

# 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

---

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: [psem@ascent.co.uk](mailto:psem@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: [psem@ascent.co.uk](mailto:psem@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. 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.