



**CONFIDENTIAL**

## **Application for interest-free or combination loan over £10,000 (Secured loan)**

This form is for an interest-free or combination loan from Haringey Council for more than £10,000 – you do not have to complete a form for loans less than this amount. Please read the terms and conditions carefully (which are given on page 2). Please note that leaseholders who sublet their properties are not entitled to a loan for longer than three years.

You must fill in Sections 1, 2, 3 and 4 now.

**Do not complete and sign 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.

### **1. Personal details**

Name

Address of property

Account Number

Phone number

Email

## 2. Invoice for major works

Invoice number

Invoice amount

Brief description of major work

## 3. Terms of the loan

	Loan calculations table	Options
a.	Invoice amount	
b.	Loan period (Please refer to "Payment options for major works bills" for loan options)	years
c.	Combination loan –if you wish to choose this option, please also state whether d. or e.	YES / NO
d.	Invoice £5,000 to £9,999: 1 year with interest at 7.5%	
e.	Invoice £10,000 and above: up to 2 years interest at 7.5%	1 year / 2 years
f.	Legal fee	£200.00
g.	Admin charge for setting up the loan	£100.00
j.	Amount of loan = a.+f.+g.	

## 4. Conditions of the loan

In order to obtain the loan from the Council you must agree to the following conditions.

- √ you agree to pay the necessary monthly instalments by Direct Debit through your bank account
- √ you agree to the amount of the loan being secured by a charge on your property (in the same way as for a mortgage)
- √ you agree to pay us for our legal and admin fees in respect of placing a charge on the property (£300) plus any additional fees that your mortgage company may require in respect of placing a charge on the property
- √ there is an admin fee of £25 for each year of the loan
- √ **if you already have a mortgage, please provide the following information:**

Name of company:
Address of company:
Mortgage account number:
Amount of loan outstanding: £
Current market value of property: £

- √ 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

## 5. Agreement

I / we being the leaseholders 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**

## 6. Declaration – Homes for Haringey

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:

**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
- Mortgage statement for the mortgage accounting year just ended\*

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