



## 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)	