

To: Panel Conveyancers

## Mortgage Instructions - Buy-to-Let (Scotland)

A copy of the Society's Offer of Advance is now available. This offer is binding on the Society, subject to the conditions set out within the special conditions section at the back of the offer.

Please print off the following documents:

- (1) Newcastle Building Society Buy to Let Mortgage Conditions 2019 (Scotland);
- (2) Standard Security;
- (3) Certificate of Title;
- (4) Matrimonial Homes (Family Protection) (Scotland) Act 1981 (as amended) consent affidavit (if applicable).

Any other documents we require completion of e.g. Consent to Mortgage, Deed of Postponement etc. will be made available along with the Offer of Advance and will need to be received by us prior to release of funds.

In accepting this instruction to act on the Society's behalf you agree to act in accordance with our instructions and special requirements as set out in the Building Societies Association ("BSA") Mortgage Instructions Scotland for the Society, which can be found by visiting: [www.bsa.org.uk/information/mortgage-instructions](http://www.bsa.org.uk/information/mortgage-instructions).

### Additional Instructions

#### Ability to Let

If the property is already let or occupied prior to completion of the mortgage, you must confirm to us that:

- i. None of the occupiers at the property have rights of occupation which give any greater security of occupation than those presently given to a tenant under a short assured tenancy or private residential tenancy; and
- ii. Any present tenant(s) have not, throughout their occupation at the security address, had any form of agreement to occupy which gives any greater security of occupation than that currently given to a tenant under a short assured tenancy or private residential tenancy.

#### Release of Funds

The advance will not be released until a fully completed Certificate of Title and any other document(s) specified in the special conditions of the Offer of Advance have been submitted. To guarantee completion, the Society requires a minimum of **5 working days notice**.

#### Client Account Details

If your client account bank details have changed from those held on our records we will require written confirmation of your new account details in the form of a paying in slip or bank statement showing an issued date within the previous three months. To update your client account details please visit [www.lms.com/lenderpanels](http://www.lms.com/lenderpanels) or contact the LMS Supplier Management Team on 0343 221 0643.

If you need to supply updated bank information as detailed above, please do this as soon as possible, but at least seven days prior to completion to allow time for our records to be updated so completion is not delayed.

#### Deductions from the Advance on Completion

The following deductions will be made from the advance (if applicable):-

- i. any retention specified within the Offer of Advance. It is the Society's normal practice to release retention monies direct to the applicant(s) unless advised to the contrary;
- ii. in further advance cases, any subsisting arrears; and/or
- iii. administration fees or other fees specified within the Offer of Advance.

#### Registration Formalities

You must, after settlement has taken place register our standard security.

Registration documents are to be sent in accordance with E.24 and E.25 of our BSA Mortgage Instructions. We will not check the contents against the schedule or for accuracy and completeness. We do not require the pre-registration title deeds and searches. Should these be submitted they will be returned to you.

**PLEASE NOTE: From 1 April 2016 the Registers of Scotland closed the General Register of Sasines to all new applications subject to a standard security. If your client(s) has granted a standard security to the Society over a property that is recorded in the General Register of Sasines, you will need to ensure that the property and the Society's security is now registered on the Land Register and provide the Society with evidence of the registration.**