



Your repayment application checklist

When you apply to repay in part or in full, you'll need a conveyancer to help you with the legal undertaking.* You can find one on the [Law Society website](#) or the [Council of Licensed Conveyancers' website](#).

Before you apply to repay, you must tell us about anything that might affect the value of your home, such as external cladding, as you may need a [specialist valuation of your property](#).

To apply to repay (redeem), you'll need to send us your:

- 1 Application form** including conveyancer details, the percentage you'll repay and how you'll fund it. Download the form from www.gov.uk/manage-equity-loan
- 2 Market valuation** by a Royal Institution of Chartered Surveyors (RICS) certified valuer (valid for 3 months). [Find a RICS surveyor](#)
- 3 Administration fee.** Check how much you need to pay, and how to pay, on www.gov.uk/manage-equity-loan

You'll **also** need to send us proof of how you'll fund your repayment. This can be:

A recent bank statement - if you're repaying with savings

Or

A memorandum of sale - if you're selling your home

Or

A new mortgage offer - if you're remortgaging

When your application form is complete, send this and **all**  supporting documents by:

Email: customerservices@myhelptobuyloan.co.uk

Post: Help to Buy Customer Service team, PO Box 5262, Lancing, BN99 9HE

 **We can't progress your application without these**

Next steps:

When you've sent us everything, we'll review your application and contact you if we need more information. **Unless you're calling to pay your application fee, there's no need to contact us.**

Once we have all of the information we need, we'll aim to send your redemption letter to you and your conveyancer within 4 weeks. This letter confirms:

- that you can progress to the next stage of repaying
- the percentage of your home's purchase price you borrowed
- an estimate of how much you need to repay, including any interest, fees and arrears (missed payments).

Your conveyancer helps with the rest of your repayment:

- 1** Your conveyancer sends us a letter of undertaking, telling us your completion date, home's value and agreement to pay us the correct amount.
- 2** We'll send your conveyancer an Authority to Complete (ATC) confirming your payment date and amount.
- 3** Your conveyancer arranges the repayment and sends us a completion statement.
- 4** Your conveyancer sends us a DS1 form to send to HM Land Registry, to remove our charge on your home.

For full information on repaying your equity loan, read our [manage guides on www.gov.uk/manage-equity-loan](#).

*This is a legal agreement formalised in paperwork.