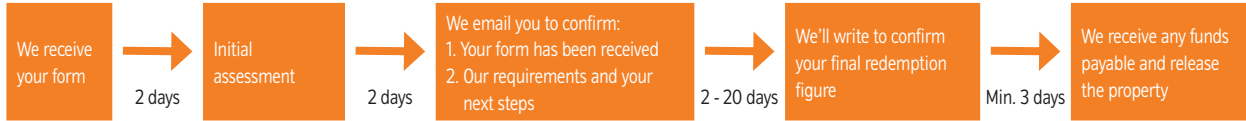


# Release of Property Application Form (ROP)

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

The Release of Property application form is to be used when releasing one or more properties from a TMW Portfolio account. The process takes approximately 20 days. Failure to fully complete this application form may delay the release figure:



A complete guide to the release 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.

Before you complete this form, please see 'How The Mortgage Works and Nationwide use your information' by visiting [tmwdirect.co.uk/privacy](http://tmwdirect.co.uk/privacy). If you're a broker completing this form on behalf of the applicant, please make sure they have understood how their information will be used.

## 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"/>
	<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"/>
	<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

We'll sometimes use this email address and/or phone number(s) to get in touch with you about your application, or tell you something important about your account. If you're a broker completing this form on behalf of the applicant, please ensure they're made aware of this. If you are an existing customer, we will update the email address and telephone number(s) we hold for you.

**3. Use of my information**

- The information you have provided will be held by The Mortgage Works and Nationwide. Further details on how your information will be used is available at [tmwdirect.co.uk/privacy](http://tmwdirect.co.uk/privacy)
- We collect and use your information so we can offer and manage your accounts, confirm your ID, prevent fraud, provide services to you, collect and recover debt and run our business.
- We share your information as necessary within The Mortgage Works and Nationwide, with our suppliers and with any third parties you've asked to act on your behalf. Information is shared with our insurance partners when applying for a Nationwide insurance product or it is a benefit of your account (e.g. FlexPlus).
- If the law requires or allows us to, we'll also share information as necessary with other organisations. This includes credit reference agencies, fraud prevention agencies and other government bodies, regulators and law enforcement agencies.
- When we share your information with credit reference agencies they'll use this to check your credit rating, along with the other details you've given us. These checks are part of most account application processes – however, they will leave a record on your credit file that other lenders can see. This might affect your ability to get credit elsewhere for a short while.
- When we share your information with fraud prevention agencies they will use the data to prevent fraud and money laundering and verify your identity. If we believe someone poses a fraud or money laundering risk, we may refuse to provide the product they have asked for and we may also stop providing services they already have. The fraud prevention agencies will keep a record of any fraud or money laundering risk and this could mean that other organisations may refuse to provide services, financing or employment.
- When we transfer information to third parties and organisations, whether inside or outside the UK, we'll make sure we only give them information that's necessary and that your data will stay secure.
- We may, if applicable, give the Intermediary who introduces this mortgage application to you, a copy of any offer we make or the reason for declining the application, a copy of any valuation we ask to be carried out, details of any complaints you make before completion and any other information we consider necessary to process your application through to completion.
- We only use your information if we have a legal basis to do so, for example, if you have given us consent or if we need to use the information to meet our obligations to you in our terms and conditions. We may also use your information if necessary to comply with the law or to carry out our legitimate business interests.
- You have certain rights when it comes to your personal information including the right to access your data. Further details on these rights and who to contact are available online at [tmwdirect.co.uk/privacy](http://tmwdirect.co.uk/privacy)

By making this application, I'm confirming that the other applicant, where applicable, has agreed to share a financial relationship with me. Also, that they're happy for Nationwide to authorise searches, and for links and / or recordings of their information to be made with credit reference agencies.

**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 ROP 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: .....





**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](http://www.fca.org.uk))

**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**