

# EQUITY LOAN - SUBLETTING

---

Use this guidance if you are intending on subletting your property.

*What do you need to do?*

## First Steps

**1. Generally we will only agree to subletting if:**

- You have been temporarily relocated by your current employer and are not receiving sufficient payments to pay for your mortgage and the housing costs associated with temporary relocation; or
- You have a medical condition that means you are unable to remain in your property for a temporary period of time; or
- You must temporarily relocate to look after an ill family member

**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. If you are looking to sublet your property under any of the above circumstances you will need to provide us with the following information:**

- Written confirmation from your mortgage lender that they are willing to permit you to sublet
- Confirmation of how long you want to sublet for and your intentions once your period of subletting has expired
- Evidence supporting your case

**5. If you are looking to renew your subletting consent, please complete and return Form H no later than three months before expiry of your agreed subletting period**

# Form G

---

Rutland 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](mailto:contact@ascent.co.uk)

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

# Form H


Rutland 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  
One St Peter's Square  
Manchester  
M2 3AF

E: [contact@ascent.co.uk](mailto:contact@ascent.co.uk)

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

 0333 010 0067

 [www.ascent.co.uk/rutland](http://www.ascent.co.uk/rutland)

.....  
Ascent is a trading style of Ascent Performance Group Limited, a company registered in England & Wales with number 6742453, having its registered office at: Riverside, East, 2 Millsands, Sheffield, S3 8DT and being a wholly owned subsidiary of Irwin Mitchell Holdings Limited. It is authorised and regulated by the Solicitors Regulation Authority (SRA ID: 570670). Ascent Performance Group Limited is also authorised and regulated by the Financial Conduct Authority and holds professional indemnity insurance. Please be aware that we record calls for training and quality assurance purposes and have a complaints handling policy and procedure.