

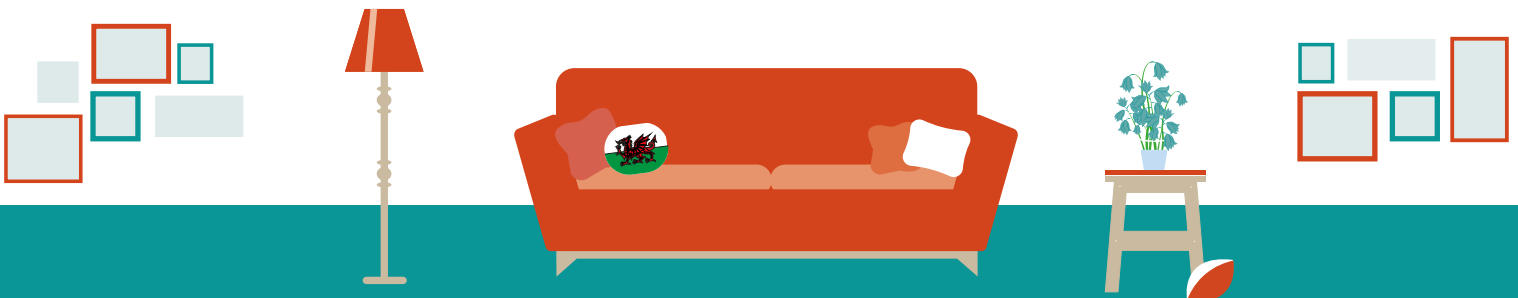


Llywodraeth Cymru
Welsh Government

Help to Buy – Wales

Post Completion Instruction Form

www.gov.wales/helptobuy



Post Completion Instruction Form



Confidential

Before applying for a service listed, please read the **Help to Buy – Wales Post Completion Guide** for guidance and eligibility. The guide is available for download at www.gov.wales/helptobuy

Please note that if you applied for your **Help to Buy – Wales** equity loan under Phase 3 of **Help to Buy – Wales** (from 1 April 2021) then Help to Buy Wales Ltd may apply charges to post sales transactions. Help to Buy – Wales Ltd will advise you if a charge will apply, and the level of that charge, on receipt of the Post Completion Instruction Form.

Section 1: Personal Details & Service Required

Section 2: Service Details

Section 3: Conveyancer/Solicitor Details

Section 4: Additional Information

DISCLAIMER

To minimise delay in your application being processed, please ensure all sections are filled in and completed with the appropriate boxes ticked, and all relevant documents are provided. Any applications missing this information will be returned and Help to Buy (Wales) Ltd will not be responsible for any consequential delays that occur.

Please submit the completed Post Sales Event Instruction Form

by post, fax or e-mail to:

Help to Buy (Wales) Ltd
1 Capital Quarter
Tyndall Street
Cardiff CF10 4BZ

Fax: 029 2080 3451

Buyers' e-mail: postcompletions@helptobuywales.co.uk

Contact us

Tel: 08000 937 937 option 2

E-mail: postcompletions@helptobuywales.co.uk

Website: www.gov.wales/helptobuy

This form is available in other formats and in Welsh on request. Please contact us to discuss your needs.

Mae'r ddogfen yma hefyd ar gael yn Gymraeg. / This document is also available in Welsh.

Section 1: Personal Details & Service Required

Help to Buy Wales reference (4 digits)		Ref:
	Customer 1	Customer 2 (if applicable)
Title:		
Forename:		
Middle name(s):		
Surname:		
Telephone number(s):		
E-mail address:		
Property Address:		

Service required

Staircasing Repayment* Redemption on Sale* Re-Mortgage* Freehold Purchase*

Subletting Lodging Home Improvement**

* A solicitor will need to be appointed for these processes.

** A solicitor may need to be appointed for this process.

Appointed Solicitors and Independent Legal Advice

The first lender/new mortgage lender (as applicable) may appoint a solicitor to act on their behalf to complete the relevant process who also may be able to act for you which should satisfy Help to Buy Wales Ltd requirements during the process. However the appointed solicitor may not be able to provide you with Independent Legal Advice (ILA).

You may seek a second solicitor for ILA if required and tick the relevant box in Section 3 of this form.

**If you have any questions regarding the legal aspect of these processes,
please do not hesitate to contact us.**

We recommend you request an estimate of fees before appointing a solicitor

Section 2: Service Details

Staircasing Repayment (full or part repayment without selling the property)

Full Repayment

Partial Repayment

Equity % to be repaid (10%-20%):
(For a partial repayment, 5% of the Help to Buy Wales equity share must remain for the future 2nd full repayment.)

If Partial Repayment: Are you intending to obtain additional borrowing from your first mortgage lender for this repayment?
(This will require approval by Help to Buy Wales)

YES

NO

A RICS valuation has been instructed to identify the current market value:

YES

NO

Redemption on Sale (full repayment with proceeds from sale of the property)

Please confirm sale price/offer accepted?
(Evidence of this sale price will be required)

£

A RICS valuation has been instructed to identify the current market value:

YES

NO

Re-mortgage (change of mortgage lender)

Current Mortgage Lender:

New Mortgage Lender:

Current Mortgage Balance:

New Mortgage Loan:

Expected mortgage term (not exceeding the term of your existing mortgage):

No additional borrowing allowable when changing mortgage lenders

Expected mortgage term:

Freehold Purchase

I wish to purchase the Freehold interest:

YES

NO

I wish to purchase the Leasehold interest:

YES

NO

I wish to merge the Freehold and Leasehold interest:

YES

NO

Section 2: Service Details (Continued)

Lodging/Subletting *Refer to the Subletting Section of the Post Completions Guide

Beginning date:

End date: *Sublet: Maximum term 12 months

Please provide reason for Lodging/Subletting:

Home Improvement *Refer to the Home Improvement Section of the Post Completions Guide

Please provide reason and detail of the planned Home Improvement:

Are you intending to obtain additional borrowing from your first mortgage lender to pay for the planned Home Improvement?
(This will require approval by Help to Buy Wales)

YES

NO

Section 3: Conveyancer/Solicitor Details/Financial Advisor/Other

The mortgage lender has appointed a solicitor to complete the relevant process:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
The mortgage lender solicitor will also be acting for me/us in the relevant process:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
The below two boxes should have a different response:		
I will be instructing my own solicitor to provide Independent Legal Advice (ILA)*:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I wish to waive my right to take Independent Legal Advice (ILA). I will be using the mortgage lender appointed solicitor.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Conveyancer/Solicitor Details

Company Name:	
Company Address:	Contact Name:
	Telephone Number(s):
	E-mail Address:

*Conveyancer/Solicitor Details – where I/we will be separately advised (ILA)

Company Name:	
Company Address:	Contact Name:
	Telephone Number(s):
	E-mail Address:

IFA/Mortgage Advisor

Company Name:

Company Address:

Contact Name:

Telephone Number(s):

E-mail Address:

RICS Valuer

Company Name:

Company Address:

Contact Name:

Telephone Number(s):

E-mail Address:

Other *If you wish a 3rd party to act upon your behalf

Company / Name:

Contact Name:

Telephone Number(s):

Section 4: Additional Information

Please tell us your preferred method of communication:	Welsh	English
Customer 1	<input type="checkbox"/>	<input type="checkbox"/>
Customer 2	<input type="checkbox"/>	<input type="checkbox"/>

To help us identify you and protect data sensitive documents we send you, please provide a password and appropriate password hint which is personal and memorable to you, using lower case letters and numbers.

Password:

Password Hint:

All information I/We give to HtBW on this form (and information resulting from contact with my/our landlord, Valuer, Employer, Conveyancer/Solicitor/Accountant, Independent Financial Adviser and/or Mortgage Broker) may be shared with the same only in relation to this application.

Help to Buy (Wales) Ltd manages the **Help to Buy – Wales** scheme on behalf of the Welsh Government and is authorised and regulated by the Financial Conduct Authority for credit related activities not covered by an exemption. Help to Buy (Wales) Ltd – Registered in England and Wales under number 8708403 at Unit J, Yale Business Village, Ellice Way, Wrexham LL13 7YL.