

## WHAT YOU NEED TO KNOW AND DO

1. Your Mortgage Conditions tell us everything we need to know about the use and occupation of your property. If you need another copy of this, just let us know by giving us a call on the number below.
2. Before we can give consent to let, you will need to pay the £60 letting application fee. Please be aware that this payment is non-refundable and doesn't oblige us to consent to the letting
3. It's your responsibility to make sure we have your up-to-date correspondence address.
4. You won't be able to apply for a transfer of equity whilst the property is let as the mortgaged property needs to be your main residence.
5. You'll 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 (please see 8 & 9 for details about loading) will continue to apply to your account on the new product rate.
6. Consent of the landlord and of any superior landlord must be obtained prior to any agreement being entered into if required by the terms of the lease and kept safely for future reference if required. If your property is **Shared Ownership**, we will need this consent in writing.
7. If you're in a **Help to Buy scheme**, before letting your property you will need to provide a copy of a letter from Homes England/ Help to Buy (Wales) Ltd. confirming you have authority to let your property before we can grant our Consent to Let. When your Consent to Let expires, we'll need confirmation again from Homes England/Help to Buy (Wales) Ltd. that they agree to extend your consent.

## LETTINGS RATES

8. **Authorised lettings** - If you let the property, or allow it to be occupied with our agreement, then we'll charge an additional rate of interest called the 'authorised letting loading'. This is currently 1%.
9. **Unauthorised lettings** - If you let the property, or allow it to be occupied without our consent, then we'll charge an additional rate of interest called the 'unauthorised letting loading', which is currently 1.15%. This will also apply if we later discover that you have failed to comply with our Conditions to Letting.
10. The additional rate of interest will apply continuously from the tenancy start date until you tell us that the property is no longer being let.
11. We'll continue to charge your account with the authorised/unauthorised loading unless you confirm that you have either resumed occupancy of the property or it is empty. If we have no concerns and we don't need any further information, we'll send your new mortgage payment and confirm that the loading has been removed.
12. If you're **servicing in the British Armed Forces, a Foreign Office official or working for an international charity or development agency**, the 1% loading for letting your property will be waived if you can provide written confirmation from your employer that you are being deployed away from home on an assignment.

### Annual review of authorised/unauthorised lettings rates

13. The letting rates mentioned above are variable and we review them annually. The rates may increase, decrease or stay the same.
14. We can reduce the rates without giving you any notice.
15. We can increase the rates in proportion to the buy-to-let market to take account of the overall interest rates payable on mortgage loans.
16. If we change any of the rates then the new rates will be set out in the tariff we send to you in January of each year with your annual mortgage statement. You can also ask for a copy of the tariff anytime by calling 0345 1200 100.

### What happens if we increase the authorised letting rate?

17. If we **have 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 apply for the agreed term of that letting or occupation.
  - Any increase in this rate won't 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'll let you know the new rate when you ask us to consent to a renewal or new letting, or if you'd like to know earlier just contact us.

### What happens if we increase the unauthorised letting rate?


18. If we **haven't agreed to the letting or occupation**, or if we 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 that follows notification of the increase.
  - We'll give you written notice of this as least 14 days in advance, either by post or email as set out in your mortgage terms and conditions.

## PAYMENTS

19. We **don't accept foreign payments**. Any payments into your account must be made via a UK bank or financial institution in pounds sterling.  
To find out more about making payments to your account, please visit the Payment Guidance section on our website [accordmortgages.com](http://accordmortgages.com)

### FOR MORE INFORMATION PLEASE:

-  VISIT: [ACCORDMORTGAGES.COM](http://ACCORDMORTGAGES.COM)
-  EMAIL : [CSCLETTINGS@YBS.CO.UK](mailto:CSCLETTINGS@YBS.CO.UK)
-  CALL US ON: 0345 1200 872

-  WRITE TO US AT:  
LETTINGS TEAM, YBS GROUP  
YORKSHIRE HOUSE, YORKSHIRE DRIVE  
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