

Permission to Let Application Form

Borrower(s) details

Name(s) of all borrowers

Mortgage account number(s)

Mortgage start date. See section 3(b)

Property address

Postcode

Details of property

Number of storeys in property (including habitable basements)

Details of proposed tenancy

Please indicate why you wish to let the property

Type of tenancy

Proposed/actual number of tenants

Period of tenancy. See section 2(a):

Expected term of tenancy Expected start date

Anticipated minimum monthly rent from tenancy £

With effect from (date)

Has your country of residence changed? If so, please provide your new address below.

My/Our correspondence address will be (please include the postcode)

1. Declaration:

- I/We hereby apply for permission to let the property.
- I/We confirm it is our intention to reoccupy the property on expiry of the tenancy.
- I/We confirm that the proposed letting agreement meets the following requirements:

2. The letting of the property must be in one of the following formats:

- To a private individual – a maximum of four individuals on a single tenancy in the form of an Assured Shorthold Tenancy (“AST”) or a properly constituted contractual tenancy which ensures that you will be able to obtain possession at the end of the tenancy (“Contractual Tenancy”) – minimum lease term of six months, maximum of two years;
- To a Local Authority or Housing Association on a Contractual Tenancy – maximum lease term of three years;
- A Company Let on a Contractual Tenancy – the property must only be occupied under the terms of the let by the employees, or other people directly connected to the company, or organisation named on the lease. Under such a Let/Tenancy you must ensure that you will be able to obtain possession at the end of the tenancy however it comes to an end – maximum lease term of three years.

- All parties to the mortgage account must be named as landlord on the tenancy agreement.
- No part-letting or sub-letting is to take place, other than any which has been agreed to under separate documentation, which you should retain for future reference.
- Any change to the Tenancy Agreement must be advised by you, to us in writing within 30 days of it occurring and we reserve the right not to give our permission to this.
- On expiry of the tenancy, you must obtain our consent to any further tenancies.
- You must comply with all legal requirements of being a landlord including (without limit) holding and maintaining any required licenses, satisfying the requirements of any Tenant Deposit Scheme and ensuring that any tenants satisfy any requirements under the Immigration Acts to have a Right to Rent.

3. Additional requirements:

- It must be your intention to reoccupy the property on expiry of the tenancy.

- b. Your mortgage account must be conducted to our satisfaction for a minimum of six months. Consent to an application will not be considered where the mortgage account is in arrears due to missed contractual monthly payments. If the mortgage has been, or is currently in arrears due to missed contractual monthly payments, a permission to let application will not be considered until the account has been well conducted for six months following clearance of the arrears.
 - c. If the property is leasehold you must obtain written consent from the Freeholder, wherever possible on their letter headed paper, prior to the property being let. You should retain this consent for future reference.
 - d. Full contractual mortgage payments must be made by standing order or direct debit, during the term of the letting.
 - e. If rental income is received in advance (e.g. company let where rent is paid annually at the beginning of the tenancy year) this must be paid, in full, to the mortgage account as a payment, at the time it is received.
 - f. The rent charged must be sufficient to cover current mortgage payments.
 - g. Permission to let will not normally be considered within the first six months following drawdown of your mortgage.
 - h. Permission to let will not be considered if you have taken additional borrowing on your mortgage in the six months prior to receipt of your permission to let application. Any pending further advance applications/offers will be withdrawn if permission to let is granted.
 - i. Permission to let will not be granted if you have not resided in the property for at least six of the last 12 calendar months prior to receipt of your permission to let application.
 - j. Where a mortgage is held with Barclays on multiple properties, Permission to let will only be considered on one property at a time.
 - k. Permission to let will not be granted beyond the end date of your mortgage term.
 - l. There must be no barriers to gaining possession of the mortgaged property at the end of the tenancy.
 - m. It remains your responsibility to meet your full obligations under the terms of your mortgage, and as such must maintain payment of the full contractual monthly payment.
- d. You must advise your buildings/contents insurance provider of the tenancy, as this may have a material effect on the cover provided and certain restrictions or changes to the premium may apply.
 - e. When letting your property, you should seek appropriate professional advice to ensure that you:
 - i. Comply with all of the legal requirements of being a private landlord;
 - ii. Comply with the Bank's tenancy requirements;
 - iii. Understand any tax implications associated with the letting of your property.
 - f. You must tell us if you change your address, or if this is not possible, as soon as possible afterwards. You must also tell us if you want us to use a different address to communicate with you.
 - g. If you change your address to an address in a different country, we may be unable to continue to provide all the features and services currently available on your mortgage, because of rules, regulations or laws that could exist in the country of your new address.

If this happens, we may, acting in a reasonable and proportionate manner, change, restrict or stop a feature or service we provide you in connection with your mortgage. If your address changes back to an address in your original country, any changes or restrictions on the features or services that apply because you changed your address will be removed.

We will try to tell you before if we need to change, restrict or stop a feature or service but if we were breaking any rules, regulations or laws by continuing to offer the feature or service in the country of your new address, we may have to stop it immediately.
 - h. If you change your address to an address in a different country, we may require you to repay your loan immediately, but only if:
 - there is no realistic alternative for us as a prudent and responsible lender; and
 - it is a reasonable and proportionate action to take having regard to the effect of the change in address.

An example of when this might occur is where it would be illegal or would constitute a breach of applicable regulation, rule or law for us to collect payments from you or continue to maintain a mortgage relationship with you, or if a regulator in that country directs us to cease lending in that country.

4. Help to Buy & Mortgage Guarantee Scheme:

There are specific requirements relating to permission to let for customers who have a Help to Buy or Mortgage Guarantee Scheme Mortgage. Please speak to one of our advisors in branch or by phone on 0800 022 4022 to discuss further.

5. Important Information:

- a. If you have a Flexible Mortgage any Mortgage Current Account (MCA) the limit will be capped at the point when consent is issued. The rebalancing functionality of the MCA, where this is a feature of the mortgage, will be switched off during the permission to let period.
- b. Please note that your Mortgage Current Account reserve facility and rebalancing feature (where applicable) will not be automatically reinstated at the end of the permission to let period. When you have reoccupied your property you will be given the option to uncap the MCA and switch the rebalancing back, should you want your reserve and rebalancing feature reinstated you must contact Mortgage Services on 0800 022 4022 within 60 days of the date you first notified the Bank of your reoccupation. Should you fail to request reinstatement of your reserve within this timescale, the rebalancing limit (where applicable) will be set to when consent was originally given (there will be no rebalancing benefit earned during the permission to let period).
- c. Additional borrowing is not normally permitted on properties that are let. However, consideration will be given ONLY where the funds are required for the sole purpose of improvement/repair to the mortgage property and may be restricted to the total mortgage debt not exceeding 80% of the current valuation of the property. Any application submitted must be accompanied with estimates/invoices for the proposed works, and will be considered on an individual basis.

Consent will NOT be given where:

- Any of the above requirements are not met
- If the tenant(s) have or obtain diplomatic immunity
- All or any of the borrower(s) continue to occupy all, or part, of the property
- Letting is to a university
- Where the property requires an HMO licence
- The mortgage is on a shared ownership or a normal shared equity basis (unless written confirmation allowing the let is received from the appropriate shared ownership landlord/equity loan holder)
- The mortgage is a Family Springboard Mortgage still within the Deposit Term
- The mortgage is on a Help to Buy Equity Scheme.

Signature

Please print name

Date

Please return the completed form, to:

Mortgage Services
PO Box 8575
Leicester LE18 9AW

Signature

Please print name

Date

You can get this in Braille, large print or audio by calling **0800 022 4022*** (via Text Relay if appropriate) or by ordering online from barclays.co.uk/accessibleservices

Call monitoring and charges information

Your call may be monitored or recorded for training and security purposes. *Calls to 0800 numbers are free when calling from a UK landline.

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