Mission Housing

Loan information

Find out how you can lend money to enable key Christian workers to live in the communities they are serving.

Mission Housing helps Key Christian Workers to rent or buy an affordable home in London.

The high property prices in London can prevent key Christian workers from living in the communities they are seeking to serve. We help overcome this hurdle by providing shared-ownerships and affordable tenancies to individuals, couples, families, churches and organisations. This is possible because of the generosity of individuals, churches, organisations and trusts who provide loans, enable us to rent their properties at below-market rates, and donate properties to us.

If you make a loan, you'll be joining a group of 250 lenders who are making it possible for 126 shared owners and tenants to live affordably in the communities they are seeking to serve.

This pack contains all the essential information you need to read before completing our loan pledge form. It also contains links where you'll be able to find more information. However, if you still have questions, please do get in touch.

Thank you for considering supporting mission in London in this way.

Phil Green
Chief Executive

phil@missionhousing.org.uk
020 318 4432

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"I share in God's mission by proxy... and I'm reaching places I never will!"

Elizabeth, a Mission Housing lender.

How a Mission Housing loan works

Loans are *typically* between £5,000 and £250,000 for a minimum of five years – with an option to renew or be repaid at the end of the loan term. There are two types of loans:

Equity Loan: Your capital is backed by equity in the property. At the end of the loan term, you have the prospect of a capital gain linked to the increase in the value of the property. However, if the value of the property falls, you could receive less back than you put in.

The minimum amount for an equity loan is £10,000. As the value of an equity loan is linked to the value of the property – which can rise and fall – taking a longer-term view is wise.

An example: Equity Loan

If you provided a £20,000 equity loan and the property purchase price was £400,000, your loan would represent a 5% share.

If in five years' time the house was valued at £450,000 and need needed your loan repaid, you would get £22,500 back.

Fixed Rate Loan: You can choose interest-free or with interest typically between 0.5% and 2% (depending on the loan amount and term). The interest is added to the rent payments of the shared owner or tenant. At the end of the loan term, you'll receive back your original capital investment.

With fixed rate loans we will consider applications for a minimum of £3,000. We will also consider loan terms shorter than five years. Please get in touch, as we will be happy to discuss the possibilities with you.

You can choose for your interest to be paid annually or rolled up (compound interest – paid at the end of the loan term). Interest will be paid net of tax and accounted for to HMRC. An annual tax deduction certificate will be issued.

An example: Fixed Rate Loan

If you provided a £20,000 fixed rate loan with a 1% interest rate for a term of five years.

After five years, regardless of the value of the property your loan is attached to, you would receive £20,000 back. Each year you would have also been receiving £160 net interest (£200 less 20% tax).

"Mission Housing is a real blessing and joy – helping us to put personal savings to better use than we could alone, housing gospel partners in London who wouldn't otherwise afford to live here."

Adam, a Mission Housing lender.

Here's how the process works:

Step 1: Thinking about it

As you think and pray about making a loan, we're always on hand to answer your questions. Make sure you get the financial, tax and/or legal advice that you need (we're not able to provide you with this advice).

Step 2: Pledging your support

If you would like to proceed, and you've read all the information in this pack, complete the loan pledge (application) form. You can either post your form to us, or scan and email it. We will confirm we've received your form – and if it's linked to a specific property purchase, we will let you know the estimated timescale.

Step 3: Checking your identity

Before Mission Housing can accept your loan, we need to carry out identity checks in line with our anti-money laundering policy. We can usually do this from the information you have provided on your pledge (application) form. However, occasionally we will need to contact you and ask for copies of one or two identity documents (e.g. driving license, passport and/or utility bill). We will then confirm, in writing, whether or not your loan has been accepted (if linked to a specific property purchase, this will be subject to exchange/completion).

Step 4: Transferring your loan

If your loan is linked to an existing Mission Housing property, or for us to assign, we will send you our bank details so you can transfer the funds (you can also do this by cheque). If your loan is linked to a new property purchase, we will continue to communicate with you, to ensure you're able to transfer the funds before we need to exchange contracts on the property.

Step 5: Signing the loan agreement

Once we have received your loan (and the purchase is completed – if your loan is linked to a specific property) we will send you the loan agreement for you to sign and return. Our preferred method is using our digital signing service – PandaDoc, but we can post you a paper loan agreement if you prefer.

Step 6: During the loan term

If your loan is an equity loan, we will provide you with a statement each year informing you of the value of your loan. You will receive this by the middle of March. If your loan is an interest-bearing fixed rate loan, we will pay your interest annualy (in the same month your loan started), unless you have chosen for the interest to be compounded. If your loan is linked to a specific property, and it is sold during your loan term, your loan will be repaid early – unless you choose to reassign the loan to another property.

Step 7: Renewing or returning the loan

We will contact you between six months and one year before your loan term is due to end to ask if you would like to renew the loan or would like the loan repaid. If you would like the loan repaid – and it's an equity loan – the value of the loan would be established by a RICS surveyor providing a valuation of the property.

Frequently Asked Questions

Here are some answers to the questions we're often asked. Remember, if your questions are not included below – please do get in touch.

These FAQs do not constitute legal, financial or tax advice. Appropriate legal, financial and tax advice should be sought.

1) What expertise does Mission Housing have in managing accommodation.
Mission Housing was formed in 2014 when two Christian housing organisations (Affordable Christian Housing Association Ltd and Victoria Park Homes 1965) merged – these organisations were founded in 1983 and 1965 respectively. Therefore, Mission Housing has more than 55 years of experience of purchasing, managing and selling properties. Judi Feasey, our Operations Manager, joined in 1999, and is an accredited landlord with the London Landlords Accreditation Scheme. Mission Housing is a member of the National Residential Landlords Association. Our Board contains the expertise and experience we need, including in housing, finance and law.

Mission Housing currently has 37 shared ownership properties, 16 properties we own to rent affordably, and we are the managing agent for an additional four properties[1].

2) What are the income tax liabilities of a Mission Housing loan?
The interest received from a fixed rate loan will be classed as income to you; therefore, you are liable to pay income tax at the prevailing rate. This is deducted by Mission Housing before forwarding the net interest to you. You should state receipt of such income on your self-assessed tax return for the financial year of receipt of the interest.

If you have made your loan interest-free to Mission Housing, or do not qualify to pay income tax (e.g., you are a charitable organisation) there should be no income tax liability. However, you should take tax advice as to whether income tax is payable or not. If you do not qualify to pay income tax, Mission Housing would require evidence of such.

3) What are the capital gains tax implications?
Any increase in the value of the property linked to the equity loan could be subject to capital gains tax on repayment of the loan. If there is a decrease in the value of the property and therefore, a loss is made on the original loan, it could be treated as a loss for capital gains purposes.

4) Who maintains and insures the property?
Mission Housing will arrange for building insurance on all freehold properties and Mission Housing will pay the service charge on all leasehold properties which includes the insurance premium of those properties. Mission Housing also has a full management and maintenance programme for rental properties. The maintenance of shared ownership properties is the responsibility of the shared owner and maintaining the property to a good standard is a requirement in the shared ownership lease agreement. It is recommended that insurance of the contents is arranged by those who occupy the property.

[1] As of 31st March 2021.

5) What happens if the property prices fall?
If the value of the property falls between the date of purchase and the date of sale (or the date the equity loan is repaid) the equity loan will be repaid in a reduced amount reflecting the percentage fall in the property value. The value of the house (if not at point of sale) will be determined by a RICS surveyor.

The repayment of a fixed rate loan is unaffected by the rise or fall in property values.

6) How does Mission Housing set interest rates to pay out for fixed rate loans?
With fixed rate loans, lenders are able to choose the interest rate they require, based on the limits we have established – which take into account loan amount and term. The lower the interest rates, the lower we can keep our rents.

Mission Housing has undertaken detailed financial modelling to calculate how Mission Housing can cover the costs of administering the loan, managing the property(ies) and various associated risks. Mission Housing offers modest interest rates as we are committed to ensuring the affordability of both our rental, and shared ownership, properties.

7) If the Bank of England base rate increases during the term of the loan, will the interest rate be adjusted?
Interest rates for fixed rate loans are fixed for the period of the loan and will not be adjusted. This does not apply to equity loans (which do not bear interest).

8) What happens if building work is undertaken?
If you have an equity loan in a property and building work is planned that will impact the value of the property, we will communicate the plans with you before work commences. You will *never* be required to increase the size of your loan to pay for work on the property. However, if Mission Housing or a shared owner is going to spend capital on improving the property, we will contact you and ask you if you are willing for your equity share to be adjusted accordingly (see example in box). This will always be confirmed, in writing, before the work is undertaken and if you do not agree you will have the option of your loan being repaid before the work commences.

The property was purchased for £500,000 and you provided a £50,000 equity loan – which represents a 10% share.

Before the building work commences, the property was valued at £550,000 – meaning the value of your equity loan was now £55,000.

The shared owner spent £40,000 on building works. Therefore, before work commences, we agreed that your share in the property would now be 9.32%. (£55,000 / (£550,000 + £40,000)) Your loan held its value of £55,000.

When the property is revalued after the building work is complete, the property is valued at £620,000. Therefore, the value of your loan would now be £57,797.

9) Can I cancel the loan?
Your right of cancellation begins on the date of notification by Mission Housing of acceptance of your application and ends 14 days from that date. If you give notice of the loan being cancelled within this 14-day period, you will receive your money back with no interest. You may not cancel your application at any time thereafter until the loan period has expired.

Under exceptional circumstances (for example, you are facing severe financial hardship), with 12 months written notice, the loan may be cancelled and repaid, without interest of capital gain. This will be solely at the discretion of Mission Housing.

10) How will the loans be repaid?
Between six months to one year before your loan term ends, we will ask you whether you would like to renew your loan or have the loan repaid. This gives us time to make plans accordingly.

If you would like your loan repaid, we would do this from new funds raised in advance. If many lenders wish for their loans to be repaid at the same time, and if it's not possible to find new lenders, Mission Housing would sell properties in order to pay back lenders.

12) What is the guarantee that I will get my money back?
Mission Housing expects to repay you the full amount of your loan value at the repayment date. However, with an unsecured loan we are unable to offer any guarantee regarding full repayment. We therefore encourage you to consider the loan carefully. We believe that this is relatively low-risk and that you can have confidence in the loans available. Mission Housing works hard to manage the various risks involved.

13) What happens in the event of my death?
The loan will be repaid to your executors within three months of receiving a copy of your death certificate unless you have made provisions in your will for it to be forgiven on your death. If the loan is forgiven it would become a gift to Mission Housing and may be exempt for inheritance tax purposes. Please make your own enquiries as to potential tax liabilities.

13) Can I gift my loan?
Yes, and we are delighted when people do this – as it enables us to retain, and purchase more, properties, so that we can support more key Christian workers in the future. If you are a taxpayer, Gift Aid can also be claimed on the donation – at the request of the donor.

Useful links

Annual report and accounts (missionhousing.org.uk/accounts)
Read our latest annual report and audited accounts, to find out more about the shared owners and tenants we're supporting, and get a better understanding of our financial position.

Current opportunities (missionhousing.org.uk/opportunities)
Read about the people we're currently looking to raise loans for so we can enable them to afford to live in the communities they are seeking to serve.

Board members (missionhousing.org.uk/board)
Find out who is on the Mission Housing Board and the experience and expertise they bring.

Terms and Conditions

These are the terms and conditions of a Mission Housing loan. Please read carefully, and contact us if you have any questions.

What these terms cover. These are the terms and conditions on which we provide a facility to you for the provision of loans to Mission Housing (**MH**).

Why you should read them. Please read these terms carefully before you submit your application to us. These terms tell you who we are, how we will provide services to you, how you and we may change or end the contract, what to do if there is a problem and other important information.

When we refer to 'you' in the loan documents, we refer to you as a lender to MH.

1. INFORMATION ABOUT US AND HOW TO CONTACT US

1.1 **Who we are.** We are Mission Housing Limited (17128R) Registered Society under the Co-operative and Community Benefit Societies Act 2014 with its registered office at 8 Belmont Hill, London, SE13 5BD.

1.2 **How to contact us.** You can contact us by telephoning us on 020 8318 4432 or by writing to us at info@missionhousing.org.uk or 8 Belmont Hill, London, SE13 5BD. If you have a complaint, write to or telephone us. Please note that MH will not tolerate verbal or physical abuse towards its staff.

1.3 **How we may contact you.** If we have to contact you we will do so by telephone or by writing to you at the email address or postal address you provided to us in your application.

1.4 **"Writing" includes emails.** When we use the words "writing" or "written" in these terms, this includes emails.

2 PURPOSE

2.1 To purchase affordable property on behalf of Christian workers and volunteers ("**Missional Workers**") to enable them to live where they work.

3 ELIGIBILITY

3.1 Applicants must be resident in the United Kingdom and be at least 16 years of age. In the case of joint applications, all must sign.

3.2 Applications to MH for the Fixed Rate Loan or Equity Loan (together the Fixed Rate Loan or Equity Loan will be referred to as the **MH Loans**) may be refused by the Board of MH without giving any reason. A contract will not exist between us until we have notified you that your application has been accepted in writing and cleared funds have been received by MH from you via a personal cheque or bank transfer.

4 REPAYMENT

4.1 The Fixed Rate Loan shall be repaid at the end of the term to the bank account details held on the pledge application form for either MH Loans. It is your responsibility to update those records during the loan period, if necessary.

4.2 Interest may be payable on a Fixed Rate Loan in accordance with the percentages and frequency you stipulated on the application form.

4.3 Interest is payable after deduction of tax at the prevailing basic rate and an R185 will be sent with the repayment. If you are exempt from tax please send the relevant documentation confirming exemption with your application form.

4.4 Shortly before the maturity date MH will send to you a notice inviting you to extend your MH Loan or request confirmation you wish the MH Loan to be repaid at the end of the term. Extended MH Loans can be reissued on different terms to the existing MH Loans at MH's discretion.

4.5 If the repayment is rejected by your bank then MH shall continue to earn interest until the amount is claimed and updated bank details are received. MH will write to you to request updated details. In respect of the principal which remains unclaimed for a period of 5 years from the date first rejected by your bank, it will be deemed a gift to MH and interest will no longer be paid.

4.6 In the event of your death the MH Loan will be repaid to your estate even if the term of the MH Loan has not expired within 3 months of receipt of your death certificate. Unless you have indicated that the MH Loan will be forgiven on death when it would become a gift to MH and may be exempt for inheritance tax purposes. Please note that you should make your own queries regarding any tax liability.

4.7 With regards to Equity Loans, this type of loan is linked to a property and the property may be sold before the end of the term of the loan. The Repayment Sum is calculated by multiplying the Sale Proceeds from the property by the Relevant Percentage, provided the sale is at arm's length and is for the full market value.

4.8 If your Equity Loan is linked to a shared ownership property and the shared owner wishes to staircase up under the shared ownership lease, the Repayment Sum will be calculated by multiplying the Market Value, by the Relevant Percentage. Please note that staircasing payments may not be the outstanding equity proportion in the Property and it may be that smaller proportions such as 5-10% of the equity will be sold at one time.

4.9 MH shall apply to an independent RICS valuation surveyor (the **Valuer**) to determine the Market Value of the Property within 10 business days of service of the shared owners notice. The Valuer's determination will be final and binding on all parties. You will receive your Relevant Percentage in relation to the Equity Loan based on the value determined by the Valuer within 20 business days of the completion of the property sale.

4.10 Definitions for this clause 4 include:

Market Value: means the market value with vacant possession of a property at the time the shared owners' notice has been received by MH, even if the shared owners intend to remain in residence.

Property: as defined in the equity loan agreement.

Relevant Percentage: as defined in the equity loan agreement.

Repayment Sum: is the amount to be paid to you in respect of the MH equity loan.

Sale Proceeds: means the gross sale price of the Property less the reasonable conveyancing costs and disbursements and VAT of the estate agents and solicitors acting in connection with the sale of the Property.

5 LOAN RANKING

5.1 MH Loans shall rank *pari passu* equally and rateably without discrimination or preference as an unsecured debt obligation of MH for the punctual payment of the principal and interest in respect of it and for the performance of all the obligations of MH with respect to the loan.

6 CANCELLATION

6.1 Your right of cancellation begins on the date of notification by MH of acceptance of your application and ends 14 days from that date. If you give notice of the MH Loan being cancelled within this 14 day period you will receive your money back with no interest. You may not cancel your application at any time thereafter until the MH Loan period has expired.

6.2 Under exceptional circumstances with 12 months written notice the loan may be cancelled and repaid, without interest or capital gain at the discretion of MH. Exceptional circumstances will be evidence of severe financial hardship of you.

7 ILLEGALITY

7.1 The MH may have to prepay the MH Loan, if:

7.1.1 any law or regulation is introduced or changed, or there is any change in the way any court or regulatory authority interprets or applies any law or regulation which:

7.1.1.1 complying with any direction, request or requirement (whether or not having the force of law) of any monetary agency, central bank, or governmental or regulatory authority; or

7.1.1.2 any judgment, order or direction of any court, tribunal or authority binding on MH,

makes it unlawful to allow any MH Loan to remain outstanding.

8 INFORMATION

8.1 You have the obligation to supply MH with up to date contact details.

9 NOTICE

9.1 Any notice required to be given to MH under these Terms and Conditions shall be in writing (which includes email) and may be given either personally, by email, or by sending it by post in a prepaid envelope addressed to MH at its registered office or to such other address as MH may from time to time notify to the loan holders for the purpose.

9.2 A notice given or sent by you to MH shall not be effective unless and until received by MH's Company Secretary. Any other notice given or document sent by post within the United Kingdom shall be deemed to be received at the expiry of 48 hours (if sent by first class mail) or 72 hours (if sent by second class) after the time it is posted and in proving receipt it shall be sufficient to prove that the envelope containing the notice or documents was properly addressed, stamped and posted. In the case of email the notice shall be deemed to be served on the day of transmission if sent before 4.00pm and if sent after 4.00pm shall be deemed to be served on the next following working day.

10 DATA PROTECTION

10.1 By completing the MH Loan application form you consent to MH holding personal data about you in accordance with the General Data Protection Regulation. MH does not sell or exchange mailing lists. In signing the application form you (each of you if more than one is applying) confirm you understand that the personal information that you have given on the application form and give during the term of your loan will be retained by MH on computer and other records. You also understand that your personal information and details may be:

10.1.1 used to process your application; provide the services you request; deal with enquiries you make or authorise to be made and contact you regarding your loan;

10.1.2 used for market research purposes; developing products and services; statistical business analysis; and creating and maintaining a customer profile;

10.1.3 disclosed to appropriate regulatory authorities (including regulators of voluntary codes of practice); auditors; any other body having legal right to the information or anyone you appoint to administer or operate your holding of the loan;

10.1.4 used to investigate complaints and disclosed for auditing purposes;

10.1.5 used to check your identity to ensure MH meets money laundering regulations;

10.1.6 used to identify and tell you (by telephone, post or other electronic media) about any products and services that might be beneficial to you.

10.2 MH will not share any information about you and your loan to any third party for marketing purposes. You have the right to receive a copy of the information we hold about you if you request such disclosure in writing.

11 MONEY LAUNDERING

11.1 MH complies with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2014, the Proceeds of Crime Act 2002 and other rules and regulations relating to money laundering. Accordingly MH is required to verify the identity of any applicant. You may be asked to provide further details about yourself. If satisfactory evidence of identity is not provided this may result in delays to processing your application and may even result in it being rejected. Any monies then returned to you will be without interest.

12 ASSIGNMENT

12.1 A MH Loan is not transferable in any circumstances.

13 GOVERNING LAW AND JURISDICTION

13.1 The laws of England & Wales apply to this contract. The courts of England and Wales have exclusive jurisdiction. English language is the definitive language.

YOU SHOULD KEEP A PAPER COPY OF YOUR APPLICATION FOR YOUR RECORDS.

Annex – EXTRACT OF THE RULES

BORROWING

7. The Society shall have the power to borrow money from its Members and others in order to further its Objects providing that the amount outstanding at any one time shall not exceed £100,000,000.

8. The Society shall have the power to mortgage or charge any of its property, including the assets and undertakings of the Society, present and future, and to issue loan stock, debentures and other securities for money borrowed or for the performance of any contracts of the Society or its customers or Persons having dealings with the Society.

9. The rate of interest on money borrowed, except on money borrowed by way of bank loan or overdraft or from a finance house or on mortgage from a building Society or local authority, shall not exceed 5% per annum or 2% above the Bank of England base rate at the commencement of the loan, whichever is the greater.

10. The Society may receive from any Person, donations or loans free of interest in order to further its Objects but shall not receive money on deposit.

Risk factors and important information

It is important that you are aware of all the risks associated with a Mission Housing loan.

Please note, this information does not constitute legal advice.

1) Governance
Mission Housing is a Registered Society, registration number 17128R, engaged in the business of housing key workers of London churches. Mission Housing is registered with the Financial Conduct Authority (FCA) who may be contacted at fca.org.uk. Please note that Mission Housing is not regulated by the FCA. The full rules of the Organisation are available from the registered office on request.

The information provided in your application requires your detailed attention. You should read the Terms and Conditions, FAQs document and details in this risk factors document before proceeding further. If you require advice you should consult a bank manager, solicitor, accountant, stockbroker or Independent Financial Adviser authorised under the Financial Services and Markets Act 2000 (FSMA 2000). This communication is not intended to be distributed or passed on directly or indirectly to any other person. It is supplied to you and for your information only. Mission Housing is not an authorised body under FSMA 2000. Any loan is not covered by the Financial Services Compensation Scheme. Mission Housing is not a member of an Investor Protection Scheme.

2) Data Protection
See the Privacy Information (page14) and point 10 of the Terms and Conditions (page 10).

3) The Property Market
Mission Housing's principal assets are in property ownership and management. A collapse in the property market could result in a significant write-down in the carrying values of the portfolio and may result in a breach of banking covenants. The Mission Housing bank loans are secured against some of the freehold property portfolio. The Mission Housing Board consider that the overall level of gearing is manageable and the risk of a breach of covenant highly unlikely.

4) Unsecured Debt
The loan will be an unsecured debt of Mission Housing. In the event of Mission Housing entering into a formal insolvency process, loan holders will rank equally with other unsecured creditors of Mission Housing and behind secured creditors and may not recover their full investment.

5) Interest Rates
An increase in bank interest rates could impact the surpluses generated by Mission Housing and its ability to service the debt or restrict its ability to raise bank debt in the future. It is possible bank debt will be used as a method to repay some of the loans in the future so this issue could be significant for future loans.

6) Redemption of Loans
The loan is contractually due for repayment at the end of the term stated in the application. Loan holders are advised that it is not possible to provide a formal guarantee, but the Mission Housing Board is confident that the repayment of loans will be financed either by the low-cost loans or

ultimately the sale of properties. The Mission Housing Board is confident of its ability to plan and manage the business and financial resources in order to repay the loans on their due date.

7) Voids
There is always a risk that properties purchased will have voids in the tenancies.

8) Taxation
Income tax is payable on interest paid on the loan and this will be deducted at source. The amount taken will be at the current HM Revenue and Customs rate. This is subject to change in accordance with any variation in tax law and practice, which may also affect any returns to loan holders.

9) Risk Warning
If you have any doubt about the action you should take or the suitability for you of applying to Mission Housing to provide a loan, you should contact your Independent Financial Adviser (authorised under FSMA 2000) or other appropriately qualified adviser. Your loan should be seen as a social investment. Applying for a Mission Housing loan is not suitable for anyone who needs income from investments or immediate access to their capital. There is always a risk that you could lose some, or all, of your money.

10) Staircasing
This is the processes of buying some or all of the remaining shares in a shared ownership property. In order to buy more shares, a valuation by an independent surveyor would need to be conducted to determine the current market value of the property. However, it is likely that the missional worker who has bought equity in the property would continue to staircase until all of the equity was owned by the missional worker, or the property is sold outright if the missional worker moves on.

Privacy information

Your privacy is important to us and we're committed to protecting it. This information is specific to lenders, to find out more about how we handle data, please read our privacy policy: missionhousing.org.uk/privacy-policy

Mission Housing is the 'controller' of the personal information which you provide in the application form which means that Mission Housing is responsible for it. The following are the details of Mission Housing:

Address: 8 Belmont Hill, London, SE13 5BD
Email: info@missionhousing.org.uk
Telephone: 020 8318 4432
Registration number: 17128R
ICO registration number: Z6792074

If you have any questions or concerns about the manner in which we handle your personal information, please contact our **Operations Manager on 020 8318 4432 or judi@missionhousing.org.uk.**

With the exception of the information which you provide about causes which you might be interested in helping in the future, Mission Housing collects and uses the information you provide in the application form for the purpose of entering into and performing the contract with you. This information is required, and you would not be able to enter into the contract you apply for if you do not provide it.

Your contact details and the information you might provide about causes you might be interested in helping may be used for sending you marketing information about subsequent loans and bond issues only if you consent to receive such information in the 'Communications' section of this form. You have no obligation to consent and refusal to do so will not have any adverse consequences. To the extent that Mission Housing relies on consent, you may withdraw consent at any time by contacting the operations manager. Please note that this would not affect the lawfulness of anything done by Mission Housing on the basis of your consent until the moment consent is withdrawn.

The information you provide in the application form will be accessible to staff and contractors of MH who might process the information on behalf of Mission Housing such as our IT contractors. There may be circumstances where the information may be shared with our lawyers and accountants and situations where we have a legal obligation to disclose the information or we are required or requested to do so by a competent authority or regulatory body such as the police, a court or the Financial Conduct Authority.

If you consent, Mission Housing will also share your contact information with the Mission Worker which your funding supports. This will not be outside the European Economic Area.

The information provided in the application form will be held by Mission Housing until the expiration of 12 months following the end of the project to which it relates unless Mission Housing is required by law to keep this information for a longer period or if a longer period applies under Mission Housing's Retention Schedule. Information about your preferences with regard to subsequent loans and bond issues, being information used solely for marketing purposes, will be deleted promptly if you request Mission Housing to do so by contacting the operations manager. Deletion and destruction of the information will be done in a secure manner.

As a 'data subject' you have a number of rights under data protection law, most notably the right to gain access to the information which Mission Housing holds about you. Other rights are the right to rectify personal information, the right of erasure, the right to restrict data processing, the right to object to processing and the right to data portability. If you have any questions about these rights or would like to exercise them please contact the operations manager.

Complaints about the way Mission Housing collects, handles and uses personal information can be made to the Information Commissioner's Office here: https://ico.org.uk/concerns/handling.

Loan pledge to Mission Housing

Mission Housing

If you have any questions – about completing this form, how our loans work, or about Mission Housing – please don't hesitate to get in touch with Crystal by phone (020 8318 4432) or email (crystal@missionhousing.org.uk).

This application is made by the undersigned on the terms below and subject to the rules of Mission Housing.

☐ **I/We* can confirm that I/We* have read and accept and understand the full Terms and Conditions for this loan.**

☐ **I/We* have read the Risk Factor Notice and am/are* aware of the risks involved in making a loan to Mission Housing.**

* Please delete as appropriate

Section 1a - To be completed if the application is being made by an INDIVIDUAL OR COUPLE.

Organisations please complete Section 1b

Full name of applicant 1 (Primary contact)

Email of applicant 1 (Primary contact)

Date of birth of applicant 1*

** To enable us to perform identity checks.*

Full name of applicant 2 (optional)

Email of applicant 2 (Need for digital signing of agreement)

Date of birth of applicant 2*

Postal address, including full postcode:

Telephone number (primary contact):

Please proceed to SECTION 2

Section 1b – To be completed if the application is being made by an ORGANISATION.

Name of organisation

Registered address, including full postcode:

Company No:

Charity No:

Primary Contact, Name:

Primary Contact, Position Held:

Primary Contact, Email:

Primary Contact, Telephone Number:

Secondary Contact, Name:

Secondary Contact, Position Held:

Secondary Contact, Email:

Secondary Contact, Telephone Number:

Section 2 – The loan you would like to make.

Is your loan for a specific key Christian worker / property?

(This is optional, if you have no preference please leave this box blank).

Please tick <u>one</u> of the following boxes:

☐ I/We* would like our name to be passed on to the above mentioned key Christian worker.

☐ I/We* would like to be anonymous to the key Christian worker. (If you choose this option, you'll still be able to receive news from the key Christian worker, but via Mission Housing.)

Loan amount being offered: £

What is the earliest the date the loan can be made available?

How much notice do you need to be able to access, and transfer, the money to Mission Housing?

What type of loan are you offering?
Please note, you can offer a combination of both. For example, 75% of your loan could be an equity loan, while 25% could be a fixed rate loan. See FAQs for explanation of types of loans.

☐ Equity Loan ☐ Fixed rate loan ☐ Combination of the two

Please complete the following section if your loan (all or part of it) is an EQUITY loan.

Amount: £ (Minimum of £10,000)

Annual interest is not available on equity loans.

Loan term:

☐ 15 years ☐ 10 years ☐ 5 years ☐ On sale of the property

Please complete the following section if your loan (all or part of it) is a FIXED RATE loan.

Amount: £ (Minimum of £3,000)

Loan term: (Minimum of three years)

Interest rate requested: % (Typically between 0% and 2% - depending on loan amount and term – and needs to be in accordance with Mission Housing's most recent 'interest rate table'. Interest is added to the monthly rent that the shared owner or tenant pays Mission Housing.)

How often would you like the interest paid to you?

☐ Annually ☐ Rolled up (compound interest – paid at the end of the loan term)

Interest will be paid net of tax and accounted for to HMRC. An annual tax deduction certificate will be issued.

Section 3 - Please read the following statements carefully. (* delete as necessary)

Please tick one of the following boxes:

☐ I/We* hereby make a pledge for the **fixed rate loan** to Mission Housing in the above sum and will send a cheque/make a BACS transfer* drawn on my/our* personal account in payment within 5 days of Mission Housing confirming the pledge has been accepted – but not before the date stated above in the box 'What is the earliest the date the loan can be made available?'

OR

☐ I/We* hereby make a pledge for the **equity loan** to Mission Housing in the above sum and will send a cheque/make a BACS transfer* drawn on my/our* personal account in payment within 5 days of Mission Housing confirming the property is to exchange or complete – but not before the date stated above in the box 'What is the earliest the date the loan can be made available?'

In order to lend money to Mission Housing you need to agree to the following:

☐ I/We* consent to you holding and processing personal data as outlined in the Terms and Conditions, Privacy Statement and Privacy Policy. (Please see below for more information on your communication preferences.)

☐ I/We* understand that checks will be made on my/our* identity in line with anti-money laundering regulations in the UK and will provide any additional identification documents as requested by Mission Housing.

ONLY APPLICATIONS BEING MADE BY AN INDIVIDUAL OR COUPLE NEED TO COMPLETE THIS SECTION.

If you wish to release (forgive) the loan in your Will(s) then you must ensure that your Will(s) contain(s) a legacy to this effect. (Please note, if this application is being made by a couple, on the death of the first lender, the loan will transfer solely into the name of the surviving lender.)

So that we have a record of your wishes please tick one of the following boxes:

☐ I/We wish that upon my/our* death(s) the benefit of this loan is released to Mission Housing to advance its charitable objectives and I/We* intend to put in place Will(s) to that effect. We can supply you with suggested wording.

☐ I/We* wish that upon my/our* deaths(s) the value of the loan to be gifted to the key Christian worker or organisation this loan was given to support. (See note below.)

☐ I/We* would like the loan repaid to the last surviving lender's estate.

Gifting the value of the loan to the key Christian worker or organisation.
If you do this, you will need to clearly state your intention in your Will(s) (your Will writer will be able to advise you) and we recommend you seek advice concerning how this arrangement will impact inheritance tax. Mission Housing will return the loan to the last surviving lender's estate – for the estate to then make the gift directly to the key Christian worker or organisation – unless we receive written instructions from the trustees of the estate to do otherwise.

Section 4 - Your communication preferences

Holding and processing your personal data in relation to your loan is outlined in our Terms and Conditions, Privacy Statement and Privacy Policy. You are not obliged to sign up to receive regular updates about the work of Mission Housing, however we would love it if you wanted to be involved in our work in this way.

☐ I would like to stay up to date – via email – with Mission Housing's news and how I can give, pray and other ways I can get involved.

Section 5 - Your bank account details

For payment of interest and final loan repayment*

Account Holders Name:	Sort Code:	Account Number:

* If you are due to receive annual loan interest, please inform us if you would like us to make the payment into a different account. For the final loan repayment, we will confirm your bank details with you at the time.

Section 7 – Your signatures

If an organisation, please ensure you sign in accordance with your organisation's signing authorities.

Signature one	Signature two (If required)
Date	Date

The receipt of your pledge form will be acknowledged within five working days. If your application is accepted please make your cheque payable to 'Mission Housing' and post to Operations Manager, Mission Housing, 8 Belmont Hill, London, SE13 5BD. For Online Bank Transfer details please contact the Crystal at the Mission Housing Office on crystal@missionhousing.org.uk or 020 8318 4432.