



Application form for assigning your lease/charge from joint to sole ownership

Please fill in this form in BLOCK CAPITALS and in black ink, then send it back to the Home Ownership Team with **ALL** the requested documentation that is relevant to your application at the address on the back of this form. Completing this form does not guarantee that Moat will consent to the legal transfer.

Section One

Address of property:

Section Two

To be completed by the person wishing to remain in the property

Personal details			
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>		
Title (Mr/Mrs/Miss/Ms/other)			
First name			
Surname			
Date of birth			
Home telephone number			
Mobile telephone number			
Work telephone number			
Email address			
Who will be living with you at the property? (please provide full names)	Relationship to owner	Date of Birth	If working full or part time

Section Three

To be completed by the person wishing to be removed from the Lease/Charge

Personal details	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Title (Mr/Mrs/Miss/Ms/other)	
First name	
Surname	
Date of birth	
Address of where you will be living following completion of transfer	
Home telephone number	
Mobile telephone number	
Work telephone number	
Email address	

Section Four

To be completed by both residents

Declarations
<p>To be signed and dated by the person wishing to be removed from the Lease/Charge at the above property</p> <p>By signing this declaration I give my consent to relinquish all rights to the property (as detailed in section one) and to assign the Lease/Charge to the person named in section two.</p> <p>FULL NAME:</p> <p>SIGNED:</p> <p>DATED:</p>
<p>To be signed and dated by the person wishing to remain on the Lease/Charge at the above property</p> <p>By signing this declaration I agree to the transfer taking place, and understand that all terms of the Lease/Charge will become my sole responsibility.</p> <p>FULL NAME:</p> <p>SIGNED:</p> <p>DATED:</p>

Details of solicitors acting on your behalf (to include address, telephone number, email and your case reference number):

Required documentation - Please note your application will not be processed unless you send in **all** the documentation relevant to your application as stated below with this form. Please do not return your application without the required documentation.

Checklist	✓
Copy of certified identification for the person being removed from the lease (see leaflet for information relating to this)	
Copy of certified identification for the person remaining on the lease (see leaflet for information relating to this)	
Written confirmation from your mortgage lender consenting to transfer (if remaining with same lender)	
Copy of Mortgage Offer	
Court Order (If applicable)	
Confirmation from the acting solicitor of any monies being paid to the leaving party to relinquish their interest in the property.	
Redemption statement from current lender (this will confirm the amount currently outstanding on your mortgage)	
Administration fee £180.00	

Please return to:

Home Ownership Manager
 Moat, Mariner House
 Galleon Boulevard, Crossways
 Dartford, Kent, DA2 6QU

Tel: 0300 323 0011
 Fax: 0845 359 6301
 Email: homeownership@moat.co.uk
 Web: www.moat.co.uk

This form can be made available in large text. We offer Language Line Services for people whose language is not English. If you require assistance with this form please contact the number above and speak to a member of the Home Ownership Team who are available 9am-5pm Monday to Friday

Moat Homes Ltd is a charitable housing association