

Requirements for temporarily letting your property (Extending a previous letting agreement)



Please read this document carefully, as the information will help you understand the terms under which the letting must be arranged.

- By completing this letting application form, you confirm that Nationwide Building Society can apply the 1.5% (variable) additional letting interest rate to your mortgage if we consent to your letting arrangement. If approval is granted we will write to you in advance of the additional letting interest rate being applied to your account to confirm the variation in your mortgage and the amount of your revised monthly mortgage payment.
- We will give you reasonable notice of any change to the additional letting interest rate. We will notify you of any changes by amending our Tariff of Charges.
- **You will need to inform us in writing (signed by all borrowers) when you cease letting the property. This should be sent to; Mortgage Servicing, Nationwide Building Society, Kings Park Road, Moulton Park, Northampton, NN3 6NW**

Managing Agents

- If you are going to use a Managing Agent, please let us know their name and address as a point of contact during the letting.
- We suggest that you do use a Managing Agent as, for example, they can draw up the tenancy agreement for you, carry out checks on potential tenants for you, collect rent on your behalf and periodically check your property, which is particularly useful if you are moving away or abroad.

Letting Terms

- 1) If you are letting your property to students or asylum seekers, please provide a copy of the tenancy agreement. If tenants change to any of these categories during the approved period you will need to advise us and provide a copy of the tenancy agreement.
- 2) If the letting is to a Company, Local Authority, or Housing Association or your property is on the DWP referral list an additional agreement will be sent to you. You will also need to provide a copy of your tenancy agreement. If tenants change to any of these categories during the approved period you will need to advise us and provide a copy of the tenancy agreement.
- 3) If your account is in arrears your letting application may be referred to our Lending Control department before a new period of letting can be considered.
- 4) All monthly mortgage payments must continue to be paid in accordance with the terms and conditions of your mortgage, which will remain in full force and effect. If your account goes into arrears while the property is tenanted, Nationwide will take action under the terms of the mortgage which may include court proceedings for possession of the property. As the tenants could be affected by such proceedings, it may be necessary to inform them of the existence and amount of any arrears.
- 5) We may agree to a letting period of up to 3 years (the approved period), from the date you complete this form. If you wish to renew your letting agreement you will need to contact us at the end of the approved period.
- 6) Lettings in England and Wales must be either Assured Tenancies (benefitting from Ground 1 and 2 notices) or Assured Shorthold Tenancies under the Housing Acts 1988 and 1996.
- 7) Lettings in Scotland under the Housing (Scotland) Act 1988 must be either Assured Tenancies or Short Assured Tenancies.
- 8) Lettings in Northern Ireland must be within Cases 11, 12, or 18 of the Rent Act 1977 and where appropriate Case 17.
- 9) If the letting is not any of the types mentioned in 6, 7 & 8 above, please send a copy of the tenancy agreement you intend to use, to the address overleaf and we will tell you if it is acceptable.
- 10) All agreements must include a clause to say that your tenant is not allowed to sub-let the property or part with possession of the property, or any part of it.
- 11) We cannot allow lettings to tenants who hold diplomatic status.
- 12) If we have agreed to you letting the property you will be unable to apply for any additional borrowing or take out a new mortgage product as part of a product switch until the letting has ceased.
- 13) If you stop letting out your property you must confirm this in writing to us (signed by everyone on the mortgage). If you do not intend to reoccupy the property after stopping the letting arrangement, you must also confirm to us the intended use of the property in writing.

Useful reminders

The following is a list of other factors that you may need to consider. It is not a comprehensive list and you should seek advice if you need further information.

- If your property is held under a lease or shared ownership scheme you will need to obtain the consent of your Landlord to any proposed letting. If your property has benefited from a Local Authority grant in the last 5 years you will need to obtain the Local Authority consent and where there is a subsequent charge over the property you will need to obtain the consent of that lender.
- If you are letting to a Company, Local Authority, Housing Association, students, the DWP or asylum seekers and have arranged residential insurance through Nationwide, cover will not be available and your policy will be cancelled from the start date of the approved letting period. Please provide a copy of your alternative insurance which should specify the type of tenants covered.
- For other types of letting we will need to review any residential Nationwide insurance cover that you may have and in some instances your policy may be cancelled. We will contact you separately.
- If you do not have residential insurance with Nationwide you will need to inform your insurers that you are letting the property as it may affect your cover.
- It is a condition of your mortgage that you maintain suitable buildings insurance at all times.
- If the property has benefited from a Local Authority grant for improvement/repairs within the last five years or was purchased under the "Right to Buy" legislation within the last five years (three years in Scotland), you should contact your local authority to discuss any conditions regarding letting the property.
- If you have a mortgage payments protection policy which covers you for accident, sickness and/or unemployment, it is usually a condition of the cover that you are permanently residing in the UK. In addition your cover may be affected if you intend to work outside the UK. Your policy documentation will explain the cover provided.

Requirements for temporarily letting your property (Extending a previous letting agreement)

Please read this document carefully, as the information will help you understand the terms under which the letting must be arranged.

- By completing this letting application form, you confirm that Nationwide Building Society can apply the 1.5% (variable) additional letting interest rate to your mortgage if we consent to your letting arrangement. If approval is granted we will write to you in advance of the additional letting interest rate being applied to your account to confirm the variation in your mortgage and the amount of your revised monthly mortgage payment.
- We will give you reasonable notice of any change to the additional letting interest rate. We will notify you of any changes by amending our Tariff of Charges.
- **You will need to inform us in writing (signed by all borrowers) when you cease letting the property. This should be sent to; Mortgage Servicing, Nationwide Building Society, Kings Park Road, Moulton Park, Northampton, NN3 6NW**

Managing Agents

- If you are going to use a Managing Agent, please let us know their name and address as a point of contact during the letting.
- We suggest that you do use a Managing Agent as, for example, they can draw up the tenancy agreement for you, carry out checks on potential tenants for you, collect rent on your behalf and periodically check your property, which is particularly useful if you are moving away or abroad.

Letting Terms

- 1) If you are letting your property to students or asylum seekers, please provide a copy of the tenancy agreement. If tenants change to any of these categories during the approved period you will need to advise us and provide a copy of the tenancy agreement.
- 2) If the letting is to a Company, Local Authority, or Housing Association or your property is on the DWP referral list an additional agreement will be sent to you. You will also need to provide a copy of your tenancy agreement. If tenants change to any of these categories during the approved period you will need to advise us and provide a copy of the tenancy agreement.
- 3) If your account is in arrears your letting application may be referred to our Lending Control department before a new period of letting can be considered.
- 4) All monthly mortgage payments must continue to be paid in accordance with the terms and conditions of your mortgage, which will remain in full force and effect. If your account goes into arrears while the property is tenanted, Nationwide will take action under the terms of the mortgage which may include court proceedings for possession of the property. As the tenants could be affected by such proceedings, it may be necessary to inform them of the existence and amount of any arrears.
- 5) We may agree to a letting period of up to 3 years (the approved period), from the date you complete this form. If you wish to renew your letting agreement you will need to contact us at the end of the approved period.
- 6) Lettings in England and Wales must be either Assured Tenancies (benefitting from Ground 1 and 2 notices) or Assured Shorthold Tenancies under the Housing Acts 1988 and 1996.
- 7) Lettings in Scotland under the Housing (Scotland) Act 1988 must be either Assured Tenancies or Short Assured Tenancies.
- 8) Lettings in Northern Ireland must be within Cases 11, 12, or 18 of the Rent Act 1977 and where appropriate Case 17.
- 9) If the letting is not any of the types mentioned in 6, 7 & 8 above, please send a copy of the tenancy agreement you intend to use, to the address overleaf and we will tell you if it is acceptable.
- 10) All agreements must include a clause to say that your tenant is not allowed to sub-let the property or part with possession of the property, or any part of it.
- 11) We cannot allow lettings to tenants who hold diplomatic status.
- 12) If we have agreed to you letting the property you will be unable to apply for any additional borrowing or take out a new mortgage product as part of a product switch until the letting has ceased.
- 13) If you stop letting out your property you must confirm this in writing to us (signed by everyone on the mortgage). If you do not intend to reoccupy the property after stopping the letting arrangement, you must also confirm to us the intended use of the property in writing.

Useful reminders

The following is a list of other factors that you may need to consider. It is not a comprehensive list and you should seek advice if you need further information.

- If your property is held under a lease or shared ownership scheme you will need to obtain the consent of your Landlord to any proposed letting. If your property has benefited from a Local Authority grant in the last 5 years you will need to obtain the Local Authority consent and where there is a subsequent charge over the property you will need to obtain the consent of that lender.
- If you are letting to a Company, Local Authority, Housing Association, students, the DWP or asylum seekers and have arranged residential insurance through Nationwide, cover will not be available and your policy will be cancelled from the start date of the approved letting period. Please provide a copy of your alternative insurance which should specify the type of tenants covered.
- For other types of letting we will need to review any residential Nationwide insurance cover that you may have and in some instances your policy may be cancelled. We will contact you separately.
- If you do not have residential insurance with Nationwide you will need to inform your insurers that you are letting the property as it may affect your cover.
- It is a condition of your mortgage that you maintain suitable buildings insurance at all times.
- If the property has benefited from a Local Authority grant for improvement/repairs within the last five years or was purchased under the "Right to Buy" legislation within the last five years (three years in Scotland), you should contact your local authority to discuss any conditions regarding letting the property.
- If you have a mortgage payments protection policy which covers you for accident, sickness and/or unemployment, it is usually a condition of the cover that you are permanently residing in the UK. In addition your cover may be affected if you intend to work outside the UK. Your policy documentation will explain the cover provided.