

CML Lenders' Handbook for England and Wales

Part 2: Name of mortgage lender

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| | UCB Home Loans Corporation Ltd |
| Date last amended | 15/02/2010 |
| 1.7- Contact point to see if you will lend when borrower and mortgagor are not one and the same. | Originations - Portman House, Richmond Hill, Bournemouth, BH2 6EP 0845 4545400 |
| 1.11- Contact point for standard documents. | Issuing Office - as shown on front of Offer |
| 1.11- Contact point if standard documents are inappropriate. | Issuing Office - as shown on front of Offer |
| 1.13.2- May my firm act if the person dealing with the transaction or a member of his immediate family is the seller? | Only if a different Partner within the firm acts |
| 1.14- May my firm act if the person dealing with the transaction or a member of his immediate family is the borrower? | Only if a different Partner within the firm acts |
| A3.2- Contact details if you need to be notified when the seller does not have legal representation. | Originations |
| A3.3- What other documents are acceptable for verifying identity? | List A 1) Signed Employers Photo ID card, provided the employer is known to the Conveyancer 2) Debit/cheque guarantee card (UK issued) together with original account statement, less than 3 months old. 3) UK National ID Card List B 1) Inland Revenue Notice Tax Code (less than 3 months old) 2) Residence Permit issued by the Home Office to EU Nationals 3) Subcontractors Tax Certificate (must be accompanied by an IR Notice of Assessment) |
| B3.2- Contact details if you need to be notified when the seller does not have legal representation. | Originations |
| 4.1.1- Is there a valuation report? | Yes |
| 4.1.1- If so do you provide it? | Yes - unless specified in the offer conditions |
| 4.1.3- Contact point if assumption stated by the valuer are incorrect. | Originations |
| 4.2- Contact point if re-inspection required. | Originations |
| 4.2- Where should the certificate of title be sent? | Originations |
| 5.1.1- Contact point if the seller has owned the property for less than 6 months. | Originations |
| 5.2.4- Do you want to receive environmental or contaminated land reports? | No, but advise any matters to Originations |
| 5.2.5.1- Do you accept personal searches? | See below |
| - all personal searches without limitations | No |
| - only personal searches carried out by firms registered under particular codes of practice | Yes |
| - If "yes", please specify which code(s) | Council of Property Search Organisations |
| - No | N/A |
| 5.2.5.2- Do you accept search insurance, if so what are your requirements? | Yes providing the search insurance adequately protects us and you are satisfied that you will be able to certify that the title is good and marketable |
| 5.3.1- Do you limit your requirements in terms of time for: | |
| - planning consents? | Yes |
| - building regulation consents? | Yes |
| If so please specify your requirements | Listed Buildings - no time limit. Any other buildings - required for a minimum of 12 years from the date of construction/alteration. Where required please refer details to the contact point at 1.7 for referral to the appointed valuer. |
| 5.3.4- Contact point for reporting if evidence of breach and all outstanding conditions will not be satisfied by completion. | See 1.7 |
| 5.3.4- Do you require the following documents to be sent to you: | |

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| - original copy/planning permission? | No - borrower to retain |
| - original copy/building regulation consents? | No - borrower to retain |
| - certificates of lawful use or development/established use certificate? | No - borrower to retain |
| 5.3.5- Contact point if the property is subject to restrictions which may affect its value or marketability. | See 1.7 |
| 5.5.1- Do you lend on flying freeholds? | Yes where only part of the subject property is affected. There is no requirement to report these flying freeholds to us. |
| 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. | Acceptable without referral if only part of the area is flying. If in doubt refer plan to the contact point at 1.7. |
| 5.5.3- Do you lend in these circumstances? | Yes, see 5.10 for our requirements for Leasehold Securities. |
| 5.5.4.2- Do you lend in these circumstances? | Yes, see 5.10 for our requirements for Leasehold Securities. In addition we require a charge over the borrower's freehold interest in the other flat, subject to that flat owner's lease. If the interest cannot be charged the borrower must acknowledge we may sell this interest as attorney if our security has to be enforced. |
| 5.5.5- Do you lend on commonhold? | Yes |
| 5.6- Contact point if there is a restriction on use. | See 1.7 |
| 5.9- Contact point if borrower is not providing balance of purchase price from funds/proposing to give second charge. | See 1.7 |
| 5.10.1- What minimum unexpired lease term do you accept? | Mortgage term plus 30 years |
| 5.10.7- Contact point for matters connected with the lease. | See 1.7 |
| 5.10.8- Contact for service charge matters. | See 1.7 |
| 5.10.9- Do you accept indemnity insurance where the terms of the lease are unsatisfactory? | Yes, include the Insurance Company and Policy Number on the Certificate of Title. Borrower to retain the policy document. |
| 5.10.10- Do you require a clear ground rent/service charge receipt to be sent to you? | No - borrower to retain. |
| 5.10.11- Do you require a receipted copy of notice or evidence of service to be sent to you? | No - borrower to retain. |
| 5.10.13- Contact point if there is an absentee/insolvent landlord. | 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. | See 1.7 |
| 5.11.2- Do you require the following to be sent to you: | |
| - management company share certificate? | No - borrower to retain. |
| - signed blank stock transfer form? | No - borrower to retain. |
| - management company's memorandum and articles of association? | No - borrower to retain. |
| 5.12.2.2- Contact point if unable to certify search entry does not relate. | See 1.7 |
| 5.13.3- Do you require the following to be sent to you: | |
| - power of attorney? | No |
| - statutory declaration of non-revocation of power of attorney? | No |
| 5.15- Contact point for lending on affordable housing, shared equity and shared ownership and where relevant your requirements. | See 1.7 |
| 6.1.3- Contact point if borrower is not taking up the mortgage offer. | See 1.7 |
| 6.2- Contact if any discrepancies in property's description. | See 1.7 |
| 6.3.1- Contact point for any issues relating to purchase price. | See 1.7 |
| 6.3.1- Do I have to report incentives? | Yes |

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

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| 6.3.2- Contact point for any issues relating to purchase price. | Yes |
| 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. | See 1.7 |
| 6.4- Contact point if vacant possession is not being given. | See 1.7 |
| 6.5.1- Contact point if property is let/to be let and to check you lend on buy-to-let. | See 1.7 |
| 6.5.2- Contact point when you do not have details of current letting or letting to take place at completion. | See 1.7 |
| 6.5.3- Do you require counterpart/certified copy tenancy agreement to be sent to you? | No |
| 6.5.4- Do you lend where the property comes within the definition of a house in multiple occupation? | No - licensed HMOs. Yes - unlicensed HMOs. It is your responsibility to ensure that the property does not fall within a Compulsory Licensing area. |
| 6.5.4- If yes, what are your requirements? | If an unlicensed HMO you must confirm that the property is outside of any additional and mandatory licensing issued by the local authority in the area where the property is situated. |
| 6.6.1- Please provide a list of new home warranty schemes acceptable to you. | NHBC, Zurich Municipal, Premier Guarantee, HAPM, LABC, Building Life Plan (excluding self builds under construction) & Build Zone. |
| 6.6.2- What new home warranty documentation should be sent to you? | None, borrower to retain. |
| 6.6.3- Should any assignments of building standards indemnity schemes be sent to us? | No, borrower to retain. |
| 6.6.4- Will you proceed if the property does not have the benefit of a new home warranty scheme? | Yes provided all standard requirements in 6.6.4 are met. |
| 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? | For newly built properties we will not impose a retention where a bond/agreement will not be in place on completion. If the customers accept the situation, we will proceed. However, if there are no plans to obtain a bond agreement in the future please refer to contact point at 1.7 as we will need to refer this to our appointed valuer. |
| 6.8.1- Contact point if necessary easements are absent? | 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. | See 1.7 |
| 6.11- Contact point if pre-emption rights, resale restrictions, options etc will affect our security. | See 1.7 |
| 6.12- Contact point if property is affected by improvement/repair grant which will not be discharged. | See 1.7 |
| 6.13.1- Contact point if property is not insured in accordance with your requirement. | See 1.7 |
| 6.13.1- Do you need the buildings insurance in joint names/yours interest noted? | Freehold - our interest to be noted. Leasehold - our interest to be 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? | Refer details to the contact point at 1.7 for referral to the appointed valuer. |
| 6.13.5- What is the maximum excess you will accept on buildings insurance policy? | £1,000 |

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| 6.13.6- Do you require confirmation that all insurance risks are included? | Submission of the Certificate of Title will be taken as confirmation that all risks are covered. Only omissions should be reported to the contact point at 1.7. |
| 6.13.7- Do you require insurer's confirmation to notify you of non-renewal/cancellation for 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? | No |
| 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. | 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? | No - include the company name and policy number on the Certificate of Title. Borrower to retain policy. |
| 9.2- What limit of indemnity insurance do you require? | The full amount of our loan. |
| 10.2- Will the mortgage advance be paid: | |
| - electronically | Yes |
| - by cheque | No |
| What is the minimum number of days notice you require: | |
| - electronically | 7 days notice |
| - by cheque | N/A |
| 10.2 What are the standard deductions made from the mortgage advance? | None |
| 10.3.4- On a delayed completion, when and how is advance to be returned? | See 10.6 & 10.7 - to a maximum of 7 days. The funds are to be returned by Telegraphic Transfer, quoting the borrower(s) account reference (M.....) to: HSBC Bank, International Sort Code 400515 A/C No. 58696639 |
| 10.5- Contact point if completion is delayed? | See 1.7 |
| 10.6- How long can I hold the mortgage advance before returning it? | The working day following the day the funds are transmitted to you unless completion is to occur within 7 days (see 10.3 & 10.7). Should the delayed completion be scheduled to take place within 7 days of the advance being released, then the funds must be held in an interest bearing account and any interest accrued must be passed on to the borrower. |
| 10.7- What, if any interest do you charge if return of the advance is delayed? | Interest is charged to the account at the rate applicable to the loan from the day the funds are transferred to you - see 10.3 & 10.6. |
| 12.3- Contact point for release of retentions/mortgage advance instalments. | Account Services Department - Portman House, Richmond Hill, Bournemouth, BH2 6EP |
| 14.1.3- Do you require me to make a form CH2 application? | No |
| 14.1.4- Do you require the original mortgage deed to be sent to you? | No - please note: certified copies should not be lodged at the Land Registry, only the official mortgage deed should be sent to the Registry. |
| 14.2.1- Where should the title deeds and documents be sent? | Mortgage Deed to HM Land Registry. Obtain instruction from borrower(s) regarding retention of other documents. |
| 14.2.2- Which documents must I send after completion? | We require a copy of the Land Registry Title Information Document confirming our charge. |
| 16.1- Contact point for title documents. | Account Services Department - Portman House, Richmond Hill, Bournemouth, BH2 6EP |
| 16.3.1- Do you have a standard form a transfer/deed of covenant? | No |
| 16.3.1.2- Contact point for finding out the debt amount? | See 12.3 |
| 16.3.3- Do you require the transfer of equity to be sent to you? | No - to be sent to HM Land Registry. |
| 16.3.6- Contact point for obtaining execution of transfer equity? | See 12.3 |
| 16.3.6- What form of attestation clause do you use? | "Signed as a Deed by UCB Home Loans Corporation Limited acting by..... [NAME] Its duly authorised officer.....[SIGNATURE] Authorised Officer" |
| 16.4.1- Contact point for application for consent to letting. | Account Services Department - Portman House, Richmond Hill, Bournemouth, BH2 6EP |

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

No

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

See 12.3

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

- deed of variation

See 12.3

- deed of rectification

See 12.3

- deed of easement

See 12.3

- option agreements.

See 12.3

17.1.1 Contact point for redemption statements.

See 12.3

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

See 12.3

17.2- Do you send the discharge via:

- a DS 1 form

No

- direct with the Land Registry.

Yes