

Account number

**COMPLETE IN BLOCK CAPITALS**
**Please refer to Conditions of Letting on reverse of form**
**1ST BORROWER**
**2ND BORROWER**

Name

Name

Property address

**In order for your application to be considered, all of the below sections must be completed in full. If any information is missing your application will be returned to you for completion, which could cause delays.**

Correspondence address

Correspondence address

Date new correspondence address  
should take effect

Date new correspondence address  
should take effect

Email address

Email address

Mobile  
number

Mobile  
number

Home  
number

Home  
number

Reason for  
letting

Reason for  
letting

Tenancy start date

How long do you intend to let the  
property

**Return address :** Letting Team, Chelsea Building Society, Yorkshire House, Yorkshire Drive Bradford BD5 8LJ.

**DECLARATION**

I request the Society to consent to the letting of the above property. If consent is given, I agree to comply with the **Society's Conditions of Letting detailed overleaf**. I declare that the information in this application is true and that this application shall form the basis of any agreement made between me and the Society.

Payment of the Society's administration fee of £60 can be made in the following ways:

**Debit Card** — please call us on **0345 1669 300**

**Cheque** made payable to "Yorkshire Building Society (my name)"

**Bank transfer**, using the following details: **CBS Sort Code:** 60-95-95

**A/C number:** First 8 digits of the mortgage account number

**Ref:** Full 10 digits of the account number

I agree that payment of the administration fee shall not oblige the Society to consent to the letting.

**1ST BORROWER**
**2ND BORROWER**
**Print name**
**Print name**
**Signature**
**Signature**
**Date**
**Date**



## A. LETTINGS TO INDIVIDUALS - ENGLAND

|   |   |
|---|---|
| 1 | <ul style="list-style-type: none"> <li>a The letting must be in the form of an Assured Shorthold Tenancy for a minimum period of six months and a maximum period of three years;</li> <li>b The Tenancy Agreement must state that the tenancy cannot be assigned or the property sublet;</li> <li>c <b>It must also state that the tenancy can be terminated under Ground 2 (Mortgage Provision) (Schedule 2 Housing Act 1988);</b> <ul style="list-style-type: none"> <li>d Notice under Ground 1 (as required by Ground 2) and Ground 2 (Mortgage Provision) (Schedule 2 Housing Act 1988) must be served on the tenant(s) <b>as a separate document to the Tenancy Agreement. Such Notice must also be served before the Tenancy Agreement takes effect.</b> Any notice which is contained in the Tenancy Agreement is not acceptable;</li> </ul> </li> <li>e Where the tenancy is for a term of more than one year, it must contain a provision (a "break clause") permitting you, and any receiver that we may appoint, to terminate the tenancy after expiry of the first twelve months of the term and at any time prior to the term end date by giving to the tenant at least two months' notice in writing;</li> <li>f To ensure our requirements in relation to the letting of the property are complied with you must use either a qualified legal adviser or a letting agent affiliated to one of the following trade bodies; Association of Residential Letting Agents (ARLA), Corporate members of the NAEA who are presently in membership specialising in lettings and management, Royal Institute of Chartered Surveyors (RICS), The Property Ombudsman (TPO), The UK Association of Letting Agents (UKALA), National Approved Letting Scheme (NALS).</li> </ul> |
| 2 | Any deposit taken by you must be held in an approved Tenancy Deposit Scheme as defined in the Housing Act 2004 (or any amending or replacement legislation).  |
| 3 | <ul style="list-style-type: none"> <li>a There must be one single tenancy agreement. There can be no more than four tenants to such a tenancy agreement, except where all of the tenants are members of the same family and do not form more than one household.</li> <li>b Any child who is 18 or over must be a party to the tenancy.</li> <li>c Where the property is situated in an area designated by the Local Authority as an area of Selective Licensing, you must ensure that the required licence is in place on or before completion of the letting, is renewed when required and that all conditions under the licence are fully observed and performed.</li> </ul>   |
| 4 | <p>Letting the property may affect your mortgage payment insurance/buildings and/or contents insurance cover:</p> <ul style="list-style-type: none"> <li>a If buildings insurance is already arranged by you, or in the case of leasehold property, it is arranged by the landlord, contact the insurer to ensure cover will continue.</li> <li>b If arranged by the Society, contents insurance cover may be amended or removed from the policy. Buildings and Contents cover will not be available where there are more than six tenants in the property.</li> <li>c Any mortgage payment insurance arranged by the Society will be cancelled.</li> </ul>   |
| 5 | <p>If the property is leasehold:</p> <ul style="list-style-type: none"> <li>a The letting must not breach any of your obligations under the lease.</li> <li>b Consent of the landlord and of any superior landlord must be obtained prior to any agreement being entered into if required by the terms of the lease and kept safely for future reference if required.</li> <li>c You must obtain the receipt (or other evidence) for the last ground rent/service charge payment and keep this safely for future reference if required. Our consent is conditional upon these payments being kept up to date.</li> </ul>  |
| 6 | The 1% authorised/ 1.15% unauthorised loading will continue to be charged to your account unless you confirm that you have either resumed occupancy or the property is empty. Providing we have no concerns and we don't require any further information, confirmation of the removal of the loading and your new mortgage payment will be sent to you.   |
| 7 | You will be unable to apply for a Transfer of Equity whilst your property is let; you may only apply for an additional loan in order to carry out essential repairs.  |
| 8 | <ul style="list-style-type: none"> <li>a The letting must not be to a person who does not have a right to rent within the meaning of Section 21 Immigration Act 2014 (as amended).</li> <li>b You must comply with the provisions of The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 (or any amending or replacement regulations);</li> <li>c You must comply with The Assured Shorthold Tenancy Notices and Prescribed Requirements (England) Regulations 2015 (or any amending or replacement regulations) which require you to provide the tenant with the following documents: <ul style="list-style-type: none"> <li>(i) An Energy Performance Certificate for the property;</li> <li>(ii) A copy of the current Gas Safety Certificate for the property;</li> <li>(iii) A copy of the Department for Communities and Local Government booklet "How to rent: The checklist for renting in England"</li> </ul> </li> <li>d All properties must have an energy efficiency rating of at least A - E unless the landlord has registered a valid exemption.</li> </ul>   |

## B. LETTINGS TO INDIVIDUALS - SCOTLAND

Conditions A. 3,4,5,6 and 7 above apply to letting to individuals in Scotland as well as the following additional conditions:

- 1** You and your letting agent (if any) must be registered with the local authority in which the property is situated under the provisions of the Antisocial Behaviour etc. (Scotland) Act 2004 regarding the registration of private landlords
- 2**
  - a The letting must be in the form of a Private Residential Tenancy under the Private Housing (Tenancies) (Scotland) Act 2016;
  - b The Tenancy Agreement must state that the tenancy cannot be assigned or the property sublet;
  - c Where you use the Scottish Government's Model Private Residential Tenancy Agreement, you must ensure that the tenant receives a copy of the Easy Read Notes for that agreement;
  - d Where you use another form of tenancy agreement, you must ensure that the tenant receives a copy of the Private Residential Tenancy Statutory Terms Supporting Notes;
  - e You must comply with any other statutory and legal requirements to provide the tenants with information about the tenancy;
  - f The deposit must be held in an approved tenancy deposit scheme as defined by the Housing (Scotland) Act 2006 (or any amending or replacement legislation);
  - g Where the tenancy is a short assured tenancy for a term of more than one year, contain a provision (a "break clause") permitting you to terminate the tenancy after expiry of the first twelve months of the term and at any time prior to the term end date by giving to the tenant at least two months' notice in writing.

## C. LETTINGS TO INDIVIDUALS - WALES

Conditions A. 1e,1f,3,4,5,6 and 7 above apply to letting to individuals in Wales as well as the following additional conditions:

- 1**
  - a You must be registered with Rent Smart Wales under Part 1 Housing (Wales) Act 2014.
  - b Management of the property (whether self-managed, or by instructing a lettings or managing agent to act on your behalf) must be properly licensed from Rent Smart Wales. You, or the agent acting on your behalf, must keep the information in the licence application up to date, comply with all of the licence conditions and fully adhere to the Rent Smart Wales Code of Practice.
  - c The letting must be in the form of an occupation contract, which is a 'standard contract' as defined by the Renting Homes (Wales) Act 2016 and you must comply with all the applicable requirements of the Renting Homes (Wales) Act 2016, including the provision of information to contract-holders.
  - d The tenancy agreement must state that the tenancy cannot be assigned or the property sublet.
  - e Any deposit taken by you must be held in an approved deposit scheme as defined by the Renting Homes (Wales) Act 2016.
  - f All properties must have an energy efficiency rating of at least A - E unless the landlord has registered a valid exemption.
  - g You must comply with all requirements in force from time to time regarding the provision of information to contract-holders, including those set out in Chapter 2 of Part 3 of the Renting Homes (Wales) Act 2016 (or any amending or replacement regulations).
  - h The letting must be for a minimum period of six months and a maximum period of three years.

## D. LETTINGS TO COMPANIES

Conditions A. 1f,4,5,6,7,8b,8d; C. 1a, 1b, and B. 1 apply to lettings to companies. In addition:

- 1** The letting must be for a maximum of three years and the Tenancy Agreement must state that the tenancy cannot be assigned or the property sublet.
- 2** Occupation of the property must not be limited by the agreement to a named individual employee. Occupation should be available to any employee of the tenant company, subject to your prior approval of the selected employee.
- 3** You must not be connected to - or associated with - the tenant company.

Our printed material is available in alternative formats e.g. large print, braille or audio. Please call us on **0345 1200 100**.

Principal Office: Yorkshire House, Yorkshire Drive, Bradford BD5 8LJ.

Chelsea Building Society and the Chelsea are trading names of Yorkshire Building Society. Yorkshire Building Society is a member of the Building Societies Association and is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Yorkshire Building Society is entered in the Financial Services Register and its registration number is 106085.

All communications with us may be monitored/recorded to improve the quality of our service and for your protection and security. Calls to 03 numbers are charged at the same standard network rate as 01 or 02 landline numbers, even when calling from a mobile.

