



# Change of Property Form Buy to Let

Applicant 1 \_\_\_\_\_ MAP No \_\_\_\_\_

Applicant 2 \_\_\_\_\_

Purchase Price £ \_\_\_\_\_ Loan Required £ \_\_\_\_\_

New Property Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Vendor's Name/Telephone No. Name \_\_\_\_\_ Tel \_\_\_\_\_

Agents Name/Telephone No. Name \_\_\_\_\_ Tel \_\_\_\_\_

## Type of Property:

House  Bungalow  Purpose Built Flat  Other  specify \_\_\_\_\_

## Is The Property:

Freehold  Leasehold  For \_\_\_\_\_ years, from \_\_\_\_\_ Ground Rent £ \_\_\_\_\_ PA

If Leasehold, please supply details of Landlord/Management Company \_\_\_\_\_

If a purpose built flat, how many story's high is the block \_\_\_\_\_ and on which floor is the flat \_\_\_\_\_ Service Charge £ \_\_\_\_\_ PA

Year Property was Built \_\_\_\_\_ Number of Living Rooms \_\_\_\_\_ Number of Kitchens \_\_\_\_\_

Number of Bedrooms \_\_\_\_\_ Number of Bathrooms \_\_\_\_\_

Is the property of Traditional Construction?  Yes  No

Walls: Brick  Stone  Other  specify \_\_\_\_\_

Roof: Tile  Slate  Other  specify \_\_\_\_\_

Is the property Shared Ownership?  Yes  No If Yes, provide details of % to be owned \_\_\_\_\_ %

Name of Housing Association \_\_\_\_\_

Is the property Ex Local Authority?  Yes  No Right to Buy?  Yes  No

Is the Property covered by a NHBC Certificate  Yes  No Professional Consultants Certificate  Yes  No

Any Other Guarantee  Please specify \_\_\_\_\_

## Occupancy and use of the Property:

Will the property be let on an Assured Short hold Tenancy of not more than 12  Yes  No

What will the anticipated income be from this property per month? £ \_\_\_\_\_

Will the property be let to a family member?  Yes  No

Is the property multi occupancy?  Yes  No

If yes please provide details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Valuation fee

Do you wish to pay the fee by: (please tick)

Cheque

(Cheques should be made payable to Melton Mowbray Building Society)

Credit/Debit card

If paying by Credit/Debit card, a member of staff will contact you to take payment details)

Contact details for collection of valuation fee

Valuation Fee £ \_\_\_\_\_ Contact telephone number \_\_\_\_\_

### Your Property Valuation

I/We require (please tick):

Basic Mortgage Valuation

RICS Homebuyers Survey

Building Survey

I/We understand that a basic mortgage valuation is of limited scope and may not reveal defects which might exist in the property.

If we need to access your property any report will be prepared by an independent surveyor on whose behalf the Society accepts no liability.

I /We understand that the relevant fee for my/our selected valuation type is payable at the time of application and that once the valuation/survey has been instructed this fee is non-refundable.

### Declaration

I/We understand that the information provided in this form will be utilised by Melton Mowbray Building Society to assess and process my/our mortgage application in conjunction with any information already provided in the Buy to Let Mortgage application form. I/We understand that any information submitted in, or with, this form will be bound by the same declarations included in the Buy to Let Mortgage application form. In addition, Melton Mowbray Building Society may release any such information to relevant third parties, e.g. valuers or insurers, to support the processing of your mortgage.

I/We understand that I/we have a right to access the personal information held by you and to have incorrect information corrected. I/We understand that the information given on this form and given during normal operation of my mortgage will be retained by Melton Mowbray Building Society on computer and other records, for the administration of the mortgage for which I am applying.

**Applicant 1 Name**

SIGNED:

**Applicant 2 Name**

SIGNED:

**IF YOU FAIL TO KEEP UP WITH PAYMENTS ON YOUR MORTGAGE A 'RECEIVER OF RENT' MAY BE APPOINTED AND YOUR RENTAL PROPERTY, OR OTHER PROPERTY USED AS SECURITY, MAY BE REPOSSESSED**