



DERWENT
SHARED EQUITY LLP



EQUITY LOAN - SUBLETTING

Use this guidance if you are intending on sub-letting your property.

What do you need to do?

First Steps

1. Generally we will only agree to sub-letting if:

- The sub-letting is for a period of up to 2 years; and
- You are a serving member of the Armed Forces; and
- You are required to serve away from the area in which you live (a distance of at least 50 miles or 90 minutes travelling time).

2. Complete Form G and return to us with the required information if you comply with these conditions.

3. Fees

- You need to pay a non-refundable legal transaction charge of £75 including VAT.
- Please ensure any interest due on your loan (if applicable) is not in arrears.

4. Complete Form H no later than six months before expiry of the 2 year sub-letting period

- We will require an update from you six months before expiry of the 2 year period to allow you and us to understand your circumstance and intentions.
- If you intend to sub-let your property for a further term and we agree you will need to pay a non-refundable legal transaction charge of £75 including VAT.
- Send to us Form H no later than six months before expiry of the 2 sub-letting period with all relevant information.

Form G

| Derwent Shared Equity Request to Sub-let | |
|--|-----------------------------------|
| Your Name: | |
| Your Address: | |
| Telephone: | |
| Property Address: | |
| Property Postcode: | |
| Please tell us why you wish to sub-let your home and for how long? | |
| Please attach a posting order or letter from your employer: | <input type="checkbox"/> Attached |
| You have contacted Ascent and paid the legal transaction charge: | <input type="checkbox"/> Done |

Please send the completed form to:

Ascent
One St Peter's Square
Manchester
M2 3AF

E: contact@ascent.co.uk

T: 0333 010 0067 Monday – Friday 9am-5pm

Form H

| Derwent Shared Equity Notice of Intentions | |
|---|-----------------------------------|
| Your Name: | |
| Your Address: | |
| Telephone: | |
| Property Address: | |
| Property Postcode: | |
| Do you intend to sub-let your property for a further term? | |
| Please attach a posting order or letter from your employer (if applicable) | <input type="checkbox"/> Attached |
| You have contacted Ascent and paid the legal transaction charge (if applicable) | <input type="checkbox"/> Done |

Please send the completed form to:

Ascent
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 www.ascent.co.uk/derwent

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