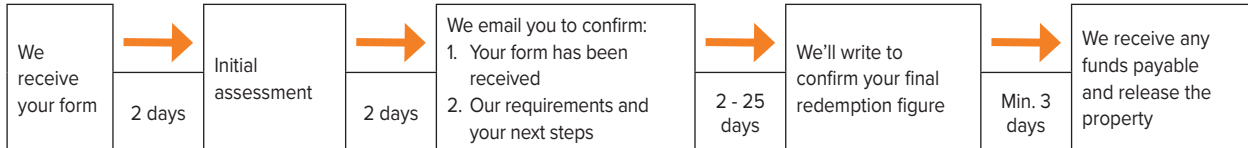


# Substitution of Property Application Form (SOP)

(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 **0345 606 40 60** or email us.

Before you complete this form, please see 'How The Mortgage Works and Nationwide use your information' by visiting [themortgageworks.co.uk/cookies-privacy](https://themortgageworks.co.uk/cookies-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 Please enter ALL forenames	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"/>
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)		
<b>Telephone numbers</b>		
Home		
Work		
Mobile		
<b>Email addresses</b>		
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 [themortgageworks.co.uk/cookies-privacy](https://themortgageworks.co.uk/cookies-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 [themortgageworks.co.uk/cookies-privacy](https://themortgageworks.co.uk/cookies-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 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: .... .. .

**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)

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?

**6. Replacement Security Details**

Full postal address of property to be mortgaged including 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

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 <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"/>

## 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) <b>If less than 12 months please contact The Mortgage Works before proceeding</b> 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"/> <b>If yes, please contact The Mortgage Works before proceeding</b>	
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"/> <b>(Please refer to The Mortgage Works for details of our current criteria regarding this type of property)</b>	

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:

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)

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) £

**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)

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](https://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 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**.

The Mortgage Works (UK) plc, Northampton Administration Centre, Kings Park Road, Moulton Park, Northampton, NN3 6NW.