



Application form for adding a person to your charge or lease

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 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

To be completed by the existing leaseholder/charge holder

Address:	
Personal details	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Title (Mr/Mrs/Miss/Ms/other)	
First name	
Surname	
Date of birth	
Mobile telephone number	
Work telephone number	
Email address	
Employment details	
Job title/occupation	
Name of employer	
Income	
Total gross income before deductions	£
Regular bonuses/overtime	£
Any other income including benefits	£
Total savings	£

Section Two

To be completed by the applicant wishing to be added to 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			
Current Address			
Postcode			
How long have you lived at your current address?			
Home telephone number			
Mobile telephone number			
Work telephone number			
Email address			
Present housing circumstances		Yes	No
Are you a Council/Housing Association tenant?			
Are you renting from your employer?			
Are you living with family or friends?			
Are you on the Council waiting list?			
Do you own your own home or have a mortgage either in your sole name, or in joint names?			
Are you in temporary accommodation?			
How many bedrooms do you have in your current home?			
If you are on the Council waiting list please quote reference number			

Current and previous homeowners and mortgages		Yes	No
Do you own your current home with a mortgage? (<i>not the property you wish your name to be added to</i>)			
Have you ever owned or part owned a property abroad? If yes provide details below:			
If you are currently a shared owner, how much equity (%) do you own?		%	
If you have a mortgage how much is outstanding on the mortgage?		£	
What is the current value of the property/properties that you currently own?		£	
Have you ever been refused a mortgage? If yes provide details:			
Have you ever had a home repossessed? If yes provide details:			
Have you ever been declared bankrupt? If yes provide details:			
Are you in mortgage/rent arrears in the property you are living in at the moment? If yes provide details:			
Employment details			
Job title/occupation			
Name of employer			
Place of work and address (or location if teacher or nurse, etc.)			
Full or part time			
Are you permanently employed/fixed term/casual employment			
Are you self employed? If yes please provide income details for the last 3 years or evidence of income	<input type="checkbox"/> Yes <input type="checkbox"/> No		
How long have you worked there?			
Income			
Total gross income before deductions	£		
Regular bonuses/overtime	£		
Any other income including benefits	£		
Total savings	£		

Citizenship	
Are you a British or EU/EEA citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not is your passport stamped with "Indefinite leave to remain"?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please state your country of origin	
Is any member of your household related to a current or former committee/board member or employee of Moat, a Moat subsidiary or any other Housing Association? If yes, please state name, job title and the name of the organisation worked for.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Declarations
<p>To be signed and dated by the applicant wishing to be added to the Lease/Charge at the above property</p> <p>I, the applicant have read the above and confirm that I have provided accurate and up to date information relating to my application. I understand that if it is found that false information has been given either knowingly or recklessly, appropriate legal action may be taken by the housing association or local authority and/or seek possession of any leasehold tenancy granted.</p> <p>FULL NAME:</p> <p>SIGNED:</p> <p>DATED:</p>
<p>To be signed and dated by the existing leaseholder/charge holder</p> <p>I, the existing leaseholder/charge holder of the property (as detailed in section one) consent to the above named being added to the lease/charge and will be jointly responsible for all aspects of the property and payments thereof.</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	Tick ✓
Copy of certified identification for the person being added	
Copy of last three months wage slips for the person being added	
Evidence of current address for the person being added (i.e. driving licence, utility bill, etc.)	
Copy of new Mortgage Offer in joint names	
Redemption statement from current lender (this will confirm the amount currently outstanding on your mortgage)	
Administration fee £180.00	

Please return to:

Home Ownership Team
 Moat, Mariner House
 Galleon Boulevard, Crossways
 Dartford, Kent, DA2 6QE

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