



Home Owner Options Team

Application form for removing/adding someone from your Shared Ownership lease

Please fill this form in using black ink and capital letters. You will need to scan and email us this form.

CURRENT NAMES REGISTERED ON THE LEASE:

FULL PROPERTY ADDRESS:

POSTCODE:

SECTION ONE – Removing someone from the property ownership

Please confirm the following:

I/we want to transfer the ownership of the above home into the name of?

Please state the name of the person being removed?

What's the reason for the transfer of ownership?

Details of person remaining on the ownership/lease:

Title:

First name

Middle name/s

Surname:

Date of birth:

Mobile number:

Work or home number:

Email address:

Details of person being removed from ownership/lease:

Title:

First name:

Middle name/s:

Surname:

Date of birth:

Mobile number:

Work or home number:

Email address:

Declarations:

To be signed and dated by the **person wishing to be removed** from the leasehold interest at the below property.

By signing this declaration I give my consent to relinquish all rights to:

(address) _____

I am willing to be removed from the leasehold interest on my own free will.

I am aware that I/we are required to pay L&Q's administration fee associated solicitor's costs in connection to this process.

I will receive the pay out sum of £ _____

Full Name: _____

(Please Print)

SIGNED: _____ Date: _____

*Please note we may be required to contact you to discuss being legally removed from the ownership of this property so please provide a contact telephone number and Email address below:

Telephone number: _____ Email: _____

Your solicitors Details

The solicitor acting for me in relation to transfer of ownership is:

Name of solicitors: _____

Contact Name: _____

Address: _____

Postcode: _____

Telephone: _____

Case Reference: _____

Person remaining on the ownership to sign this section:

By signing this declaration I give my consent to take over all rights to:

(address) _____

I am aware that I/we are required to pay L&Q's administration fee and associated solicitor's costs in connection to this process.

Full Name: _____

(Please Print)

SIGNED: _____ Date: _____

I have enclosed my mortgage lenders consent to my transfer of ownership?

YES NO

(If no, we will not proceed with your application until the confirmation has been received)

Section Two – Complete this section if you want to add someone onto the ownership/or you want to add and remove someone at the same time.

N/A

CURRENT NAMES REGISTERED ON THE LEASE:
FULL PROPERTY ADDRESS:
POSTCODE:

Please confirm the following:
I want to add _____ onto the legal ownership of the above property with me: OR:
I want to remove someone and then add someone new onto the ownership: (please give details)
YES <input type="checkbox"/> NO <input type="checkbox"/>
Full name of the person being added: _____
Full name of the person being removed: _____
Please detail the reason for this transfer?

To be completed by the existing leaseholder:	
Personal details	
Gender	
Title (Mr/Mrs/Miss/Ms/other)	
First name	
Surname	
Date of birth	
Mobile number	
Work/home number:	
Email address:	
Employment details	
Job title/occupation	
Name of employer	
Income	
Total annual income before deductions	£
Regular bonuses/overtime (per year)	£
Any other income including benefits/tax credits	£

Total savings:	£
Details of person being removed from ownership/lease: (If applicable)	
Title:	
First name:	
Middle name/s:	
Surname:	
Date of birth:	
Mobile number:	
Work or home number:	
Email address:	

To be completed by the applicant wishing to be added to the lease	
Personal details	
Gender	
Title (Mr/Mrs/Miss/Ms/other)	
First name	
Surname	
Date of birth	
Current Address:	
How long have you lived at your current address?	
Mobile number	
Work/home number:	
Email address:	
Present Housing circumstances	
Are you a council or housing association tenant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you renting privately?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you renting from your employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you living with family or friends?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you on the Council Housing waiting list?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please quote your reference number:
Are you in temporary accommodation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Current and previous homeowners and mortgages	
Do you own your current home by way of a mortgage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever owned or part owned a property in the UK or abroad?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a current Shared Owner already?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have a mortgage at present how much is outstanding on your mortgage & What is the value of your home?	Outstanding mortgage amount: £ _____ Current Value of property:£ _____
Have you ever been refused a mortgage before? If so provide details:	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes provide details:

Have you ever had a home repossessed? If yes provide details	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes provide details:
Have you ever been declared bankrupt? If so provide details	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes provide details:
Employment details	
Job title/occupation	
Name of employer	
Place of work & full address	
Are you permanently employed/fix term contract?	
How long have you worked there?	
Are you self employed? If yes provide income details for the last three years or evidence of income	
Income	
Total annual income before deductions	£
Regular bonuses/overtime (per year)	£
Any other income including benefits/tax credits	£
Total savings:	£
Citizenship	
Are you a British or EU/EEA citizen?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If not is your passport stamped with 'indefinite leave to remain'?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is any member of your household (including you) related to a current committee/board member of L&Q? If yes please provide full details.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, provide full details:
Identification & address verification	
You must comply with the ID and address verification section of this application in order for us to proceed with your application.	Yes <input type="checkbox"/> No <input type="checkbox"/> *If you tick No, then we cannot proceed with your application.
Declaration	
<p>To be signed and dated by the person wishing to be added to the leasehold interest at the above property.</p> <p>By signing this declaration I confirm that I have provided accurate and up to date information relating to my application to become a joint owner of _____ I understand that if it is found that false information has been given then L&Q will take the appropriate legal action against me.</p> <p>I am also aware that I am required to pay L&Q's administration fee and associated costs in connection to this process.</p>	

L&Q may also need to conduct necessary further checks with an identity verification agency to confirm your identity

Full Name: _____

(Please Print)

SIGNED: _____ Date: _____

If applicable

To be signed and dated by the **person wishing to be removed** from the leasehold interest at the below property

By signing this declaration I give my consent to relinquish all rights to:

(address) _____ I am willing to be removed from the leasehold interest on my own free will.

I am aware that I/we am required to pay L&Q's administration fee and associated costs in connection to this process.

I will receive the pay out sum of £ _____

Full Name: _____

(Please Print)

SIGNED: _____ Date: _____

To be signed and dated by the existing leaseholder

I, the existing leaseholder of _____ consent to the above named person being added onto the lease and they will be jointly responsible for all aspects of the property and payments.

I am aware that I am required to pay L&Q's administration fee and associated costs in connection to this process.

Full Name: _____

(Please Print)

SIGNED: _____ Date: _____

Your solicitors Details

The solicitor acting for me in relation to transfer of ownership is:

Name of solicitors: _____

Contact Name: _____

Address: _____

Postcode: _____

Telephone: _____

Case Reference: _____

I have enclosed my mortgage lenders consent to my transfer of ownership?

YES NO

(If you answer no, we will not proceed with your application until the confirmation has been received)

Please complete this form fully before returning it to us. Failure to do so will result in the form being returned back to you.

Please return this form to the home owner options team by:

Email: remortgage&fa@lqgroup.org.uk

3 Maidstone Road . Sidcup . DA14 5HU

Tel 0300 456 9998



Identification & Address Verification checks

This section applies to people who are being added onto the legal ownership.

***Please remember becoming a legal owner of a shared ownership property means you must abide by the terms of the lease, including ensuring the property you are being a joint legal owner of is your main and principle home.**

L&Q must carry out basic customer due diligence by verifying identification and address checks as part of this process.

Please attend your local L&Q Office and bring with you **this form & two original documents**, one from each category (these documents must be original's)

Category 1

Valid Passport
Valid Driving Licence
Valid UK Residence Permit
National Identity Card

Category 2

The following documents need to be dated within the last three months:

Council Tax Bill
Bank account, credit card or savings statement
Utility bill i.e. electric, gas
Recent electoral role letter

***To speed up the process you may want to bring colour photo copies of the category 1 & 2 item to enable our reception staff to process your request quicker you when visiting our offices**

***Please remember you MUST still bring the originals along with you.**

L&Q office listed below:

Beacon House: 50 Stoke Road, Slough, SL2 5AW	Cray House: 3 Maidstone Road, Sidcup, Kent, DA14 5HU	Garrett Lane: 467 Garratt Lane , London , SW18 4SN
Horsham Office: Owlbeech Lodge, South Holmes Road , Roffey, Horsham, West Sussex, RH13 6PN	Kings Hall Mews One Kings Hall Mews, Lewisham, London, SE13 5JQ	Kingswear House: Dartmouth Road, Forest Hill, SE23 3YE

Printworks Office: Printworks Unit F – G, 22 Amelia Street, Elephant and Castle, London, SE17 3BZ		
Stratford Office: 10 Grove Crescent Road, Stratford, London , E15 1BJ	The Grange: 100 High Street, Southgate, London, N14 6BN	Printworks Office: Printworks Unit F – G, 22 Amelia Street, Elephant and Castle, London, SE17 3BZ



**YOU MUST BRING THIS FORM WITH YOU TO YOUR LOCAL L&Q OFFICE IF YOU ARE BEING
ADDED TO THE LEGAL OWNERSHIP OF A SHARED OWNERSHIP PROPERTY**

FAO: Remortgage/Further Advance/Transfer, Home Owner Options Team

ID & Address Verification for the person being added to the legal ownership of:

Section 1

NAME(S) _____

ADDRESS: _____

DAYTIME TEL: _____ EMAIL ADDRESS: _____

Signed (1) _____ DATE: _____

Signed (2) _____ DATE: _____

(If you jointly own this home please ensure you both sign this form & both attend the office)

FOR L&Q USE ONLY -

Category 1 – Tick what original document has been seen & verified

- Valid Passport
- Valid Driving Licence
- Valid UK Residence Permit
- National Identity Card

Category 2 – Tick what original document/s have been seen and verified

(The below documents need to be dated within the last three months)

- Council Tax Bill
- Bank, credit card or savings statement
- Utility bill i.e. electric, gas
- Recent electoral role letter

**I certify that I have seen originals of the above documents & satisfied verification checks:
Please ensure the documents are colour copied & passed to the Remortgage&Fa/transfer team or
emailed to Remortgage&FA@lqgroup.org.uk**

L&Q employee name (print) _____

L&Q employee sign _____

L&Q employee date _____