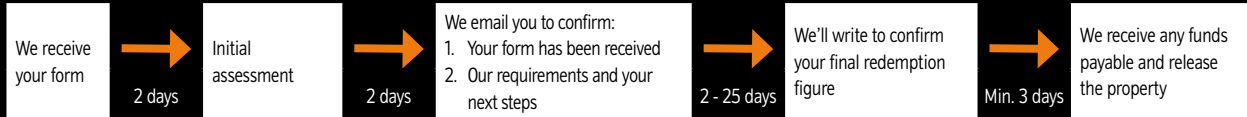


Substitution of Property Application Form (SOP)



(Please write inside the boxes in BLOCK CAPITALS using black ink.)

The Substitution of Property application form is to be used when releasing one or more properties from a TMW Portfolio account. The process takes approximately 30 days. Failure to fully complete this application form may delay the release figure:



A complete guide to the substitution of property process is available on the TMW website including our contact details if you'd like to get in touch. We can be contacted on 08000 30 40 60 or email us.

1. Account Details

Account number

If the account is held in the name of a limited company please confirm the name

2. Applicant's personal details

	First Applicant	Second Applicant
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other (specify) <input type="text"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other (specify) <input type="text"/>
Please enter ALL forenames	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Current address including postcode	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode <input type="text"/>	Postcode <input type="text"/>
If the residential address is to be released, please confirm the new address.	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode <input type="text"/>	Postcode <input type="text"/>
Signatures of both applicants	<input type="text"/>	<input type="text"/>
Main contact point (Broker/Solicitor/Applicant)	<input type="text"/>	<input type="text"/>

Telephone numbers

Home

Work

Mobile

Email addresses

First applicant

Secondary applicant

If you are an existing customer, this will update any existing email address we hold for you. The Mortgage Works and Nationwide will use this information to contact you to service your accounts, if needed. We will also tell you about products and services that may be of interest to you, unless you've told us that you do not wish to receive this information from us.

3. Use of my information

The information I provide on this form will be used to administer my request. Further information on how The Mortgage Works and Nationwide uses personal information can be requested at any time from a branch or online at nationwide.co.uk

4. Third Party Authority (if applicable)

Account holder name(s):

Account number(s):

I / we give my / our authority for

to discuss and receive information relating to my / our mortgage account. This does not give the individual authority to make changes to the mortgage account and authority is only valid for this SOP request.

Authority for business: I / we confirm the following details for the above named person:

Broker/Intermediary FCA Number / Solicitors Law Society number:

Correspondence address:

.....

Telephone number:

Fax number:

Email address:

All parties to the mortgage must agree to the above named having authority on the mortgage account as detailed above; please sign below:

Name:

Signature:

Date:

Name:

Signature:

Date:

5. Details of the property to be released

Address of property to be sold/remortgaged (including postcode)	Sale price (if known)	Anticipated Redemption Date	Reason for request (e.g. Sale, remortgage or information only)	Customers anticipated redemption figure (If known)

Additional comments regarding the quotation:

We'll look to apply the funds to the loan with the lowest early repayment charge and highest interest rate. Please confirm if you **do not** want TMW to proceed on this basis?

6. Replacement Security Details

Full postal address of property to be mortgaged including postcode

	Postcode

Purpose

Purchase Remortgage

Porting from account number (if applicable)

7. House Purchase – Only complete this section if you are purchasing the security property

Are you obtaining any other loan or assistance towards the purchase price (including any financial incentive from builder/vendor)?

No Yes

Amount

If yes, please provide details:

Please state the source(s) of deposit:

Vendor cashback*

Amount

Builders cashback*

Amount

Savings/inheritance

Amount

Business/company

Amount

Equity/sales proceeds Address of property

Amount

Long service award payment/loan

Amount

Non repayable gift from

Amount

*Only one may be selected

Is full vacant possession being obtained on completion?

No Yes If no, TMW is unable to offer a mortgage

Will the vendor remain in the property or retain an interest after the sale?

No Yes If yes, TMW is unable to offer a mortgage

Is the vendor a relative or are you connected to the vendor?

No Yes If yes, please provide details:

Is the vendor a limited company?

No Yes If yes, please provide details:

Are you connected to this limited company? No Yes

8. Remortgage – Only complete this section if you are the current legal owner of the security property

Is the property currently unencumbered (owned outright with no current mortgage)?

No Yes If no, please provide name of current lender

Total amount of current mortgage outstanding

£

Original purchase price.

£

Date of purchase

D	D	M	M	Y	Y	Y	Y
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9. Property description

Type of property:	House <input type="checkbox"/> Detached <input type="checkbox"/> Semi-detached <input type="checkbox"/> Bungalow <input type="checkbox"/> End of terrace <input type="checkbox"/> Terraced <input type="checkbox"/> Purpose built flat/maisonette <input type="checkbox"/> Converted flat/maisonette <input type="checkbox"/> Studio flat <input type="checkbox"/> If studio flat, how many square metres? <input type="text"/> (The Mortgage Works doesn't currently lend on studio flats with an internal area of less than 30 square metres and studio flats without a separate bathroom & separate kitchen)
Tenure	Freehold <input type="checkbox"/> Leasehold <input type="checkbox"/> Heritable (Scotland) <input type="checkbox"/> Commonhold <input type="checkbox"/>
Leasehold property	If leasehold - unexpired lease term: <input type="text"/> a) If leasehold - Ground rent £ <input type="text"/> Service charge £ <input type="text"/> b) If leasehold, will/do you also own the freehold / shares in the management company that owns the freehold? No <input type="checkbox"/> Yes <input type="checkbox"/>
Age of property (or conversion if flat)	<input type="text"/> Year(s) <input type="text"/> Month(s) If less than 12 months please contact The Mortgage Works before proceeding a) If under 10 years old, is a NHBC, Foundation or Architect certificate available No <input type="checkbox"/> Yes <input type="checkbox"/> (or other please specify)? Other <input type="text"/> b) If under 10 years old, please state name of builder/developer if known: <input type="text"/> c) Is the property under construction? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please contact The Mortgage Works before proceeding
Is the property of standard construction?	No <input type="checkbox"/> Yes <input type="checkbox"/> If no, please provide details: <input type="text"/>
Type of construction	Walls/roof (e.g. brick/tile) <input type="text"/> / <input type="text"/>
Accommodation (specify number of rooms)	Reception rooms <input type="text"/> Bedrooms <input type="text"/> Bathrooms <input type="text"/> Kitchen <input type="text"/> Cloakrooms <input type="text"/> Conservatory <input type="text"/> Parking space <input type="text"/> Garage <input type="text"/> Others (please specify) <input type="text"/>
How many storeys?	<input type="text"/>
Has the property ever been owned by the Local Authority?	No <input type="checkbox"/> Yes <input type="checkbox"/>
Is the property above/adjacent to a commercial property?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, what is the nature of the business activity? <input type="text"/>
If the property is a flat: (Restrictions apply to flats. Please refer to The Mortgage Works for details of our current criteria)	a) How many floors does the building have? <input type="text"/> b) What floor/s is the flat on? <input type="text"/> c) Is the property served by a lift? No <input type="checkbox"/> Yes <input type="checkbox"/>
Does the property comprise more than one self-contained unit?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, how many units? <input type="text"/> (Please refer to The Mortgage Works for details of our current criteria regarding this type of property)
If BTL application, please confirm type of tenants:	Single family unit <input type="checkbox"/> Student let <input type="checkbox"/> Professional individuals <input type="checkbox"/> Others (please specify) <input type="text"/> Number of tenants <input type="text"/> a) Please provide details (if any) of tenants' rent subsidised by the Department for Work and Pensions (DWP) or similar <input type="text"/> b) Will this property be defined as a home in multiple occupancy (HMO) and subject to local authority licensing? No <input type="checkbox"/> Yes <input type="checkbox"/> (Please refer to The Mortgage Works for details of our current criteria regarding this type of property) c) Is 40% or more of the property going to be occupied by a relative or family member? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please provide details: <input type="text"/>

Is any part of the property or land to be used for business purposes?

No Yes

If yes, is the proportion greater than 60% No Yes

Type of business:

If BTL application, please state estimated gross monthly rental income (based on unfurnished figure)

£

a) If remortgage of existing BTL property please state existing gross monthly rent

£

Does the property have an agricultural occupation restriction?

No Yes

Is the property to be mortgaged situated in Scotland?

No Yes If Scottish purchase, please confirm date of entry:

10. Valuation/Survey Requirements – Property to be added

Access details for the valuer. Please provide name of agency (if applicable), contact name and telephone number (inc. area code)

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Type of valuation/survey required:

Valuation for mortgage purposes Homebuyers survey and valuation

Full buildings survey

Amount of valuation fee enclosed (Please complete the payment form overleaf)

£

11. Valuation/Survey Requirements – Property to be removed

Access details for the valuer. Please provide name of agency (if applicable), contact name and telephone number (inc. area code)

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Amount of valuation fee enclosed (Please complete the payment form overleaf)

£

The Mortgage Works (UK) plc (Company No. 2222856) is a wholly owned subsidiary of Nationwide Building Society and is authorised and regulated by the Financial Conduct Authority (FCA) under registration number 189623. You can confirm our registration on the FCA's website www.fca.org.uk or by contacting the FCA on **0800 111 6768**.

The Mortgage Works (UK) plc also acts as agent and mortgage administrator for Derbyshire Home Loans Ltd (Company No. 2628265, FCA No. 302586) and for E-Mex Home Funding Ltd (Company No. 02124900, FCA No.305370). All three companies are wholly owned subsidiaries of Nationwide Building Society, are registered in England and Wales with their registered office at Nationwide House, Pipers Way, Swindon, SN38 1NW and are authorised and regulated by the FCA.

Most buy-to-let mortgages are not regulated by the Financial Conduct Authority.

The Mortgage Works (UK) plc, Portman House Richmond Hill, Bournemouth, BH2 6EP.
Telephone: **08000 30 40 60**