

# EQUITY LOAN - SUBLETTING

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**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

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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](mailto: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  
One St Peter's Square  
Manchester  
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 [www.ascent.co.uk/derwent](http://www.ascent.co.uk/derwent)

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