

Lenders' Handbook

Part 1: England and Wales

Last Updated: 01/06/2007

Part 2: Bath Investment & Building Society

Last Updated: 06/11/2015

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1.7- Contact point to see if you will lend when borrower and mortgagor are not one and the same.

*Mortgage Dept
Bath Building Society
15 Queen Square
Bath
BA1 2HN*

1.11- Contact point for standard documents.

Mortgage Dept - see 1.7

1.11- Contact point if standard documents are inappropriate.

Mortgage Dept - see 1.7

1.13.2- May my firm act if the person dealing with the transaction or a member of his immediate family is the seller?

Please report details of the relationship to the Mortgage Dept for instructions (see 1.7)

1.14- May my firm act if the person dealing with the transaction or a member of his immediate family is the borrower?

Please report details of the relationship to the Mortgage Dept for instructions (see 1.7)

A3.2- Contact details if you need to be notified when the seller does not have legal representation.

Mortgage Dept - see 1.7

A3.3- What other documents are acceptable for verifying identity?

Refer to lender (Mortgage Dept - 1.7)

B3.2- Contact details if you need to be notified when the seller does not have legal representation.

Mortgage Dept - see 1.7

4.1.1- Is there a valuation report?

yes

4.1.1- If so do you provide it?

yes

4.1.3- Contact point if assumption stated by the valuer are incorrect.

Mortgage Dept - see 1.7

4.2- Contact point if re-inspection required.

Mortgage Dept - see 1.7

4.2- Where should the certificate of title be sent?

Mortgage Dept - see 1.7

5.1.1- Contact point if the seller has owned the property for less than 6 months.

Mortgage Dept - see 1.7

5.2.4- Do you want to receive environmental or contaminated land reports?

Yes - where specifically required by the Offer

5.2.5.1- Do you accept personal searches?

yes - but at your own risk

- all personal searches without limitations

- only personal searches carried out by firms registered under particular codes of practice

- If "yes", please specify which code(s)

- No

5.2.5.2- Do you accept search insurance, if so what are your requirements?

No

5.3.1- Do you limit your requirements in terms of time for:

- planning consents?

No

- building regulation consents?

No

If so please specify your requirements

5.3.4- Contact point for reporting if evidence of breach and all outstanding conditions will not be satisfied by completion.

Mortgage Dept - see 1.7

5.3.4- Do you require the following documents to be sent to you:

- original copy/planning permission?

Yes - should be placed with the documents of title following completion.

- original copy/building regulation consents?

Yes - should be placed with the documents of title following completion.

- certificates of lawful use or development/established use certificate?

Yes - should be placed with the documents of title following completion.

5.3.5- Contact point if the property is subject to restrictions which may affect its value or marketability.

Mortgage Dept - see 1.7

5.5.1- Do you lend on flying freeholds?

Yes but contact Mortgage Dept (see 1.7) for guidance.

5.5.1- Do you lend on freehold flats?

No

5.5.2.1- Contact point of the property comprises a flying freehold/freehold flat.

Mortgage Dept - see 1.7

5.5.3- Do you lend in these circumstances?

Refer to Mortgage Dept

5.5.4.2- Do you lend in these circumstances?

Refer to Mortgage Dept

5.5.5- Do you lend on commonhold?

Yes

5.6- Contact point if there is a restriction on use.

Mortgage Dept - see 1.7

5.9- Contact point if borrower is not providing balance of purchase price from funds/proposing to give second charge.

Mortgage Dept - see 1.7

5.10.1- What minimum unexpired lease term do you accept?

Mortgage Term plus 50 years

5.10.7- Contact point for matters connected with the lease.

Mortgage Dept - see 1.7

5.10.8- Contact for service charge matters.

Mortgage Dept - see 1.7

5.10.9- Do you accept indemnity insurance where the terms of the lease are unsatisfactory?

Yes

5.10.10- Do you require a clear ground rent/service charge receipt to be sent to you?

*No, but please advise the Mortgage Department
(see 1.11) of the name and address of a) The Landlord
b) The Management Company and/or Agent*

5.10.11- Do you require a receipted copy of notice or evidence of service to be sent to you?

Yes - should be placed with the documents of title following completion.

5.10.13- Contact point if there is an absentee/insolvent landlord.

Mortgage Dept - see 1.7

5.10.13- Do you accept indemnity insurance if the landlord is absent or insolvent?

Yes

5.11.2- Contact point if there are apparent problems with the management company.

Mortgage Dept - see 1.7

5.11.2- Do you require the following to be sent to you:

- management company share certificate?

Yes - should be placed with the documents of title following completion.

- signed blank stock transfer form?

Yes - should be placed with the documents of title following completion.

- management company's memorandum and articles of association?

Yes - should be placed with the documents of title following completion.

5.12.2.2- Contact point if unable to certify search entry does not relate.

Mortgage Dept - see 1.7

5.13.3- Do you require the following to be sent to you:

- power of attorney?

Yes - should be placed with the documents of title following completion.

- statutory declaration of non-revocation of power of attorney?

Yes - should be placed with the documents of title following completion.

5.15- Contact point for lending on affordable housing, shared equity and shared ownership and where relevant your requirements.

The Society will only consider affordable housing and does not lend on shared equity/ownership.

6.1.3- Contact point if borrower is not taking up the mortgage offer.

Mortgage Dept - see 1.7

6.2- Contact if any discrepancies in property's description.

Mortgage Dept - see 1.7

6.3.1- Contact point for any issues relating to purchase price.

Mortgage Dept - see 1.7

6.3.1- Do I have to report incentives?

Note: You must obtain a completed copy of the [CML Disclosure of Incentives Form](#) from the conveyancer acting on behalf of the seller of any property that is yet to be occupied for the first time, or for the first time in its current form, for example, because of a renovation or conversion. You should only report incentives to the lender as instructed below.

You will not be able to send a completed Certificate of Title to the lender unless you have received the CML Disclosure of Incentives Form. When you send a completed Certificate of Title you are confirming you are in receipt of a completed CML Disclosure of Incentives Form from the developer/seller's conveyancer which complies with your instructions. This does not override your duty to the lender via the instructions provided elsewhere in the Lenders' Handbook

Yes

6.3.2- Contact point for any issues relating to purchase price.

Mortgage Dept - see 1.7

6.3.2- Do I have to report incentives?

yes

6.3.3- Contact point if we will not have control over the payment of all the purchase money.

Mortgage Dept - see 1.7

6.4- Contact point if vacant possession is not being given.

Mortgage Dept - see 1.7

6.5.1- Contact point if property is let/to be let and to check you lend on buy-to-let.

Mortgage Dept - see 1.7

6.5.2- Contact point when you do not have details of current letting or letting to take place at completion.

Mortgage Dept - see 1.7

6.5.3- Do you require counterpart/certified copy tenancy agreement to be sent to you?

Yes - should be placed with the documents of title following completion.

6.5.4- Do you lend where the property comes within the definition of a house in multiple occupation?

Yes

6.5.4- If yes, what are your requirements?

Refer to Mortgage Dept - see 1.7

6.6.1- Please provide a list of new home warranty schemes acceptable to you.

NHBC,
Zurich Foundation 15, Zurich Standard 10
Premier 10 year Guarantee

6.6.2- What new home warranty documentation should be sent to you?

Relevant certificates and associated documents

6.6.3- Should any assignments of building standards indemnity schemes be sent to us?

Yes - should be placed with the documents of title following completion.

6.6.4- Will you proceed if the property does not have the benefit of a new home warranty scheme?

Yes - if construction supervised by an RIBA qualified architect employed by the borrower

6.6.6- Do you require the professional consultant's certificate to be sent to you?

Yes

6.7.1- Contact point if no agreement and bond for an unadopted road or sewer?

Mortgage Dept - see 1.7

6.8.1- Contact point if necessary easements are absent?

Mortgage Dept - see 1.7

6.9.2- Who will you release any retentions (or instalments of the advance) to?

The borrower

6.10- Contact point if property is affected by redevelopment or road proposals.

Mortgage Dept - see 1.7

6.11- Contact point if pre-emption rights, resale restrictions, options etc will affect our security.

Mortgage Dept - see 1.7

6.12- Contact point if property is affected by improvement/repair grant which will not be discharged.

Mortgage Dept - see 1.7

6.13.1- Contact point if property is not insured in accordance with your requirement.

Mortgage Dept - see 1.7

6.13.1- Do you need the buildings insurance in joint names/yours interest noted?

Yes - Insurance should always be in joint names with our interest noted

6.13.3- What are your requirements if the total sum insured is less than the total number of flats multiplied by the amount set out in the mortgage offer?

Matter will be referred to the Society's valuer for advice

6.13.5- What is the maximum excess you will accept on buildings insurance policy?

£1,000

6.13.6- Do you require confirmation that all insurance risks are included?

yes

6.13.7- Do you require insurer's confirmation to notify you of non-renewal/cancellation fo buildings insurance policy?

Yes

6.13.8- Do you require a copy of the buildings insurance policy and last premium receipt to be sent to you?

Yes - should be placed with the documents of title following completion.

7.3- Do you require a consent to mortgage from all occupants aged 17 or over?

Yes

7.4- Contact point if doubts about accuracy of information disclosed.

Mortgage Dept - see 1.7

8- May I also advise any of the specified third parties?

Yes - provided there is no conflict of interest.

9- Do you require the indemnity insurance policy to be sent to you?

9.2- What limit of indemnity insurance do you require?

Purchase price or valuation whichever is the greater

10.2- Will the mortgage advance be paid:

- electronically

Yes by TT

- by cheque

What is the minimum number of days notice you require:

- electronically

4 Working Days

- by cheque

N/A

10.2 What are the standard deductions made from the mortgage advance?

£25 TT fee plus others.
Please refer to the Mortgage Dept

10.3.4- On a delayed completion, when and how is advance to be returned?

7 days (by the method received). Interest is charged from the earlier of the date of completion or the expiration of the 7 days after dispatch

10.5- Contact point if completion is delayed?

Mortgage Dept - see 1.7

10.6- How long can I hold the mortgage advance before returning it?

7 days

10.7- What, if any interest do you charge if return of the advance is delayed?

Charged at mortgage rate from the date you received the funds

12.3- Contact point for release of retentions/mortgage advance instalments.

Mortgage Dept - see 1.7

14.1.3- Do you require me to make a form CH2 application?

Yes

14.1.4- Do you require the original mortgage deed to be sent to you?

Yes

14.2.1- Where should the title deeds and documents be sent?

Mortgage Dept - see 1.7

14.2.2- Which documents must I send after completion?

Charge certificate together with all pre-registration documents, searches, copy permissions and other documents referred to in these instructions.

16.1- Contact point for title documents.

Mortgage Dept - see 1.7

16.3.1- Do you have a standard form a transfer/deed of covenant?

No, we require you to draft the document in the Society's interest.

16.3.1.2- Contact point for finding out the debt amount?

Mortgage Dept - see 1.7

16.3.3- Do you require the transfer of equity to be sent to you?

Yes

16.3.6- Contact point for obtaining execution of transfer equity?

Mortgage Dept - see 1.7

16.3.6- What form of attestation clause do you use?

The common seal of Bath Investment and Building Society was affixed (by order of the board of directors) in the presence of

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16.4.1- Contact point for application for consent to letting.

Mortgage Dept - see 1.7

16.4.1- Does a copy of a proposed tenancy need to be sent to you?

Yes

16.5.2- Contact point for confirming proposed deed or agreement will not adversely affect you.

Mortgage Dept - see 1.7

16.5.3- Where should the following documents be sent for execution:

- deed of variation

Mortgage Dept - see 1.7

- deed of rectification

Mortgage Dept - see 1.7

- deed of easement

Mortgage Dept - see 1.7

- option agreements.

Mortgage Dept - see 1.7

17.1.1 Contact point for redemption statements.

Mortgage Dept - see 1.7

17.2- Where do I send the discharge and repayment remittance?

Mortgage Dept - see 1.7

17.2- Do you send the discharge via:

- e-DS1

Yes with effect from 1st January 2016