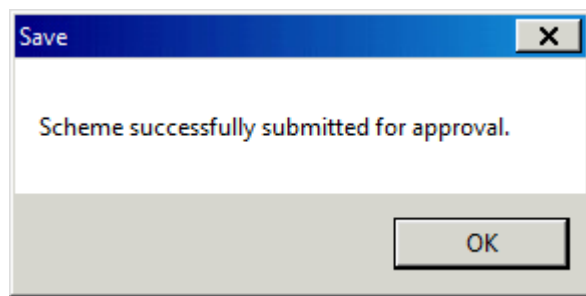
We confirm that the contents of this application are correct and the application is in line with the requirements of the Capital Funding Guide.

This property is subject to Right to Acquire under Section 16 of the Housing Act 1996 and has been sold in accordance with the current Right to Acquire regulations as amended.

The sale of the property has been completed.

At the bottom of the dialog are two buttons: "Confirm" and "Cancel".

Once submitted the following confirmation is displayed.



The scheme is now in the control of the Operating Area in which the property is situated. The Operating Area will review the scheme and approve as appropriate. Once approved the Operating Area are able to log and pay the grant claimed. This amount will be received by the provider in ten days from the date the payment is authorised.