

**In order for your application to be progressed all sections must be completed in full and returned to the address below for further consideration**

Account Number

Name - 1st Borrower

Name - 2nd Borrower

Property Address

Postcode

Correspondence address for 1st Borrower

Postcode

Date new correspondence address should take effect:

Email address

Mobile Telephone Number

Daytime/Home Telephone Number

Correspondence address for 2nd Borrower

Postcode

Date new correspondence address should take effect:

Email address

Mobile Telephone Number

Daytime/Home Telephone Number

**Please answer each of the following questions and provide additional information where indicated  
Please contact us if you do not understand any question.**

**YES**

**NO**

Will the entire Property be let?

If no, please state:

the number of rooms to be rented:  ; or

describe the part to be let:

Is the Property a leasehold interest?

Is the Property being let as a holiday home?

If yes, for how many weeks per year?

Are you proposing to let the Property to a family member?

Is the Property under a shared ownership scheme?

Are you proposing to let to students or asylum seekers?

Is the Property on the DWP referral list or are you proposing to rent to any DWP claimant?

Are you proposing to let the Property to a Housing Association, Local Authority, limited company, other limited liability entity or other than to a natural person?

Has the Property benefited from a Local Authority grant for improvement/repairs within the last 5 years or was purchased under the "Right to Buy" legislation within the last 5 years (three years in Scotland)?



**Please provide the following information about the proposed tenancy**

Reason for Letting

Tenancy Start date




How long do you intend to let the property (min of 6 months with a maximum of 12 months)

How much rent will you receive? £

Frequency of the rental payments (mark as appropriate)

Weekly

Fortnightly

Monthly

Quarterly

Annually

Name of Letting Agent (if applicable)

Address of Letting Agent (if applicable)

(by providing these details, you authorise Chorley Building Society to contact the managing agent as to any matter related to the Property)

**Please read this document carefully as the information will help you understand the terms under which the letting must be arranged and additional terms that will apply to and become part of your responsibilities to comply with under your Mortgage as long as our consent is granted.**

**Letting Terms**

- As well as complying with these Letting Terms you must also comply with the rest of your obligations under the Mortgage which remain in full force and effect.
- The tenancy agreement must comply in all respects with applicable law, these Letting Terms and the terms of the Mortgage, and must be prepared by a qualified solicitor or managing agent.
- You must obtain any licences and other approvals required by law to let the property and must comply with all legal obligations arising from the letting of the property including as to treatment of any deposit.
- You must notify us by written notice (signed by all borrowers) on the earlier to occur of (i) your ceasing to rent the property and (ii) your reoccupying the property as your primary residence. Such notice must be sent to: Chorley Building Society, Key House, Foxhole Road, Chorley, PR7 1NZ, together with (a) two original utility bills, or (b) one original utility bill and one original bank statement, each of which on its face has been addressed to you at the property address and is dated within 2 months of the date of the notice, or (c) such other supporting documentation of residency as we may deem adequate.
- You may not, and shall not, grant tenancies in favour of, and no tenant of the property may be or become at any time during the term of their tenancy, a limited company or other limited liability entity, a student, a Housing Association, a Local Authority, a DWP claimant, an asylum seeker, or an individual holding diplomatic status. You must notify us immediately if any tenant changes to any such category during the term of the tenancy.
- The property may not be let in such manner that it becomes a House in Multiple Occupation (HMO) under the relevant housing legislation.
- If your property is under a shared ownership scheme, in support of your application, you must provide us with an original approval letter or other written consent satisfactory to us executed by your Shared Ownership Company, evidencing its agreement to your letting of the property.
- If your property has benefited from a Local Authority grant for improvement/repairs within the last 5 years or was purchased under the "Right to Buy" legislation within the last 5 years you must provide us with written evidence from the Local Authority that repayment of the grant has been made in full or is not required. You should contact the Local Authority to discuss any requirements to let the property and arrange for the required confirmation.
- If your property is leasehold, you must obtain and provide us with an original or certified copy of the written consent from your freeholder to let the property where this is required.
- All monthly mortgage payments must continue to be paid in full in accordance with the terms and conditions of your mortgage, which will remain in full force and effect. If your account is in or goes into arrears (or you are otherwise in default of the terms of your mortgage) while the property is being tenanted, we may take action under the terms of the mortgage, which may include court proceedings for possession of the property. As the rights of the tenants may be affected by such proceedings, it may be necessary to inform the tenants of such breaches including the existence and amount of any arrears.
- Any tenancy agreement must be for a minimum term of at least 6 months and may not exceed a maximum term of 12 months.
- Lettings must be either Assured Tenancies (benefiting from Ground 1 and Ground 2 notices) or Assured Shorthold Tenancies under the Housing Acts 1988 and 1996 or a Private Residential Tenancy under the Private Housing (Tenancies) (Scotland) Act 2016
- All tenancy agreements must include a clause stating that the tenant is not allowed to sub-let the property or part with possession of the property, or any part of it.
- You will need to inform your insurers that you are letting the property as it may affect your cover. It is a condition of your mortgage that you maintain suitable insurance at all times.
- You shall promptly, on request, provide us from time to time with a complete and accurate copy of all tenancy agreements for the Property.
- ANY CONSENT WILL EXPIRE 12 MONTHS AFTER THE DATE IT IS ISSUED (OR ON SUCH OTHER DATE FOR THIS PURPOSE AS IS STATED IN THE WRITTEN CONFIRMATION OF CONSENT).
- IN ADDITION AND WITHOUT LIMITING THE PROVISIONS OF 17 ABOVE, WE MAY WITHDRAW THIS CONSENT TO LETTING AT ANY TIME BY GIVING YOU NOTICE IN WRITING TO THIS END. IF WE EXERCISE THIS RIGHT THEN AS LONG AS YOU ARE COMPLYING WITH THESE LETTING TERMS AND THE MORTGAGE, OUR CONSENT WILL REMAIN VALID FOR ANY EXISTING TENANCY WHEN YOU RECEIVE ANY SUCH NOTICE FOR THE REMAINING TERM OF THIS TENANCY (BUT NOT FOR ANY NEW TENANCIES OR EXTENSIONS OR RENEWALS).

**Society Requirements for Consent to Let**

- Your interest rate will be increased by 1% while the letting is in place.
- A non-refundable one off Consent to Let Fee of £50 is payable at the time of submission of your application. Please be advised that your application will not be considered or progressed until the fee has been received.
- Any letting of the property and the Society's approval to it are intended to be temporary in nature. The consent to letting will be reviewed at 12 months from the date of issue (or any other date for this purpose set out in the Society's written confirmation of consent) and will expire at this point so the Property may not be let from then on. Without limiting this, the Society may withdraw its consent at any time during this period, though this will not affect its approval to existing lettings to which the Society have expressly consented so long as you are keeping to the terms of the Mortgage.
- **You will need to inform the Society in writing (signed by all customers) when you have resumed residing in the property and it is no longer being let. Such notice must be sent to Mortgage Department, Chorley Building Society, Key House, Foxhole Road, Chorley PR7 1NZ.**
- By submitting this application, you agree that the Correspondence Address specified in the application is a valid alternate address for the purposes of any notices or material to be sent to you related to your Mortgage.

This is our standard letting application that contains information upon which we intend to rely, and terms and conditions that will become part of your responsibilities under your Mortgage if we grant the consent requested. For your benefit and protection you should carefully read the requirements for consent and letting terms before signing. If you do not understand any question, term or condition please ask for further information. We strongly recommend you seek independent legal advice. By executing and submitting this application you are (a) representing that the information you have provided in this application and supporting documentation is true and correct, and (b) agreeing that if consent is granted, the Letting Terms will apply to and become additional terms and conditions of your Mortgage while the consent remains outstanding, such that your failure to comply with the Letting Terms will be a breach of your Mortgage.

Signature	<input type="text"/>	Signature	<input type="text"/>
Print Name	<input type="text"/>	Print Name	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

**(This form MUST be signed by all customers under the Mortgage)  
Please return the completed form to:**