

Transfer of ownership application form



Please fill this form in capital letters. You will need to complete this application and make sure you send this along with ALL the required documentation so we can assess your application. Supply of the form without all required relevant documents will result in a delay in your application.

Please contact the team if you have any questions about this document or the process of changing your shared ownership lease.

Name(s) of all current registered shared owner(s): _____

Full property address: _____

Postcode: _____

Please tick the relevant box

1. I/ we wish to remove a person from the shared ownership lease
(please complete section 1) ☐
2. I/we wish to add another person to the shared ownership lease
(please complete section 2) ☐
3. I/we wish to remove and add another person to the shared ownership lease
(please complete section 3) ☐
4. I/we are staying with our existing mortgage lender, but we wish to borrow additional funds: ☐

Section 1: Removing someone from the property ownership

Please note: We are required to contact you to discuss your request to be removed from the ownership of the property so please provide a contact telephone number and email address.

Details of the person being removed from the shared ownership lease

Title: _____

First name: _____

Middle name(s): _____

Surname: _____

Date of birth: _____

Mobile number: _____

Work or home number: _____

Email address: _____

Declarations

A. To be signed and dated by the **person wishing to be removed** from the lease 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 lease of my own free will.

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

I will receive the payout sum of £ _____

Full name (please print): _____

Signed: _____

Date: _____

My solicitor's details

The solicitor acting for me in relation to this process is:

Name of solicitors: _____

Contact name: _____

Address: _____

Postcode: _____

Telephone: _____

Email address: _____

B. To be signed and dated by the **person remaining** on the lease at the below property.

By signing this declaration, I give my consent to relinquish all rights to: (address)

I am aware that I/we must 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 lender's consent to the transfer of ownership.

(If not, we will not proceed with your application until the confirmation has been received).

☐ Yes ☐ No

Section 2: Adding someone to the property ownership

Details of the person being added to the lease

Title: _____

First name: _____

Middle name(s): _____

Surname: _____

Date of birth: _____

Mobile number: _____

Work or home number: _____

Email address: _____

Declarations

A. To be signed and dated by the **person wishing to be added** to the lease at the below property.

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: (address)

I understand that if it is found that false information has been given, then L&Q will take the appropriate legal action against me.

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

I give consent to L&Q to undertake the necessary checks regarding my identity with the relevant appointed agency.

Full name (please print): _____

Signed: _____

Date: _____

My solicitor's details

The solicitor acting for me in relation to this process is:

Name of solicitors: _____

Contact name: _____

Address: _____

Postcode: _____

Telephone: _____

Email address: _____

B. To be signed and dated by **the existing shared owner** of the property.

I, the current shared owner of: (address)

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.

Full name (please print): _____

Signed: _____

Date: _____

I have enclosed my mortgage lender's consent to the transfer of ownership.

(If not, we will not proceed with your application until the confirmation has been received).

☐ Yes ☐ No

Section 3: Adding and removing someone to the property ownership at the same time.

Details of the person being removed from the shared ownership lease

Title: _____

First name: _____

Middle name(s): _____

Surname: _____

Date of birth: _____

Mobile number: _____

Work or home number: _____

Email address: _____

Details of the person being added to the shared ownership lease

Title: _____
First name: _____
Middle name(s): _____
Surname: _____
Date of birth: _____
Mobile number: _____
Work or home number: _____
Email address: _____
Current address: _____

Declarations

A. To be signed and dated by the **person wishing to be removed** from the lease 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 lease of my own free will.

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.

I will receive the payout sum of £ _____

Full name (please print): _____

Signed: _____

Date: _____

My solicitor's details

The solicitor acting for me in relation to this process is:

Name of solicitors: _____

Contact name: _____

Address: _____

Postcode: _____

Telephone: _____

Email address: _____

B. To be signed and dated by the **person wishing to be added** to the lease at the below property.

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: (address)

I understand that if it is found that false information has been given, then L&Q will take the appropriate legal action against me.

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

I give consent to L&Q to undertake the necessary checks regarding my identity with the relevant appointed agency.

Full name (please print): _____

Signed: _____

Date: _____

C. To be signed and dated by **the existing shared owner** of the property.

I, the current shared owner of: (address)

consent to the above-named persons either being removed or added onto the lease. As joint owners, we will be 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: _____

I have enclosed my mortgage lender's consent to the transfer of ownership.

(If not, we will not proceed with your application until the confirmation has been received).

☐ Yes ☐ No

Please note an administration fee is required to process your application. Once we received all your documentation, we will contact you to collect this payment.

You can either email this checklist and all your documents to **remortgaging&FA@lqgroup.org.uk** or post them to:

**Homeownership Team
L&Q
Head Office
29-35 West Ham Lane
London
E15 4PH**

The L&Q logo is displayed in black text on a yellow rectangular background.