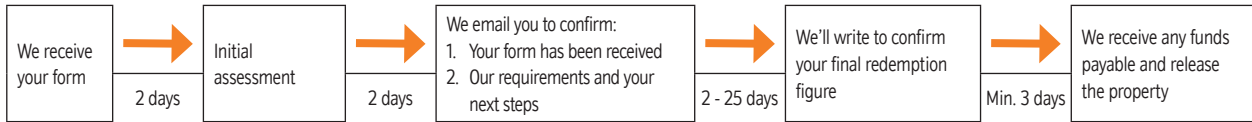


# Substitution of Property Application Form (SOP)

(Please write inside the boxes in BLOCK CAPITALS using black ink.)

The Substitution of Property application form is to be used when releasing one or more properties from a TMW Portfolio account. The process takes approximately 30 days. Failure to fully complete this application form may delay the release figure:



A complete guide to the substitution of property process is available on the TMW website including our contact details if you'd like to get in touch. We can be contacted on **0345 606 40 60** or email us.

Before you complete this form, please see 'How The Mortgage Works and Nationwide use your information' by visiting [tmwdirect.co.uk/privacy](https://tmwdirect.co.uk/privacy). If you're a broker completing this form on behalf of the applicant, please make sure they have understood how their information will be used.

## 1. Account Details

Account number If the account is held in the name of a limited company please confirm the name

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## 2. Applicant's personal details

	First Applicant	Second Applicant
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other (specify) <input style="width: 50px;" type="text"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other (specify) <input style="width: 50px;" type="text"/>
Please enter ALL forenames	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Surname	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Current address including postcode	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	Postcode <input style="width: 50px;" type="text"/>	Postcode <input style="width: 50px;" type="text"/>
If the residential address is to be released, please confirm the new address.	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	Postcode <input style="width: 50px;" type="text"/>	Postcode <input style="width: 50px;" type="text"/>
Signatures of both applicants	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>
Main contact point (Broker/Solicitor/Applicant)	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

**Telephone numbers**

Home

Work

Mobile

**Email addresses**

First applicant

Secondary applicant

We'll sometimes use this email address and/or phone number(s) to get in touch with you about your application, or tell you something important about your account. If you're a broker completing this form on behalf of the applicant, please ensure they're made aware of this. If you are an existing customer, we will update the email address and telephone number(s) we hold for you.

**3. Use of my information**

1. The information you have provided will be held by The Mortgage Works and Nationwide. Further details on how your information will be used is available at [tmwdirect.co.uk/privacy](http://tmwdirect.co.uk/privacy)
2. We collect and use your information so we can offer and manage your accounts, confirm your ID, prevent fraud, provide services to you, collect and recover debt and run our business.
3. We share your information as necessary within The Mortgage Works and Nationwide, with our suppliers and with any third parties you've asked to act on your behalf. Information is shared with our insurance partners when applying for a Nationwide insurance product or it is a benefit of your account (e.g. FlexPlus).
4. If the law requires or allows us to, we'll also share information as necessary with other organisations. This includes credit reference agencies, fraud prevention agencies and other government bodies, regulators and law enforcement agencies.
5. When we share your information with credit reference agencies they'll use this to check your credit rating, along with the other details you've given us. These checks are part of most account application processes – however, they will leave a record on your credit file that other lenders can see. This might affect your ability to get credit elsewhere for a short while.
6. When we share your information with fraud prevention agencies they will use the data to prevent fraud and money laundering and verify your identity. If we believe someone poses a fraud or money laundering risk, we may refuse to provide the product they have asked for and we may also stop providing services they already have. The fraud prevention agencies will keep a record of any fraud or money laundering risk and this could mean that other organisations may refuse to provide services, financing or employment.
7. When we transfer information to third parties and organisations, whether inside or outside the UK, we'll make sure we only give them information that's necessary and that your data will stay secure.
8. We may, if applicable, give the Intermediary who introduces this mortgage application to you, a copy of any offer we make or the reason for declining the application, a copy of any valuation we ask to be carried out, details of any complaints you make before completion and any other information we consider necessary to process your application through to completion.
9. We only use your information if we have a legal basis to do so, for example, if you have given us consent or if we need to use the information to meet our obligations to you in our terms and conditions. We may also use your information if necessary to comply with the law or to carry out our legitimate business interests.
10. You have certain rights when it comes to your personal information including the right to access your data. Further details on these rights and who to contact are available online at [tmwdirect.co.uk/privacy](http://tmwdirect.co.uk/privacy)

By making this application, I'm confirming that the other applicant, where applicable, has agreed to share a financial relationship with me. Also, that they're happy for Nationwide to authorise searches, and for links and / or recordings of their information to be made with credit reference agencies.

**4. Third Party Authority (if applicable)**

Account holder name(s): .....

Account number(s): .....

I / we give my / our authority for .....

to discuss and receive information relating to my / our mortgage account. This does not give the individual authority to make changes to the mortgage account and authority is only valid for this SOP request.

**Authority for business:** I / we confirm the following details for the above named person:

Broker/Intermediary FCA Number / Solicitors Law Society number: .....

Correspondence address: .....

Telephone number: .....

Email address: .....

All parties to the mortgage must agree to the above named having authority on the mortgage account as detailed above; please sign below:

Name: .....

Signature: .....

Date: .....

Name: .....

Signature: .....

Date: .....

## 5. Details of the property to be released

Address of property to be sold/remortgaged (including postcode)	Sale price (if known)	Anticipated Redemption Date	Reason for request (e.g. Sale, remortgage or information only)	Customers anticipated redemption figure (if known)

Some of the information you give us may include sensitive information that we refer to as 'special category data', such as health related matters. We'll assume you're happy for us to record this information and we'll only use it to help us with your application.

If you're a broker completing this form on behalf of the applicant, please make sure they're made aware of this.

Additional comments regarding the quotation:

We'll look to apply the funds to the loan with the lowest early repayment charge and highest interest rate. Please confirm if you **do not** want TMW to proceed on this basis?

## 6. Replacement Security Details

Full postal address of property to be mortgaged including postcode

	Postcode

Purpose

Purchase  Remortgage

Porting from account number (if applicable)

## 7. House Purchase – Only complete this section if you are purchasing the security property

Are you obtaining any other loan or assistance towards the purchase price (including any financial incentive from builder/vendor)?

No  Yes

Amount £

If yes, please provide details:

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Please state the source(s) of deposit:

Vendor cashback\*

Amount £

Builders cashback\*

Amount £

Savings/inheritance

Amount £

Business/company

Amount £

Equity/sales proceeds  Address of property

--

Amount £

Long service award payment/loan

Amount £

Non repayable gift  from

--

Amount £

\*Only one may be selected

Is full vacant possession being obtained on completion?

No  Yes  If no, TMW is unable to offer a mortgage

Will the vendor remain in the property or retain an interest after the sale?

No  Yes  If yes, TMW is unable to offer a mortgage

Is the vendor a relative or are you connected to the vendor?

No  Yes  If yes, please provide details:

Is the vendor a limited company?

No  Yes  If yes, please provide details:

Are you connected to this limited company? No  Yes

## 8. Remortgage – Only complete this section if you are the current legal owner of the security property

Is the property currently unencumbered (owned outright with no current mortgage)?

No  Yes  If no, please provide name of current lender

Total amount of current mortgage outstanding £

Original purchase price.

£

Date of purchase

## 9. Property description

Type of property:

House  Detached  Semi-detached  Bungalow  End of terrace

Terraced  Purpose built flat/maisonette  Converted flat/maisonette

Studio flat  If studio flat, how many square metres?

**(The Mortgage Works doesn't currently lend on studio flats with an internal area of less than 30 square metres and studio flats without a separate bathroom & separate kitchen)**

Tenure

Freehold  Leasehold  Heritable (Scotland)  Commonhold

Leasehold property

If leasehold - unexpired lease term:

a) If leasehold - Ground rent £  Service charge £

b) If leasehold, will/do you also own the freehold / shares in the management company that owns the freehold? No  Yes

Age of property (or conversion if flat)

Year(s)  Month(s)

**If less than 12 months please contact The Mortgage Works before proceeding**

a) If under 10 years old, is a NHBC, Foundation or Architect certificate available No  Yes   
(or other please specify)? Other

b) If under 10 years old, please state name of builder/developer if known:

c) Is the property under construction? No  Yes

**If yes, please contact The Mortgage Works before proceeding**

Is the property of standard construction?

No  Yes  If no, please provide details:

Type of construction

Walls/roof (e.g. brick/tile)  /

Accommodation (specify number of rooms)

Reception rooms  Bedrooms  Bathrooms

Kitchen  Cloakrooms  Conservatory

Parking space  Garage

Others (please specify)

How many storeys?

Has the property ever been owned by the Local Authority?

No  Yes

Is the property above/adjacent to a commercial property?

No  Yes  If yes, what is the nature of the business activity?

If the property is a flat:  
**(Restrictions apply to flats.  
Please refer to The Mortgage Works  
for details of our current criteria)**

a) How many floors does the building have?

b) What floor/s is the flat on?

c) Is the property served by a lift? No  Yes

Does the property comprise more than one self-contained unit?

No  Yes  If yes, how many units?

**(Please refer to The Mortgage Works for details of our current criteria regarding this type of property)**

If BTL application, please confirm type of tenants:	Single family unit <input type="checkbox"/> Student let <input type="checkbox"/> Professional individuals <input type="checkbox"/> Others (please specify) <input type="text"/> Number of tenants <input type="text"/> a) Please provide details (if any) of tenants' rent subsidised by the Department for Work and Pensions (DWP) or similar <input type="text"/> b) Will this property be defined as a home in multiple occupancy (HMO) and subject to local authority licensing? No <input type="checkbox"/> Yes <input type="checkbox"/> (Please refer to The Mortgage Works for details of our current criteria regarding this type of property) c) Is 40% or more of the property going to be occupied by a relative or family member? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please provide details: <input type="text"/>
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Is any part of the property or land to be used for business purposes?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, is the proportion greater than 60% No <input type="checkbox"/> Yes <input type="checkbox"/> Type of business: <input type="text"/>
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If BTL application, please state estimated gross monthly rental income (based on unfurnished figure)	<input type="text"/> £ a) If remortgage of existing BTL property please state existing gross monthly rent <input type="text"/> £
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Does the property have an agricultural occupation restriction?	No <input type="checkbox"/> Yes <input type="checkbox"/>
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Is the property to be mortgaged situated in Scotland?	No <input type="checkbox"/> Yes <input type="checkbox"/> If Scottish purchase, please confirm date of entry: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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### 10. Valuation/Survey Requirements – Property to be added

Access details for the valuer. Please provide name of agency (if applicable), contact name and telephone number (inc. area code)	<input type="text"/> <input type="text"/> <input type="text"/>
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Type of valuation/survey required:	Valuation for mortgage purposes <input type="checkbox"/> Home Survey Level 2 report <input type="checkbox"/> Home Survey Level 3 report <input type="checkbox"/>
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Amount of valuation fee enclosed (Please complete the payment form overleaf)	<input type="text"/> £
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### 11. Valuation/Survey Requirements – Property to be removed

Access details for the valuer. Please provide name of agency (if applicable), contact name and telephone number (inc. area code)	<input type="text"/> <input type="text"/> <input type="text"/>
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Amount of valuation fee enclosed (Please complete the payment form overleaf)	<input type="text"/> £
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**The Mortgage Works (UK) plc** (Company No. 2222856) is a wholly owned subsidiary of Nationwide Building Society and is authorised and regulated by the Financial Conduct Authority (FCA) under registration number 189623. You can confirm our registration on the FCA's website [fca.org.uk](https://www.fca.org.uk)

**The Mortgage Works (UK) plc** also acts as agent and mortgage administrator for Derbyshire Home Loans Ltd (Company No. 2628265, FCA No. 302586) and for E-Mex Home Funding Ltd (Company No. 02124900, FCA No.305370). All three companies are wholly owned subsidiaries of Nationwide Building Society, are registered in England and Wales with their registered office at Nationwide House, Pipers Way, Swindon, SN38 1NW and are authorised and regulated by the FCA.

Most buy to let mortgages aren't regulated by the FCA.

**The Mortgage Works (UK) plc**, Northampton Administration Centre, Kings Park Road, Moulton Park, Northampton, NN3 6NW.  
Telephone: **0345 606 40 60**