



Application form for assigning your lease/charge from sole to joint ownership

Please clearly complete this form, and email it to postsalesapprovals@moat.co.uk, including copies of **ALL** documentation that is relevant to your application. Alternatively you can post this to the Post Sales Approvals team at the address on the back of this form. Completing this form does not guarantee that Moat will consent to the legal transfer.

Section One

Address of property:

Section Two

To be completed by the existing leaseholder/charge holder

Personal details	
Title (Mr/Mrs/Miss/Ms/other)	
First name	
Surname	
Date of birth	
Home telephone number	
Mobile telephone number	
Work telephone number	
Email address	
Employment details	
Job title/occupation	
Name of employer	
Income	
Total gross income before deductions	£
Regular bonuses/overtime	£
Any other income including benefits	£
Total savings	£

Who will be living with you at the property? (please provide full names)	Relationship to owner	Date of Birth	If working full or part time

Section Three

To be completed by the person wishing to be added to the charge / lease

Personal details	
Title (Mr/Mrs/Miss/Ms/other)	
First name	
Surname	
Date of birth	
Current Address	
Home telephone number	
Mobile telephone number	
Work telephone number	
Email address	
Present housing circumstances	
Are you a Council/Housing Association tenant?	
Are you renting from your employer?	
Are you living with family or friends?	
Are you on the Council waiting list?	
Do you own your own home or have a mortgage either in your sole name, or in joint names?	
Are you in temporary accommodation?	
How many bedrooms do you have in your current home?	
If you are on the Council waiting list please quote reference number	
Current and previous homeowners and mortgages	
Do you own your current home with a mortgage? <i>(not the property you wish your name to be added to)</i>	
Have you ever owned or part owned a property abroad? If yes provide details below:	

If you are currently a shared owner, how much equity (%) do you own?	%		
If you have a mortgage how much is outstanding on the mortgage?	£		
What is the current value of the property/properties that you currently own?	£		
Have you ever been refused a mortgage? If yes provide details:			
Have you ever had a home repossessed? If yes provide details:			
Have you ever been declared bankrupt? If yes provide details:			
Are you in mortgage/rent arrears in the property you are living in at the moment? If yes provide details:			
Employment details			
Job title/occupation			
Name of employer			
Place of work and address (or location if teacher or nurse, etc)			
Full or part time			
Are you permanently employed/fixed term/casual employment			
Are you self employed? If yes please provide income details for the last 3 years or evidence of income			
How long have you worked there?			
Income			
Total gross income before deductions	£		
Regular bonuses/overtime	£		
Any other income including benefits	£		
Total savings	£		

Section Four

To be completed by completed by both residents

Declarations
<p>To be signed and dated by the person wishing to be added to the Lease/Charge at the above property</p> <p>I, the applicant have read the above and confirm that I have provided accurate and up to date information relating to my application. I understand that if it is found that false information has been given either knowingly or recklessly, appropriate legal action may be taken by the housing association or local authority and/or seek possession of any leasehold tenancy granted.</p> <p>FULL NAME:</p> <p>SIGNED:</p> <p>DATED:</p>
<p>To be signed and dated by the person wishing to remain on the Lease/Charge at the above property</p> <p>By signing this declaration I consent to the above named being added to the lease/charge and will be jointly responsible for all aspects of the property and payments thereof</p> <p>FULL NAME:</p> <p>SIGNED:</p> <p>DATED:</p>

Details of solicitors acting on your behalf (to include address, telephone number, email and your case reference number):

Required documentation - Please note your application will not be processed unless you provide **all** the documentation relevant to your application as stated below with this form. Please do not return your application without the required documentation.

Checklist	✓
Credas online ID check completed for person remaining (see leaflet for information relating to this)	
Credas online ID check completed for person being removed (see leaflet for information relating to this)	
Copy of last three months wage slips for the person being added	
Written confirmation from your mortgage lender consenting to transfer (if remaining with same lender)	
Copy of new Mortgage Offer in joint names	
Court Order (If applicable)	
Confirmation from the acting solicitor of any monies being paid to the leaving party to relinquish their interest in the property (if applicable)	
Redemption statement from current lender (this will confirm the amount currently outstanding on your mortgage)	
Administration fee of £180 (we will contact you once your application and all supporting documents are received, to advise how to make this payment)	

Please return to:

Post Sales Approvals team
Moat, Mariner House
Galleon Boulevard, Crossways
Dartford, Kent, DA2 6QU

Tel: 0300 323 0011
Email: postsalesapprovals@moat.co.uk
Web: www.moat.co.uk

This form can be made available in large text. We offer Language Line Services for people whose language is not English. If you require assistance with this form please contact the number above and speak to a member of the Post Sales Services team who are available 9am-5pm Monday to Friday

Moat Homes Ltd is a charitable housing association