



MEMORANDUM OF SALE SUBSTITUTE

This form must be completed by the Housing Association.

Once completed, the form needs to be returned by post, by fax or by secure email. If returned via a mortgage broker or solicitor then the form must be certified.

Property Address	
Full Name(s) of Applicant(s)	
Full Property Value	£
Selling Percentage Share	
Purchase Price of Share	£

Rent Payable:	£	Monthly/Quarterly/Annually (delete as applicable)
Service Charge Payable:	£	Monthly/Quarterly/Annually (delete as applicable)
Ground Rent Payable:	£	Monthly/Quarterly/Annually (delete as applicable)
Any Other Charges:	£	Monthly/Quarterly/Annually (delete as applicable)

Address of Housing Association	
Name of Housing Association	
Company Stamp	
Name of Person Completing the Form	
Contact Telephone Number (of person completing the form)	
Mortgage Broker's/Solicitor's Certification (if applicable)	