



Application form for assigning your lease/charge from joint to sole 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 Services 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 person wishing to remain in the property

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			
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 removed from the charge / lease

Personal details	
Title (Mr/Mrs/Miss/Ms/other)	
First name	
Surname	
Date of birth	
Address of where you will be living following completion of transfer	
Home telephone number	
Mobile telephone number	
Work telephone number	
Email address	

Section Four

To be completed by both residents

Declarations	
To be signed and dated by the person wishing to be removed from the Lease/Charge at the above property	
By signing this declaration I give my consent to relinquish all rights to the property (as detailed in section one) and to assign the Lease/Charge to the person named in section two.	
FULL NAME:	
SIGNED:	
DATED:	
To be signed and dated by the person wishing to remain on the Lease/Charge at the above property	
By signing this declaration I agree to the transfer taking place, and understand that all terms of the Lease/Charge will become my sole responsibility.	
FULL NAME:	
SIGNED:	
DATED:	

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. Please do not return your application without the required documentation.

Checklist	✓
Our fee of £180 (this includes VAT, and covers the cost of us dealing with any remortgage and the notice at completion. We will send you details of how to pay this fee once we receive your application)	
Credas online ID check completed for person remaining (see leaflet for information relating to this – we will send you a link once your application is received)	
Credas online ID check completed for person being removed (see leaflet for information relating to this – we will send you a link once your application is received)	
Written confirmation from your mortgage lender consenting to transfer (if remaining with same lender)	
Copy of new Mortgage Offer (in your sole name)	
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.	
Redemption statement from current lender (this will confirm the amount currently outstanding on your mortgage)	

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