

LETTINGS INFORMATION FACTSHEET


1. Our requirements in respect of the use and occupation of your property are set out in your Mortgage Conditions. If you require a further copy of these, please ask.
2. The £40 letting application fee must be paid before our consent to Letting can be given. Please note this is non-refundable and does not oblige the Society to consent to the letting.
3. It is your responsibility to ensure that you notify us in writing of any future change of address. If an up to date correspondence address is not provided on the application we will be unable to give Consent to let until this is provided.
4. You will be unable to apply for a Transfer of Equity whilst the property is let as the mortgaged property needs to be your main residence.
5. You will be eligible to apply for a new residential product whilst your property is let providing our consent to let is still valid. Any applicable loading will continue to apply to your account on the new product rate.
6. **Authorised Lettings:** Where you let the property or allow it to be occupied with our agreement, then the additional rate of interest we will charge is currently 1%.
7. **Unauthorised Lettings:** Where you let the property or allow it to be occupied without obtaining our consent, then the additional rate of interest we will charge is currently 1.15%. This will also apply if we later discover that you have failed to comply with our Conditions to Letting.
8. The additional rate of interest, also called the authorised letting loading will apply from the date your application is processed and will continue to do so until you advise us that the property is no longer being let.
9. The authorised/unauthorised loading will continue to be charged to your account unless you confirm that you have either resumed occupancy or the property is empty. Providing we have no concerns and we don't require any further information, confirmation of the removal of the loading and your new mortgage payment will be sent to you.
10. **Annual Review of authorised and unauthorised letting rates.** The above letting rates are variable and will be reviewed annually. The rates may increase, decrease or remain the same
 - We can reduce the rates without giving you any notice
 - We can increase the rates in order to take account of, in a proportionate manner, the overall interest rates payable on mortgage loans in the Buy to Let mortgage market
 - If we change any of the rates, then the new rates will be set out in the Tariff sent to you in January of each year along with your annual mortgage statement. You can also obtain a copy of the Tariff at any time upon request from our Customer Contact Centre.
 - Where we have already agreed to a letting or occupation of the property and we increase the authorised letting rate, then the rate already applied to your loan account will continue to apply for the agreed term of that letting or occupation. Any increase in this rate will not be applied to your loan account until the letting or the occupation is renewed or a new letting or right of occupation is agreed. We will advise you of the new rate when you ask us to consent to any renewal or new letting, or earlier upon request.
 - Where we have not agreed to the letting or occupation, or where we have agreed to it but subsequently discover that you have failed to comply with our conditions of Letting, then any increase in the unauthorised letting rate will be applied to your loan account on the first day of the month following notification of the increase. We will give you written notice of this as least fourteen days in advance either by post or email as set out in your mortgage terms and conditions.
 - We do not accept foreign payments, any payments into your account must be made via a UK bank or financial institution.

FOR MORE INFORMATION PLEASE CONTACT US

 **CALL 0345 1200 872**

 **VISIT [ACCORDMORTGAGES.COM](https://www.accordmortgages.com)**

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