



**CONFIDENTIAL**

## **Application for interest-free loan**

### **(Resident leaseholders)**

We have issued you with this form regarding the interest-free loan you have requested from Haringey Council. **This form is only for leaseholders who live in the property (ie you are not subletting)**. If you are subletting, you should fill in the form Application for interest-free loan (Non-resident leaseholders). In order to obtain a loan from the Council you must agree to the following conditions:

#### **Invoices under £10,000**

- You must agree to pay the necessary monthly instalments by Direct Debit.
- You must contact us to find out how much you owe us if you decide to sell your property.
- You must agree to pay us any amount outstanding if you sell or transfer your property to someone else.
- The number of monthly instalments that you can pay depends on the amount of your invoice:

<b>Amount of Invoice</b>	<b>Monthly Instalments</b>
Under £600	12
£600 - £1,799	24
£1,800 -£4,999	36
£5,000 - £9,999	48

- **You must complete Sections 1, 2 and 3 of the form. Then sign the agreement in Section 5.**

## Invoices over £10,000

- The same conditions apply as for invoices under £10,000.
- The number of monthly instalments that you can pay depends on the amount of your invoice:

Amount of Invoice	Monthly Instalments
£10,000 - £14,999	60
£15,000 and above	72

In addition:

- You must agree to the amount of the loan being secured by a charge on your property (in the same way as for a mortgage)
- You must agree to pay our legal fees in respect of placing a charge on the property (£200) plus any additional fees that your mortgage company may require.
- **You must complete sections 1, 2, 3 and 4 of the form.**
- **DO NOT COMPLETE SECTION 5 YET.** Land Registry regulations require us to authorise your identity before a charge can be placed on your property. Therefore, you must contact us to arrange an appointment so that we can do this. Please see page 4 for the forms of identity that we can accept. If you will have difficulty attending our office, please contact us to discuss this.

**Now complete the relevant sections of the form:**

## 1 Personal details

Service Charge Account Number

Leasehold property address

### Name of leaseholder(s)

If there is more than one leaseholder, please provide each of their names

1
2
3
4

## 2 Invoice for major works

Invoice Number

Invoice Amount  £

### 3 Terms of the loan

The number of monthly instalments that you can pay depends on the amount of your invoice:

Amount of Invoice	Monthly Instalments
Under £600	12
£600 - £1,799	24
£1,800 - £4,999	36
£5,000 - £9,999	48
£10,000 - £14,999	60
£15,000 and above	72

Invoice Amount

Period of loan

 months

### 4 Mortgage information (Invoices over £10,000)

If your invoice is over £10,000, you must agree to the amount of the loan being secured by a charge on your property (in the same way as for a mortgage). If you already have a mortgage on your property, you must provide the following information:

Name of mortgage company

Business address of mortgage company

Mortgage account number

Amount of loan outstanding

Current value of property

## 5 Agreement

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I / we being the leaseholder(s) of the above property (under the terms of the lease) hereby agree to comply with the terms and conditions set out in this application form.

Name ..... Signed .....

Date .....

Name ..... Signed .....

Date .....

Name ..... Signed .....

Date .....

(All leaseholders of the property must sign)

**NB Signing this form does not affect your statutory rights**

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## 6 Declaration (For office use only)

I certify that I have verified that the above signatories are the current leaseholder(s) of the above property and are authorised to request a charge to be placed on the property.

Name .....

Title. ....

Signed .....

Date .....

## 7 Proof of identity

Land Registry regulations require us to authorise your identity before a charge can be placed on your property. In order to do this, you must provide:

- A recent passport-size photograph

And **either ONE** of the following:

- Current valid full passport
- Current United Kingdom, EU, Isle of Man, Channel Islands photocard driving licence (not a provisional licence)

Or **TWO** of the following:

- Cheque guarantee card or credit card bearing the Mastercard or Visa logo, an American Express or Diners Club card, or a debit or multi-function card bearing the Maestro or Delta logo which was issued in the United Kingdom and is supported by an original account statement less than three months old\*
- Utility bill less than three months old\*
- Council tax bill for the current year
- Council rent book showing the rent paid for the last three months
- Mortgage statement for the mortgage accounting year just ended\*
- Current firearm or shotgun certificate

\*These must be postal statements; they must not be statements sent electronically.

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