

LETTING APPLICATION FORM

This is an application to let a property secured by a C&G mortgage, provided by Lloyds TSB Bank plc and administered by Cheltenham & Gloucester.

Please ensure:

- That tenancies are not commenced before the formal consent of Lloyds TSB Bank plc, as mortgage lender, has been provided in writing via Cheltenham & Gloucester.
- This form is returned to: **C&G, Barnett Way, Gloucester GL4 3RL** or faxed to **0845 600 3853**.
- That black ink is used and that you WRITE IN CAPITALS throughout.

EXISTING ACCOUNT DETAILS

Mortgage account number

First-named borrower

Full name

Property address
Postcode

Date of birth / /

Second-named borrower

Full name

Property address
Postcode

Date of birth / /

Third-named borrower

Full name

Property address
Postcode

Date of birth / /

Fourth-named borrower

Full name

Property address
Postcode

Date of birth / /

If letting to a member of your family, please provide the name and date of birth of the tenant(s) and their relationship to you, i.e. parent:

Reason for letting (please see instructions on page 3):

Your expected date of leaving property / /

Commencement date of tenancy (if agreed) / /

For a term of (must not exceed 1 year) months

Future correspondence address
Postcode

Home telephone no.

Work telephone no.

C&G
for intermediaries

built around you

To help prevent financial crime, please provide the following details:

First-named borrower

Nationality

Country of residence

Employment status
e.g. employed

Occupation

Second-named borrower

Nationality

Country of residence

Employment status
e.g. employed

Occupation

Third-named borrower

Nationality

Country of residence

Employment status
e.g. employed

Occupation

Fourth-named borrower

Nationality

Country of residence

Employment status
e.g. employed

Occupation

Could you confirm whether, within the next two years, you think you might pay off your mortgage or make additional lump sum payments to reduce it?

Yes No

If Yes, please give details:

Declaration

I/we declare that the information on this form is true and I/we have read and understood the Instructions and Conditions for Consent to Letting and will comply with them. I/we also understand that any failure to comply will revoke your consent to any letting. **I/we understand that an administration fee is charged to consider the proposed letting. I/We authorise you to change my/our address on other account(s), indicated above, upon completion of this proposed letting application.**

Signature

(first-named borrower)

Date

Signature

(second-named borrower)

Date

Signature

(guarantor, if applicable)

Date

Signature

(third-named borrower)

Date

Signature

(fourth-named borrower)

Date

Instructions and Conditions For Consent To Letting

(To be retained by the customer)

The lender of your mortgage (which is Lloyds TSB Bank plc) has a significant financial interest in your property and it is therefore a condition of your mortgage that you obtain their written permission before you let your property.

In order to obtain Lloyds TSB Bank plc permission you will need to complete the attached Letting Application Form. Please read the following notes carefully before completing the form. They explain what is involved in letting your home and should answer some of your questions. Please detach and keep these notes and return your completed form to Cheltenham & Gloucester plc (who administers your mortgage).

Will I be able to let my property?

We are happy to consider your request to let your property if:

- you are taking a job abroad for a period, or being posted overseas as a member of the Armed Forces
- you are relocating within the UK but want to postpone the sale of your current property for personal/financial reasons
- you are taking a job with tied accommodation, or
- you need to stay with relatives for a while because of illness, personal circumstances or a relationship breakdown.

It is important to remember, however, that the terms of your mortgage will not allow you to let your property as part of a business on a commercial basis.

Where can I go for help and advice?

You should contact a Solicitor or a Letting Agent who will act on your behalf. They will be able to advise you on how to protect the property and your rights and responsibilities during the letting period. They will also draw up an appropriate letting agreement to protect both you as the landlord and Lloyds TSB Bank plc as the mortgage lender.

The National Association of Estate Agents (NAEA) offer a referral service and can recommend a Letting Agent in your area. Their number is 01926 496800. Alternatively, look for a member of the Association of Residential Letting Agents (ARLA).

Who needs to know that I am letting my property?

- If you have an insurance policy to protect your mortgage payments in the event of accident, sickness or unemployment, e.g. Payment Protection Plus then you will need to contact the insurer as you may not be able to make a claim under the policy while the property is let or unoccupied.
- You will need to let your property insurer know as there may be restrictions on the cover while the property is being let and if you have combined buildings and contents insurance, they may withdraw or amend the cover for your contents.
- The rent you receive from the letting will be unearned income and you will be taxed on it even if you are not living in the UK. You should therefore speak to your accountant or tax office about the tax implications, especially if you are going to live abroad.
- If there is a second mortgage on the property, you will need to get the permission of the second mortgagee.
- If your property is leasehold you will need to get your freeholder's permission.
- If your property is in Scotland you will need to register with your local authority under the 'Antisocial Behaviour (Scotland) Act 2004'.

You must ensure that you carry out the following instructions and comply with the conditions listed before we will agree to you letting your property.

- If you have an insurance policy to protect your mortgage payments in the event of accident, sickness or unemployment, then you must contact your insurer as the cover may be affected when the property is let or unoccupied.
- If you have a person guaranteeing your mortgage, their consent to the letting must be obtained. They must sign the Letting Application Form where shown.
- You must let your property as a whole and not as separate units.
- You must not make any structural alterations to the property to allow it to be used as separate units.
- You must use a professional adviser such as a Solicitor or Letting Agent to draft the letting agreement for you.
- If you make an application to let your property, you will have to pay an administration charge.
- If your property is leasehold you must get the written consent of your freeholder and give this to your professional adviser.
- If there is a second mortgage on the property, you must get written consent of the second mortgagee and give this to your professional adviser. This includes any other company within the Lloyds Banking Group.
- The letting agreement should be:
 - an Assured Shorthold Tenancy (a Short Assured Tenancy in Scotland) for a term not exceeding one year;
 - a letting to a limited company for a term not exceeding one year, so long as the property is not used for business purposes;
 - a letting to a local authority/housing association for a term not exceeding one year; or
 - a contractual tenancy (for rental over £25,000) for a term not exceeding one year.
- While your property is being let there may be some amendments and/or exclusions to your home insurance cover. Please refer to your policy document or your statement of cover for further information. **You must ensure that your property insurer is aware of the letting.**
- A requirement when agreeing to a property being let is that the mortgage account is up to date. In addition, it must be kept up to date after we have agreed to the letting or our consent will automatically be withdrawn.