

Home Improvements registration form

(for shared owners and equity loan customers)

Please complete this form in BLOCK CAPITALS, and then email it back to the Post Sales Approvals team at the address on the last page of this form, ensuring that you attach copies of the relevant receipts / paid invoices for the works undertaken. Please refer to our Home Improvements leaflet before completing this form.

| Personal details | Customer 1 | Customer 2 |
|---------------------------------|------------|------------|
| Title (Ms/Mr/Mrs/Miss/Other) | | |
| First name | | |
| Surname | | |
| Address | | |
| Postcode | | |
| Contact telephone number | | |
| Email address | | |

| Important information |
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| <p>Please be aware an independent surveyor will determine the added value of the registered improvements when valuing your property in connection with any application to either staircase (buy further shares) or redeem your equity loan. It is the added value of the registered improvements which is taken into consideration not the amount which was spent carrying out these works. Please note that we cannot register any improvements unless you provide copies of the relevant receipts / paid invoices for the works undertaken.</p> |

| Details of improvements undertaken | | | |
|--|--|--|---|
| Below is a list of works that can be registered as improvements to your property: | Please tick the box indicate which work you wish to register | Please advise the year in which the work was carried out | Please tick to indicate that you have enclosed copies of the paid invoices / sales receipts |
| General improvements | | | |
| Installation of UPVC soffits, fascias and guttering | <input type="checkbox"/> | | <input type="checkbox"/> |
| Installation of double glazing | <input type="checkbox"/> | | <input type="checkbox"/> |
| New fitted bathroom | <input type="checkbox"/> | | <input type="checkbox"/> |
| New fitted kitchen | <input type="checkbox"/> | | <input type="checkbox"/> |
| Installation of central heating system (Where there was previously none) | <input type="checkbox"/> | | <input type="checkbox"/> |
| Upgrade of heating system (From warm air or electric heating system) | <input type="checkbox"/> | | <input type="checkbox"/> |
| Addition of a conservatory | <input type="checkbox"/> | | <input type="checkbox"/> |
| Addition of a car port | <input type="checkbox"/> | | <input type="checkbox"/> |
| Addition of drive way and drop curb (does not include renewal of existing surfaces) | <input type="checkbox"/> | | <input type="checkbox"/> |
| Structural improvements | | | |
| Loft conversion (Relevant planning permission and/or buildings regulations must have been obtained) | <input type="checkbox"/> | | <input type="checkbox"/> |
| Extension (Relevant planning permission and/or buildings regulations must have been obtained) | <input type="checkbox"/> | | <input type="checkbox"/> |
| Addition of a porch (Or replacement of a wood structured porch with a brick built / UPVC porch) | <input type="checkbox"/> | | <input type="checkbox"/> |
| Addition of a garage | <input type="checkbox"/> | | <input type="checkbox"/> |

| Other works |
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| <p>Please note works such as decoration, flooring, fencing and garden decking / patios, etc. are classed as repairs and maintenance and cannot be taken into consideration. These works do not need to be registered with Moat.</p> |
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| Fees |
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| <p>Please note that we charge a fee of £54 (£45 + VAT) to register improvements. You can include as many home improvements as you wish on this form, and we will charge just one fee. If you register further improvements at a later date, a further fee will be charged.</p> <p>If you are making major or structural alterations to your home, you will need to enter into a Licence of Alterations with us. Our fee to give consent for major works and provide the Licence, is £180 (£150 + VAT). Please email postsalesapprovals@moat.co.uk if you wish to make or have already undertaken major works at your home and we can advise the next step.</p> |

| Declarations | |
|-----------------------------|--------------|
| Signed (Applicant 1) | |
| Print Name: | Date: |
| Signed (Applicant 2) | |
| Print Name: | Date: |

This form can be made available in large text.
 We offer language Line Service to people whose first language is not English.

Post Sales Approvals Team, Moat Homes Limited, Mariner House, Galleon Boulevard, Dartford, Kent, DA2 6QE
 Email: postsalesapprovals@moat.co.uk Telephone: 0300 323 0011

Your home is at risk if you do not keep up mortgage repayments or payments on other loans secured on it.
 Please note that the value of properties can go down as well as up.