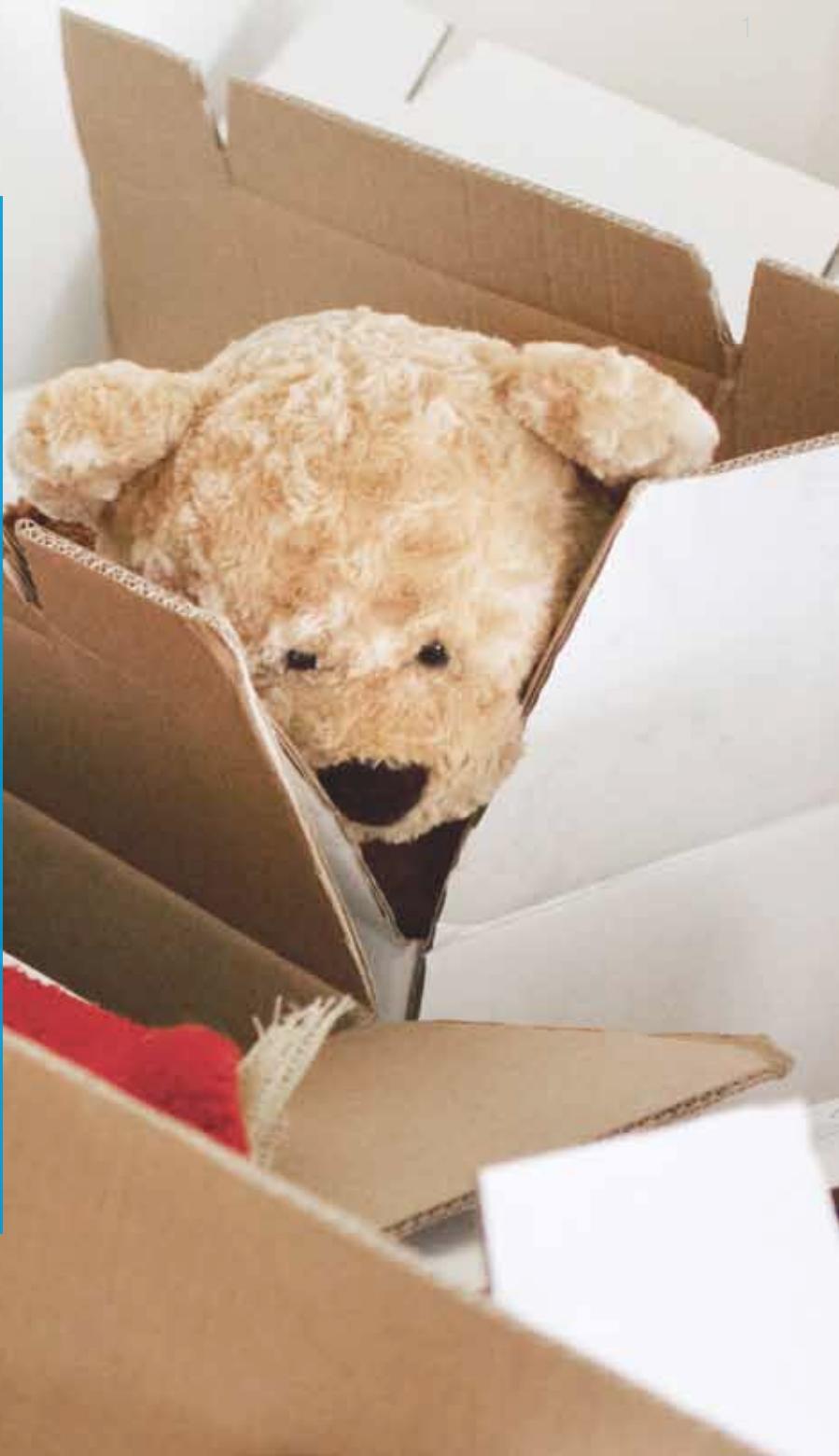


Moving Home guide

We're with you every
step of the way

The **co-operative** bank
Here for you for life



Moving home is always exciting whether you're taking your next step on the property ladder or downsizing. With so much to think about to make sure you find the ideal property for you, we've written this handy guide to help explain the **mortgage options available**, as well as provide some hints and tips for finding that all-important next home and selling your current one.

YOUR HOME MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE

Can you take your current mortgage with you?

Moving and already own a property? Then one of your first steps should be to see if your current mortgage can be transferred to your new property. This is called 'porting'. To find out if you can port your mortgage you'll need to look into your terms and conditions and then speak to your lender as additional checks and fees may apply.



How much can you afford?

How much you can afford depends on how big your deposit is, your age, how much you earn, how much you spend each month and your overall credit rating.

Your lender will use this to assess if you will be able to afford your mortgage.

All mortgage applications are subject to an affordability assessment.

Additional borrowing

If you're moving to somewhere bigger, you need to work out how much extra you can afford. You will also need to budget for any penalties that you might have to pay for changing or moving your mortgage.

A bigger home may also mean bigger energy, water and council tax bills. So, you'll need to make sure you can afford any potential increases in your bills as well as an increase in mortgage payment.

All mortgage applications are subject to an affordability assessment.

Find out your credit rating by clicking on the links below:

Experian: www.experian.co.uk

Equifax: www.equifax.co.uk

There may be a charge by the providers of these services.





Buying a property

Finding a property

Begin by working out what kind of property you're looking for, your ideal location and what kind of price range you can afford. You also need to think about how flexible you are prepared to be.

If you are moving to somewhere bigger, you might want to start looking once you have spoken to a few estate agents and got a better idea as to how much your current home will sell for.

How do you find an estate agent?

If you're thinking of moving to a new area, then drive around where you're looking to buy and place your name on estate agent's mailing lists so that you'll know as soon as new properties come on the market. Registering with local Estate Agents will also help you get more personal assistance and advice on refining your search. Estate Agents will also be able to liaise with sellers on your behalf.

You can also search for estate agents on the NAEA website. **Visit:** naea.co.uk or rightmove.co.uk

What should I look for in a property?

You will already have a good idea of what you're looking for. We've picked out some of the key things you should consider. To help keep you on-track when searching, you can use the notes section at the back of this guide to record your answers to these questions or make notes on your property viewings.

Find our handy checklist on the next page





The Area

- Do you want to live in the city or the countryside?
- How big does the house and/or garden need to be?
- How close are public transport networks/local schools /shopping centres/bars?
- How far away is your job and can you get there easily?
- Do you want a bustling neighbourhood or a peaceful one?
- Are there, or could there be, developments nearby?
- What are the local amenities like?
- Are the local schools good?
- Is the surrounding area run down?
- What's the condition of neighbouring properties?
- What's the crime level like in the area?
- What are the neighbours like?



The House Outside

- Is there off-road parking? If not, can you park outside the house?
- Do you need a permit to park?
- Is there a burglar alarm fitted?
- Does the property have good door and window locks?
- Are there any slates missing on the roof?
- What state is the chimney in?
- Does the roof sag? (This could be a sign of subsidence.)
- Is there any guttering missing?
- Are there any cracks in the walls?
- Can you see damp above soil level?
- Is the house double-glazed?



The House Inside

- Check which council tax band you will be in.
- What are the average costs for bills (for example gas, water and electricity?)
- Does the house have full central heating? If so, how old is it?
- How is the water heated? Combination boiler or immersion tank?
- When was it last serviced by a Gas Safe registered engineer?
- Has the loft been insulated? If so, how long ago?
- Does the property have cavity wall insulation?
- Are there any signs of water damage to the floor?
- Is there any obvious mould?

The value of a second viewing

It's worth remembering that the time of day and the weather can affect your first impressions, both positively and negatively. So don't be afraid to ask for a second viewing – and you may find it handy to take a camera and tape measure with you.

If you've had an offer accepted on the property and have received the surveyor's report, a second visit is an ideal opportunity to check any areas of concern that the report may have identified.

Different types of mortgages

The Co-operative Bank provides a fully advised mortgage service.

Our expert advisers can guide you through the different types of mortgage we offer and help you choose which product best matches your needs from our range of Britannia mortgages from The Co-operative Bank.

You can find out more about our range of mortgages by visiting co-operativebank.co.uk/mortgages

Some of the types of mortgage you can choose from are:

	Fixed Rate Mortgages <p>With a fixed rate mortgage your interest rate stays the same for a fixed deal period, for example, three years. This can make it easier to manage your budget because your monthly payment will stay the same. Once your deal period has ended, many lenders will transfer you to their standard variable rate (SVR). You should check what happens at the end of your fixed rate deal with your mortgage lender.</p>
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	Variable Rate Mortgages <p>With a variable rate mortgage, the amount you pay each month may go up and down, depending on the interest rate.</p> <p>There are a wide range of options to choose from, including:</p>
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Tracker	<p>A variable rate mortgage where the rate of interest tracks the Bank of England's Base Rate or a rate indicated by your mortgage lender.</p> <p>Once your Tracker rate deal is over, many lenders will transfer you to their standard variable rate (SVR). You should check what happens at the end of your tracker rate deal with your mortgage lender.</p>
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Standard Variable Rate (SVR)	<p>This rate is set by the lender and you will often be switched onto an SVR automatically at the end of your current deal if you haven't switched.</p>
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Although not available through The Co-operative Bank, other mortgage options include:

Capped	Even though the interest rate is variable, your lender caps the maximum level it could rise to and agrees it won't go above this for the duration of your deal.
Offset	You only pay interest on the difference between the balance of your mortgage and your savings. When 'offsetting' you don't earn interest on your savings, but you will reduce the amount of interest you pay on your mortgage instead. This may be a fixed or variable rate.
Discount	A discounted rate applied by the lender to their SVR for a set period of time. Make a note of your lender's SVR before you take out the mortgage though, as this is what you'll pay once your discount ends.

Repayment types

There are also two options on how you pay back your loan:

	Capital and interest <p>Also known as a Repayment mortgage, this is where the monthly payments you make go towards paying off both the amount you borrowed, as well as the interest on the loan.</p>
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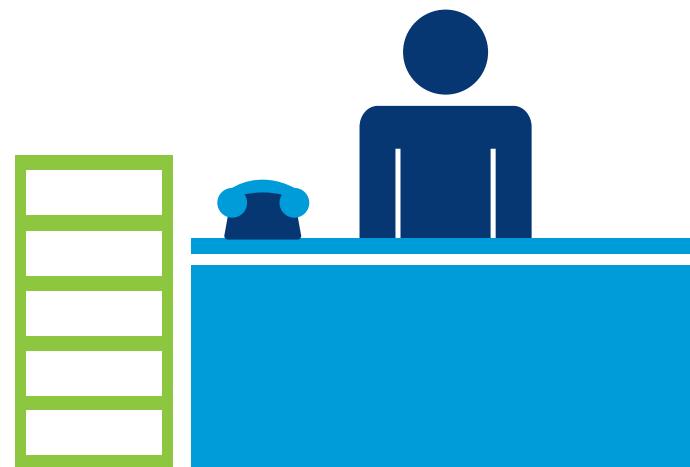
	Interest only <p>With this option your monthly payments will be smaller as you're only paying the interest charged on your mortgage. If this is the repayment type you decide to go for, it is important to plan how you will repay the outstanding balance, as it is your responsibility to have enough funds available to pay your mortgage at the end of its term. The Co-operative Bank does not offer interest only mortgages.</p>
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Are there any extra costs?

There are also some extra costs you'll need to think about:

- Application fee – this is usually paid on application but it can be added to your mortgage (subject to lending criteria) so you won't need to find the money upfront. If you're adding it to your mortgage remember that you'll pay interest on your fee over the full term of your mortgage. A booking fee may also be required. This is payable on application and is usually non-refundable.
- Valuation of your property.
- Legal and conveyancing fees.
- Stamp duty.
- Land Registry fees* – Visit landregistry.gov.uk for more information.
- Local authority search fees.*
- Other search fees and disbursements.*
- Removal fees – contact removal companies for guide quotations.
- Higher lending charge (HLC) – some lenders may charge a HLC if you are borrowing above a certain Loan to Value (LTV) (This is not applicable at The Co-operative Bank).
- If you're porting your existing mortgage a porting fee may be applicable.

*Your solicitor will usually take care of these for you and roll them into your final payment.





What is the mortgage application process?

Once you're ready to buy, it's time to make your mortgage application. The first step is to get a Key Facts illustration which shows the monthly payment, features, fees and charges of your mortgage. This helps you to compare your mortgage with others from different lenders.

Decision in principle

Your lender might give you a decision in principle. This is your lender saying that based on their initial checks they will lend you the money to buy your property. Remember though – getting a decision in principle isn't the same as getting a mortgage offer and doesn't guarantee you a mortgage offer.



For this you will need to show original copies of:

- If you're employed – your last three months' payslips plus your latest full month's bank statement.
- If you're self employed – your last three years' accounts, your last three years tax assessments forms (SA302) plus your latest full months bank statement.
- Proof of identity such as your passport.
- Proof of your address, such as a utility bill addressed to you at your address.
- A Direct Debit mandate so they can take repayments from your bank.



What happens next?

Your mortgage offer

When you have agreed with your lender how much you will be able to borrow and they have received and checked all the information you have given them, you will receive your formal mortgage offer (subject to lending criteria).

Insurance

As well as your mortgage and fees, it's a good idea to think about insurance. Some people take mortgage protection insurance to cover their payments in case they have an accident or become seriously ill. You can arrange this with your mortgage lender or independently.

Buildings insurance protects your home against damage and is often a condition of receiving a mortgage offer. You should also consider insuring your possessions by taking contents insurance as well. Many insurers offer deals when you take contents and buildings insurance at the same time.

Life Cover Insurance

The Co-operative Bank offers mortgage protection provided by Friends Life and Pensions Limited. Our expert mortgage advisers can give you information on taking out Life and Critical Illness Insurance with Friends Life and Pensions.

The protection products available cover a range of critical illnesses.

Visit our web page co-operativebank.co.uk/mortgages/protection for more information about Friends Life Mortgage protection.

Completion

When your offer's been accepted and all the conveyancing done, your solicitor will send you the contract. This is when you agree a day that the property actually becomes yours – a completion date. You can normally pick up your keys around lunchtime on the day you complete.

You'll also pay your deposit through your solicitor. Your solicitor will also pay your stamp duty (if applicable) if you haven't paid it already, or bill you for the amount.

Selling your property

If you're selling your existing property, you'll need to think about making your home attractive to potential buyers. It helps to put yourself in a buyer's shoes. Go back to our checklists for viewing a property on page 5 and look at your own home against this list. Are there any areas that you can improve?

Some other tips on preparing to sell are:

- A fresh coat of paint can work wonders. Neutral colours are best so that buyers can see it as a blank canvas.
- Keep everywhere clean and tidy.
- Pay particular attention to kitchens and bathrooms as many people agree these are the rooms that often sell a house.
- How does the house look from the street? Making improvements on the inside is great, but first impressions count – don't let an over-grown garden ruin a sale.

Getting a valuation

You might already have a rough idea how much you want for your home based on what you originally paid and how long you've lived there. To make sure this is correct, an Estate Agent will be able to offer an informed sales figure based on their knowledge of the market. You may want to get more than one valuation so you can decide on a reasonable asking price.

Advertising your home

An Estate Agent can help to advertise your home to potential buyers. They'll also be able to arrange viewings and negotiate with interested parties on your behalf. They will, of course, charge you a fee to do all this. Normally around 1.5% of the sale price, although this varies from company to company and is often negotiable.

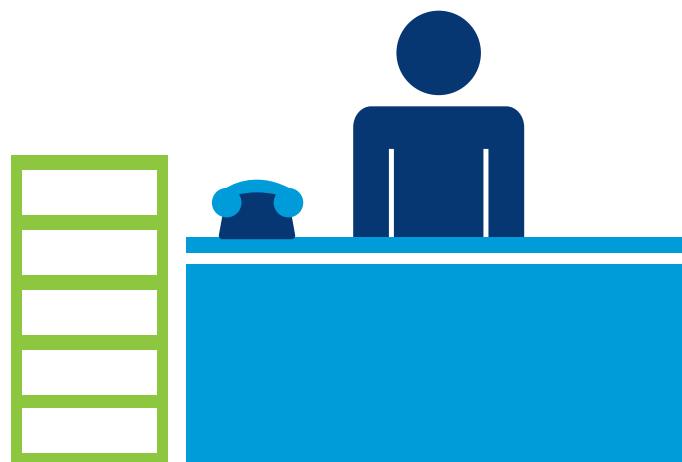


What if I have difficulty making my payments?

As a responsible lender, The Co-operative Bank is committed to helping our customers through any difficulties they might have making their mortgage payments. If you have any concerns about your general financial position, we'd encourage you to speak to us.

We also recommend you check any life assurance and accident or sickness cover that support your mortgage commitments to make sure you have the right level of protection. If we can help you with your protection needs, please call 08000 288 288 or visit your local branch and we'll be happy to help.

**For more information about Friends Life protection
visit: co-operativebank.co.uk/mortgages/protection**



Glossary

In case you're not sure what some of the words here mean, we've included some simple definitions.

Advance

This is sometimes used as another term for your mortgage loan. It refers to the amount your lender agrees to lend you.

Annual Percentage Rate (APR)

Shows the rate of interest you will pay on your mortgage over a year assuming you keep the mortgage for the whole of its term and that the interest rate doesn't change during this time. APR allows you to compare how much it will cost you to borrow from different mortgage providers.

Arrears

Arrears is a term to describe payments which are late or overdue.

Asking Price

The price that a person selling a property wants to get for its sale. This is negotiable.

Assets

Anything that you own that could be converted into a cash value.

Bank of England

This is the central bank of the UK and is responsible for maintaining a stable economy. As one of their functions, they set the interest base rate.

Base Rate

This is the interest rate set by the Bank of England that lenders use to set their own interest rates.

Broken interest

A charge for the amount of interest owed for the period between the day you complete your mortgage and the day that the first payment is taken. The broken interest will be collected at the same time as your first repayment

Broker

A broker – or mortgage broker – is someone who can offer you advice on taking out a mortgage. Independent mortgage brokers will be able to help you compare products from different lenders to see which is the best deal. You don't have to use a broker, but if you do you should make sure that they are registered.

Buildings Insurance

Insurance that protects you in case your home is damaged through circumstances like fire, flooding, subsidence etc. Many mortgage offers are dependent on you having buildings insurance on property.

Chain

If you're buying a property from someone who is in the process of buying another property from someone else, this is known as being in a chain.

Completion

Your completion date is the final stage of you purchasing your property. On the day you complete your solicitor will pay the balance owed on the property to the seller's solicitor and your new home legally becomes yours. You'll be able to move in from this date.

Contract

A contract is a legally binding, documented agreement between two or more parties.

Conveyancing

Conveyancing is the name of the process involved in transferring the ownership of a property from one person to another. This process is completed by your solicitor or a qualified conveyancer.

Conveyancer

See above.

Council Tax Band

Your council tax band is decided by your local authority and will affect how much your council tax bill is when you live in that property.

Credit Rating

This is an assessment of how much risk you pose to a lender and is used to assess credit and loan applications.

Decision in Principle

This is your lender saying that in principle, based on their initial checks, they will agree to give you a mortgage. This is not the same as receiving a formal mortgage offer.

Deposit

The money you will have to pay up-front towards buying a property. This is normally expressed as a percentage of the total value of the property you're looking to buy.

Early Repayment Charge

A charge by a mortgage lender if all or part of the loan is paid before a date specified in the mortgage. It may be shorter or longer than the deal period.

Equity

The difference between the value of a property and the value of a mortgage.

Exchanging Contracts

The swapping of contracts between the buyer and the seller. From this point the sale is a legally binding contract.

Exit Fees

If you pay off your mortgage early you may be charged an early exit fee by your mortgage lender.

Financial Conduct Authority

Often abbreviated to FCA this is an independent regulatory body for financial services.

Freehold

If your property is freehold it means that you own both the property and the land that it sits on for an unlimited period of time.

Ground-rent

If you own your property on a leasehold basis you will have to pay this fee to the person who holds the freehold on the property. This is normally a yearly payment.

Guarantor

A person who guarantees that you will make the monthly repayments on your mortgage loan and agrees to be liable for the debt if you don't keep up with your monthly repayments.

Inflation

A rise in general price levels.

Insurance

Insurance is a contractual agreement between you and the insurer to pay compensation for a loss caused by a specified event. You will pay a monthly or annual premium for this agreement.

Joint Application

When you and another person apply for a mortgage together and are jointly and individually responsible for making your monthly repayments.

Joint Mortgage

When you and another person buy a property together and are jointly and individually responsible for making your monthly mortgage repayments.

Key Facts Illustration

This shows you the details of a mortgage deal so that you can compare it against other deals.

Land Registry Fees

The money that you pay to the Land Registry when ownership of land is transferred.

Lease

A contract renting land for an agreed amount of time.

Leasehold

Means you have a right to occupy the property but rent the land it sits on from the person who owns the freehold.

Lender

The Bank, Building Society or financial services provider that agrees to lend you the money for a mortgage loan.

Loan-to-value

Commonly abbreviated to LTV, this stands for loan to value. LTV shows the ratio of the mortgage amount to the value of the property expressed as a percentage.

Mortgage

A mortgage is a loan to help you buy a property. You'll need to contribute towards the cost with a deposit and will be charged a rate of interest on what you owe. Your home will be at risk if you don't keep up repayments on your mortgage loan.

Mortgage Adviser

A mortgage adviser is someone who's qualified to offer you advice. They'll assess your needs and eligibility before recommending the most suitable product for you. Using a mortgage adviser offers the best protection for you as a customer.

Over Payments

You will be told by your lender the amount you must re-pay on your mortgage loan each month. If you want to pay over this amount or make a lump-sum payment this is known as an over-payment and, depending on your lender and mortgage agreement, you may be charged an early repayment charge for doing this.

Portable/porting

This is a feature of a mortgage deal that means if you move house before your current deal has expired, you can transfer your existing mortgage deal to your new property. Not all mortgages are portable and you should check the terms and conditions of your mortgage if you are interested in porting. Lending criteria applies.

Product Fee

Depending on your lender or deal you may be asked to pay a fee to secure your preferred mortgage product.

Prudential Regulation Authority

Commonly abbreviated to PRA, responsible for the prudential regulation and supervision of banks, building societies, credit unions, insurers and major investment firms.

Purchase Price

This is the amount you buy the property for and it may differ from the amount that the house was originally advertised at.

Repayment Mortgage

Your monthly payment covers the interest payment and an extra amount that goes towards paying off the amount you owe.

Remortgage

When you move your mortgage from one lender to another but you're not moving house.

Repossessed

If you don't keep up with your monthly repayments your lender has a legal right to take possession of your property and sell it to repay the mortgage debt.

Seller

The person selling the property.

Standard Variable Rate

Set by lenders this is a rate which you may move to at the end of a deal period. Not all lenders have an SVR.

Stamp Duty

This is a government tax you have to pay on the purchase of your property. The amount will vary depending on the value of your property and you should check before you buy how much, if any, stamp duty will cost you.

Subject to Contract

If you agree subject to contract you are agreeing that you are going to buy / sell a property but it has not yet become legally binding through the exchange of contracts.

Survey

This is an inspection into the condition of the property that is carried out by a qualified surveyor. There are a number of types of survey which vary in cost and how comprehensive the investigation is.

Title Deeds

These are held at the Land Registry to show that you legally own the property.

Term

The number of years over which you agree to pay back your mortgage.

Under Payment

When you pay less than the agreed minimum monthly repayment amount.

Valuation

An assessment to see how much a property is worth. This is normally used by a lender to check if a property is suitable for them to loan you the money to buy it.

Valuer

A person who conducts the inspection with a view to making a valuation.

Vendor

This is another way that people refer to the seller of a property.

Notes

Notes