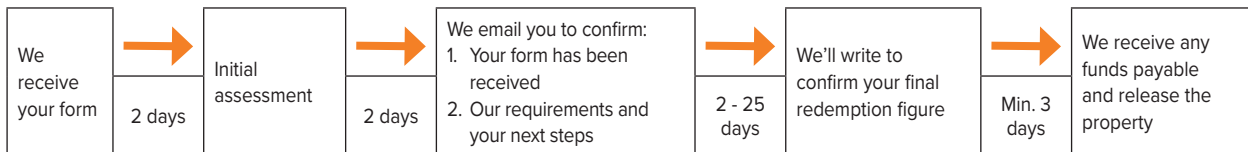


Substitution of Property Application Form (SOP)

Before you complete this form, please see 'How The Mortgage Works and Nationwide use your information' by visiting themortgageworks.co.uk. As you're a broker completing this form on behalf of the applicant, please make sure they have understood how their information will be used.

(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 **0345 606 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 Mrs Miss Other (specify)

Mr Mrs Miss Other (specify)

Please enter ALL forenames

Surname

Current address including postcode

Postcode

Postcode

If the residential address is to be released, please confirm the new address.

Postcode

Postcode

Signatures of both applicants

Main contact point (Broker/ Solicitor/ Applicant)

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. 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:

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:

4. 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)

Some of the information you give us may include sensitive information that we refer to as 'special category data', such as health related matters. We'll assume you're happy for us to record this information and we'll only use it to help us with your application. If you're a broker completing this form on behalf of the applicant, please make sure they're made aware of this.

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?

5. Replacement Security Details

Full postal address of property to be mortgaged including postcode

	Postcode

Purpose

Purchase Remortgage
 Porting from account number (if applicable)

6. 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

7. 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 <input type="checkbox"/> Yes <input type="checkbox"/> If no, please provide name of current lender <input type="text"/>	
	Total amount of current mortgage outstanding	£ <input type="text"/>
Original purchase price.	£ <input type="text"/>	Date of purchase <input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YY"/> <input type="text" value="YY"/>

8. 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 Student let Professional individuals
 Others (please specify) Number of tenants

a) Please provide details (if any) of tenants' rent subsidised by the Department for Work and Pensions (DWP) or similar

b) Will this property be defined as a home in multiple occupancy (HMO) and subject to local authority licensing? No Yes **(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 Yes
 If yes, please provide details:

If 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:

9. 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)

Type of valuation/survey required: Valuation for mortgage purposes Home Survey Level 2 report
 Home Survey Level 3 report

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

10. 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)

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 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 aren't regulated by the FCA. The Mortgage Works (UK) plc, Northampton Administration Centre, Kings Park Road, Moulton Park, Northampton, NN3 6NW.

Telephone: **0345 606 40 60**.

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