

## Application to assign lease / change from joint to sole / change to shared ownership

If you want to make changes to your lease, who owns your own, Worthing Homes will need to agree to this change. Please fill in this application in black ink and in BLOCK CAPITALS, and return the form with all requested documentation. Please note upon submitting this application it does not guarantee nor confirm that Worthing Homes will grant consent to the legal transfer.

<b>Property address:</b>	
<b>Person 1 – <u>to be completed by the person wanting to remain</u> in the property</b>	
<b>Name (incl. title, first name and surname)</b>	
<b>Date of birth</b>	
<b>Contact details</b>	Home tel. Mobile tel. Email address:
<b>Employment information</b>	Are you permanently employed?    Yes    No
<b>Income</b> Salary Other income including benefits Total savings	£ £ £
<b>Who will be residing with you in the premises?</b>	Name: Relationship: Date of birth: Economic status:  Name: Relationship: Date of birth: Economic status:  Name: Relationship: Date of birth: Economic status:

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<b>Person 2 – to be completed by the person wanting to be removed from the lease</b>	
<b>Name (incl. title, first name and surname)</b>	
<b>Date of birth</b>	
<b>Contact details</b>	Home tel. Mobile tel. Email address:
<b>Correspondence address (your address following completion of transfer)</b>	

<b>Documentation required – we will be unable to process your application without all the relevant documentation, so please submit the documentation together this form</b>	
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Confirmation in writing from your mortgage lender granting consent to the transfer (if you are staying with the same lender)	
Copy of your Mortgage offer (for the person wishing to remain)	
Copy of the redemption statement from your current lender	
If you do not have a mortgage, please send three months bank statements and three months' payslips	
Copy of the Court Order (if applicable) – the person being removed needs to give their consent in writing, unless you have obtained a court order stating that the home must be transferred to you.  If a Court order has been obtained, please supply a copy of the order and your solicitor's details to Worthing Homes and we will comply with the terms set out in the order.	
Copy of photographic ID for the person wanting to be removed	
Copy of photographic ID for the person wishing to remain	
If you are wishing to add a new person to your lease, the 'application to add a person to your lease' will need to be submitted, in addition to this application	

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### Declaration – to be completed by both parties

#### 1) Property address (please include full address and post code):

Address:  
Post code:

#### 2) To be signed and dated by the person wishing to remain on the Lease

I agree for a transfer to take place, I accept and understand that all terms and conditions of the Lease will become my sole responsibility, in respect of the property detailed above in section 1 of this declaration.

**FULL NAME:**

**SIGNED:**

**DATE:**

WITNESSED BY:

FULL NAME:

SIGNED:

DATE:

#### 3) To be signed and dated by the person wanting to be removed from the Lease

I consent to relinquishing all rights to the property, as detailed above in section 1 of this declaration, and agree for the Lease to be formally assigned to person 1 as detailed on this application, being (insert full name): .....

**FULL NAME:**

**SIGNED:**

**DATE:**

WITNESSED BY:

FULL NAME:

SIGNED:

DATE:

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<b>Details of the solicitor who will be acting on your behalf</b>	Contact name: Firm: Address: Email address: Telephone number:
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### What are the costs?

Our administration fee covers the work involved in reviewing and approving a notice of transfer/assignment (£60 incl. VAT) and receipting a notice of mortgage/charge (£60 incl. VAT), total administration fee being £120.00 incl. VAT, which is payable upon application.

Payment can be made by BACS, by making payment to:

**Sort Code** – 30-99-93

**A/c No** – 04002656

**A/c Name** – Worthing Homes Income Account

**On the payment you will need to quote address and service code.**

If payment is being made to our bank account, please email the Leasehold Services Team as soon as the payment has been made to [leaseholdservices@worthing-homes.org.uk](mailto:leaseholdservices@worthing-homes.org.uk).

The fee can also be paid by cheque, by sending to Worthing Homes, Davison House, North Street, Worthing, BN11 1ER, along with your application and supporting documents. Or payment can be made by telephone to your Leasehold Services Team on 01903 703 130.

### Submitting your documents and application

Please send by post to Leasehold Services at Worthing Homes, Davison House, North Street, Worthing, BN11 1ER.

### Processing your application

Upon receipt of your application, payment and supporting documents, your application will be reviewed. We will not unreasonably withhold approval, however Worthing Homes will need to check that the person remaining and taking on the mortgage and rent on their own can afford to do this. Once we have approved the application you can then instruct a solicitor

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and mortgage lender. A solicitor will need to complete the necessary work, to legally change the ownership of the property and you will have legal costs to pay. Your mortgage lender may also charge a fee for making changes to your mortgage.