



## Section 2: Tenancy agreement requirements (continued)

note 5 below) and there is no sub-letting, Occupation of the property must not be limited by the agreement to a named individual employee but be available to any employee of the tenant company, subject to your prior approval of the selected employee(s). You must not be connected or associated with the Tennant company. Occupation must be by one family only. We will not accept applicants purchasing property and then creating a tenancy agreement with a letting company, who subsequently sub let to tenants.

**It is extremely important that only these types of tenancy are created - we will not accept other types of tenancy which may provide tenants with long term security of tenure.**

3. All tenancies, except company lets, must be a minimum six months. Tenancies must be of the whole property.
4. We will not consent to lettings which would result in multiple occupation requiring a mandatory licence from your local authority.
5. We will not consent to 'premium' leases where rent is paid wholly or largely up front.
6. Lettings, sub-lettings or assignments are not acceptable, to any person(s) with diplomatic immunity. Our current policy is also that there should be no more than 4 tenants, forming no more than one family unit, or where we have agreed, to students and professionals, provided there are no more than four occupants.
7. In Scotland you must have obtained your Licence to Let. For existing short assured tenancies you must also have obtained a receipted notice under S32 (Housing) Scotland Act 1988.
8. You must observe any restrictions in your property title regarding the use and occupation of your property.
9. Where the property is leasehold, you must adhere to all the terms of the lease relating to sub-letting. If the landlord's consent is required, a copy of their prior written consent, together with confirmation that buildings insurance will continue, must be obtained by you. If ground rent and service charges are payable, you must continue to pay these to your landlord.
10. You are responsible under your mortgage conditions to protect the value of the property through upkeep and maintenance, whether or not the property is let.

**Tenancy Agreements should include the following five clause(s) (or suitable alternatives):**

1. During the first three months of the tenancy not to assign or sublet the property and not to part with possession of it in any other way. Thereafter not to assign, sublet or part with possession of the whole or part of property in any way without the consent of the landlord, that consent not to be unreasonably withheld.  
Company letting agreements- not to assign or sublet and not to part with possession to anyone other than company employees and their immediate family.
2. Not to carry on or allow any trade, profession or business on or from the property and to use the property as a private residence, for occupation by one family only.
3. Deliver up the property to the landlord at the end of the tenancy in the same good and clean state of repair, condition and decoration as at the commencement of the term (fair wear and tear and damage by accidental fire excepted).
4. Not to use the property, or knowingly allow it to be used, for illegal or immoral purposes including the growth, production or use of any illegal drugs which are, or become prohibited or restricted by statute.
5. Structural or exterior alterations should be prohibited.

**Any tenancy agreement which does not comply with these requirements will not be acceptable and will be deemed unauthorised.**

**Any unauthorised letting is in breach of the mortgage contract and will result in the mortgage rate increasing to the unauthorised letting rate as referred to in the Tariff of Mortgages Charges, until the situation is rectified and the letting will not be binding on the Society.**

**If an unauthorised tenancy is created, any rate switch or increase does not imply any consent on the part of the Society and you must rectify the breach of your mortgage as soon as possible.**

## Section 3: Other conditions of letting

The letting of the property will be deemed to be approved, provided you comply with these Property Letting Requirements and:

1. If you are changing to a Buy to Let product, you will be sent details of your new product. If not, you will retain your current product, (any early repayment charges will continue to apply) and the rate of interest payable will increase as shown in the Tariff of Mortgage Charges. These details will also be provided on your Mortgage Illustration document. Your interest rate and monthly payments will change from the 1st of the following month after receipt of your signed documents. Your Mortgage Illustration document will show any other variations to your mortgage terms, however, the other terms of your mortgage remain the same.
2. You should ensure that you have obtained copies of up-to-date satisfactory employment or other (as appropriate) references for the proposed tenant(s).
3. Monthly payments to the mortgage account must continue to be maintained by you, whether or not the property is let. Please note that we do not accept payments directly from tenants.
4. If you take a deposit from the tenant, you must comply with the requirements of the current law of the property's jurisdiction relating to tenancy deposits. If you do not do so, and we need to take the property into possession or appoint a receiver, we will add the deposit to the mortgage account.
5. Prior to the letting, you must obtain and let us have the written consent to the letting of any personal guarantor to the mortgage. In some circumstances we may need to carry out an affordability check on the guarantor.

*Continued overleaf*

### Section 3: Other conditions of letting (continued)

6. You are legally required to provide your prospective tenant with an Energy Performance Certificate when the property is marketed to let.
7. If any licence or certificate (e.g. gas safety certificate) for use of the property for residential letting is required these must be obtained prior to the letting and maintained whilst the property is let, annually where necessary.
8. From 1 April 2018, you must comply with the Energy Efficiency (Private Rented Property) (England & Wales) Regulations 2015 which provide that it will be unlawful to grant a new tenancy of a property with an EPC rating which is lower than E (known as a sub-standard property) unless you have validly registered an exemption to the requirements. From 1 April 2020 it will be unlawful to continue to let a sub-standard property. Guidance can be found at: <https://www.gov.uk/government/publications/the-private-rented-property-minimum-standard-landlord-guidance-documents>
9. If your property is no longer to be let, please let us know and provide us with evidence of reoccupation, for example a utility bill or a bank statement. Your interest rate will be adjusted from the 1st of the month following the date evidence is received. No adjustments are made for void periods.

### Section 4: Conditions about insurance on let properties

When you let your property is it likely that the insurance you have, such as contents or mortgage payment protection, will no longer be valid. Therefore, before you let your property it is important that you check the details of your insurance policy to assess whether you are still covered and contact your insurer where necessary.

#### Buildings Insurance

You must ensure Building Insurance will not be affected by the letting and arrange alternative cover if it is. It is a condition of your mortgage that Buildings Insurance must be maintained throughout the duration of your mortgage.

#### Combined Home & Contents Insurance

Combined Home & Contents insurance is generally intended for properties which are the main residence of the owner. Some contents insurance will not be valid for let properties and buildings cover may have limitations for let properties. Please contact your insurer.

#### Mortgage Payment Protection Insurance (MPPI)

If you currently have this cover, it may be invalid from the date the property is let. Please contact your insurer direct. Skipton policies will be invalid.

#### Void periods cover

Specialists providers may be able to arrange cover for loss of rent when you cannot find another tenant for a period of time.

### Section 5: Details of letting agent instructed

Name and address of the letting agent or other person(s) with whom you wish us to deal in your absence (if applicable) in connection with the letting of your property.

Name	Telephone Number
<input type="text"/>	<input type="text"/>
Address	Name of person dealing
<input type="text"/>	<input type="text"/>
<input type="text"/>	
<input type="text"/>	
Postcode	

## Section 6: Declarations

I hereby apply for the consent of Skipton Building Society to the letting of the mortgaged property. I am aware that it is a breach of the terms of my mortgage to let without the Society's consent, which is deemed to be granted as long as I have complied with your Property Letting Requirements.

I understand the importance of reading and complying with your Property Letting Requirements, and that the Society will seek to rely on them. I acknowledge receipt of a duplicate copy of these requirements for my safekeeping.

If I am switching to a Buy to Let product, I understand that I have only been advised on the products Skipton Building Society offer and if it is an appropriate product for me and that you have only provided information on an appropriate repayment method and mortgage term. I also understand that they cannot offer advice on whether Buy to Let is the right form of investment for me or the tax implications which may apply to this type of investment.

I confirm that you have explained the consequences that any letting will have on my mortgage interest rate, and any Buildings, Contents or Mortgage Payment Protection Insurance I have.

I authorise you to obtain any necessary information about the letting of the property from any Letting Agent and/or Conveyancer I have instructed to deal with the letting or any other person named in the box overleaf.

Signature(s) of Borrower(s)

Signature

Date (DD/MM/YY)

 /  / 

Signature

Date (DD/MM/YY)

 /  / 

Please note: the signatures of all parties to the mortgage are required.

Signature of Guarantor (if applicable)

Date (DD/MM/YY)

 /  / 

**Please note that if the property letting requirements are not complied with you do not have the society's consent to let and the letting will be classified as unauthorised. If, at any time we become aware that you are in breach of any of these requirements, we will class the letting as unauthorised.**

You may find the following sources of information useful:

The National Landlords Association (NLA) [www.landlords.org.uk](http://www.landlords.org.uk)

The Residential Landlords Association (RLA) [www.rla.org.uk](http://www.rla.org.uk)

The Association of Residential Letting Agents (ARLA) [www.arla.co.uk](http://www.arla.co.uk)

The Scottish Association of Landlords (SAL) [www.scottishlandlords.com](http://www.scottishlandlords.com)

Call in **branch** | Talk to us today **0345 850 1700** | Visit **skipton.co.uk**



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# Property Letting Requirements (Consent to Let)

## Mortgages



Account Number

Name

Correspondence Address (whilst property is let)

  
  

Postcode

Contact Number

Expected Tenancy start date (DD/MM/YY)

 /  / 

New correspondence address date (DD/MM/YY)

 /  / 

Proposed Rental Income

Please provide a brief summary of why you are now letting this property and how long you intend to let it for:

  
  

### Section 1: The Society's requirements for agreeing to the letting of your property

This applies to

- **Consent to let**
- **Rate switch to a Buy to Let product (including additional borrowing)**

Becoming a landlord is a risk. We expect you to treat tenants fairly and comply with all the legal requirements of being a landlord. This includes health & safety obligations towards the tenant and all licensing and registration requirements.

We cannot advise you on these aspects but will expect you to understand and adhere to the same throughout the duration of your mortgage so you should ensure you have taken independent advice on the role and responsibilities of being a landlord before you decide to proceed with your mortgage.

We strongly recommend that you seek professional advice as to the type and content of any tenancy agreement you wish to enter into as to the relevant legal and practical consequences. We cannot provide such advice. You are responsible for all legal and other costs incurred in connection with the preparation of the tenancy agreement.

**Borrowers must not have more than 10 let properties with any lender after completion of the variation.**

**Provided the Society's conditions of letting are met, you are given the Society's consent to the letting of the property for the purpose of the Mortgage Conditions.**

However, if the property is under Shared Ownership, the Society requires written consent to let from the Housing Association prior to the Society considering granting our own consent to let. Until we receive this confirmation and completed our own considerations, you do not have the Society's consent to let your property. If consent is granted, you must ensure you comply with any conditions of both the Housing Association's and our own consent to let. The Society will not grant consent to let for a period which exceeds that granted by the Housing Association. Please note that your account will revert to a residential loan once the Housing Association's consent to let period has ended.

We do not require to see a copy of the tenancy agreement. We work on the basis that as long as you have complied with all our requirements when your property is let, you have our consent to let the property. This is referred to as 'deemed consent'. However, the letting will be treated as unauthorised if we discover any requirements have not been complied with, unless we have given specific written consent after being advised of this.

Until all the signed documents, including the declarations attached to this document are returned to us, you do not have consent to let. If you decide not to proceed with a letting, or not to proceed yet, it is very important that you contact us to let us know, otherwise you may be treated as having an unauthorised letting and your current mortgage interest rate will be increased as shown in the Tariff of Mortgage Charges. You will be advised of any new payment.

Once we have received the signed declaration and offer, your interest rate for the authorised letting will change from the 1st of the following month as per the Tariff of Mortgage Charges.

### Section 2: Tenancy agreement requirements

1. The tenancy agreement must create an assured shorthold tenancy in England & Wales, a short assured tenancy or, from 1st December 2017, a private residential tenancy in Scotland, or a protected shorthold tenancy or a tenancy which is not regulated, restricted or protected in Northern Ireland. We will not accept any type of business tenancy of the whole or part of the property.
2. We will agree to company lets (for a minimum term of 12 months, maximum 3 years in England and Wales) where the corporate body uses the property for occupation by its employees and is responsible for the rent, provided it is not a premium lease (see

Continued overleaf

## Section 2: Tenancy agreement requirements (continued)

note 5 below) and there is no sub-letting, Occupation of the property must not be limited by the agreement to a named individual employee but be available to any employee of the tenant company, subject to your prior approval of the selected employee(s). You must not be connected or associated with the Tennant company. Occupation must be by one family only. We will not accept applicants purchasing property and then creating a tenancy agreement with a letting company, who subsequently sub let to tenants.

**It is extremely important that only these types of tenancy are created - we will not accept other types of tenancy which may provide tenants with long term security of tenure.**

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4. We will not consent to lettings which would result in multiple occupation requiring a mandatory licence from your local authority.
5. We will not consent to 'premium' leases where rent is paid wholly or largely up front.
6. Lettings, sub-lettings or assignments are not acceptable, to any person(s) with diplomatic immunity. Our current policy is also that there should be no more than 4 tenants, forming no more than one family unit, or where we have agreed, to students and professionals, provided there are no more than four occupants.
7. In Scotland you must have obtained your Licence to Let. For existing short assured tenancies you must also have obtained a receipted notice under S32 (Housing) Scotland Act 1988.
8. You must observe any restrictions in your property title regarding the use and occupation of your property.
9. Where the property is leasehold, you must adhere to all the terms of the lease relating to sub-letting. If the landlord's consent is required, a copy of their prior written consent, together with confirmation that buildings insurance will continue, must be obtained by you. If ground rent and service charges are payable, you must continue to pay these to your landlord.
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Company letting agreements- not to assign or sublet and not to part with possession to anyone other than company employees and their immediate family.
2. Not to carry on or allow any trade, profession or business on or from the property and to use the property as a private residence, for occupation by one family only.
3. Deliver up the property to the landlord at the end of the tenancy in the same good and clean state of repair, condition and decoration as at the commencement of the term (fair wear and tear and damage by accidental fire excepted).
4. Not to use the property, or knowingly allow it to be used, for illegal or immoral purposes including the growth, production or use of any illegal drugs which are, or become prohibited or restricted by statute.
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5. Prior to the letting, you must obtain and let us have the written consent to the letting of any personal guarantor to the mortgage. In some circumstances we may need to carry out an affordability check on the guarantor.

*Continued overleaf*

### Section 3: Other conditions of letting (continued)

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8. From 1 April 2018, you must comply with the Energy Efficiency (Private Rented Property) (England & Wales) Regulations 2015 which provide that it will be unlawful to grant a new tenancy of a property with an EPC rating which is lower than E (known as a sub-standard property) unless you have validly registered an exemption to the requirements. From 1 April 2020 it will be unlawful to continue to let a sub-standard property. Guidance can be found at: <https://www.gov.uk/government/publications/the-private-rented-property-minimum-standard-landlord-guidance-documents>
9. If your property is no longer to be let, please let us know and provide us with evidence of reoccupation, for example a utility bill or a bank statement. Your interest rate will be adjusted from the 1st of the month following the date evidence is received. No adjustments are made for void periods.

### Section 4: Conditions about insurance on let properties

When you let your property it is likely that the insurance you have, such as contents or mortgage payment protection, will no longer be valid. Therefore, before you let your property it is important that you check the details of your insurance policy to assess whether you are still covered and contact your insurer where necessary.

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You must ensure Building Insurance will not be affected by the letting and arrange alternative cover if it is. It is a condition of your mortgage that Buildings Insurance must be maintained throughout the duration of your mortgage.

#### Combined Home & Contents Insurance

Combined Home & Contents insurance is generally intended for properties which are the main residence of the owner. Some contents insurance will not be valid for let properties and buildings cover may have limitations for let properties. Please contact your insurer.

#### Mortgage Payment Protection Insurance (MPPI)

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### Section 5: Details of letting agent instructed

Name and address of the letting agent or other person(s) with whom you wish us to deal in your absence (if applicable) in connection with the letting of your property.

Name	Telephone Number
<input type="text"/>	<input type="text"/>
Address	Name of person dealing
<input type="text"/>	<input type="text"/>
<input type="text"/>	
Postcode	
<input type="text"/>	

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I confirm that you have explained the consequences that any letting will have on my mortgage interest rate, and any Buildings, Contents or Mortgage Payment Protection Insurance I have.

I authorise you to obtain any necessary information about the letting of the property from any Letting Agent and/or Conveyancer I have instructed to deal with the letting or any other person named in the box overleaf.

Signature(s) of Borrower(s)

Signature

Signature

Date (DD/MM/YY)

 /  / 

Date (DD/MM/YY)

 /  / 

Please note: the signatures of all parties to the mortgage are required.

Signature of Guarantor (if applicable)

Date (DD/MM/YY)

 /  / 

**Please note that if the property letting requirements are not complied with you do not have the society's consent to let and the letting will be classified as unauthorised. If, at any time we become aware that you are in breach of any of these requirements, we will class the letting as unauthorised.**

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The Residential Landlords Association (RLA) [www.rla.org.uk](http://www.rla.org.uk)

The Association of Residential Letting Agents (ARLA) [www.arla.co.uk](http://www.arla.co.uk)

The Scottish Association of Landlords (SAL) [www.scottishlandlords.com](http://www.scottishlandlords.com)

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