



## Home Owner Options Team

### Remortgage / Further Advance Application Form & Checklist

Please fill this form in capital letters. You will need to complete this application and ensure you send this along with **ALL** the required documentation in order for us to assess your application.

**Name/s:**

**FULL PROPERTY ADDRESS:**

**POSTCODE:**

**Please tick the relevant box:**

1. I/we are Remortgaging with my existing mortgage lender (L&Q wouldn't usually be involved in this case unless otherwise required by your mortgage lender. Please check with them)

YES  NO

2. I/we are Remortgaging from my existing mortgage lender to a new mortgage lender:

YES  NO

3. I/we are Remortgaging to a new mortgage lender and carrying out a further advance (borrowing additional funds)

YES  NO

If you have answered **Yes**, state the reasons for this extra borrowing? \_\_\_\_\_

\_\_\_\_\_

4. I/we are staying with our existing mortgage lender, however I/we wish to carry out a further advance (borrow extra funds)

YES  NO

If you have answered **Yes**, state the reasons for this extra borrowing? \_\_\_\_\_

\_\_\_\_\_

**Please note: If your request relates to taking a further advance then this can only be for home improvements reasons, therefore you will need to also complete the Home Improvement application form and send it to us along with this form.**

## REMORTGAGE / FURTHER ADVANCE

### DOCUMENT CHECKLIST

Your Name:

Property Address:

Contact telephone number: \_\_\_\_\_

**We will contact you to collect your administration fee when we process your application**

#### We are only able to process your application once we have the following documents:

**I enclose:**

**A new mortgage offer or key facts illustration:**

- Does this offer include the current full market value? (usually found on page 2 or your offer)
  
- Do the terms and conditions of the offer confirm your lender is aware you purchased as shared owner or Equity loans customer? (If this is not within the terms and conditions of your offer then you must obtain an additional letter/or email confirmation (direct from your mortgage lender) confirming they are aware you are a Shared Owner or Equity loans customer)

YES  NO

YES  NO

**An up to date redemption statement from your existing mortgage lender (balance of current mortgage):**

- This must show your current mortgage balance and be within the last 3 months

YES  NO

**If applying for a further advance, have you also completed the Home Improvement application form and enclosed it with this application?**

YES  NO  N/A

If you answer **No** to any of the above questions please do **NOT** send us your application until your documents are available.

We will contact you to collect your administration fee within five working days of receiving all the required documents.

**You can either email this checklist and all your documents to [remortgage/FA@lqgroup.org.uk](mailto:remortgage/FA@lqgroup.org.uk) or post them to Cray House – Home Owner Options Team (Remortgage) 3 Maidstone Road, Sidcup DA14 5HU | Tel: 0300 456 9998 ex 6234**