# Guidelines for making an application for the Authority’s consent to a Mortgage of Charity property

Brief particulars of the application should also be set out in the enclosed printed form entitled “Memo for the Authority”.

When returning the completed forms, I would be obliged for:-

1. A copy of the Deed vesting the property in the Charity applicants for the Authority’s consent.
2. A copy of the Deed or other Instrument setting out the charitable trusts affecting the property (**in the absence of a declared Charitable Trust please specify the charitable purposes for which the property is used on the form entitled “Memo for the Authority” at item 9**).
3. Copies of the last Audited Accounts- showing income and expenditure.
4. An independent Auctioneer’s Valuation certifying the full Open Market Value of the Property. N.B. The **valuation must be dated within six months of date of application.**
5. A map of the property in Mortgage together with details of the area.
6. The Registered Charity Number must be detailed on **both** the Memo for the Authority and the Authorisation of Mortgage Forms.

Photocopies of documents submitted with applications will not be returned when the application has been processed unless a specific request to return them is received.

It should be understood that the Authority will not deal with incomplete applications.

Applications for consent to Mortgage must be completed in duplicate and signed by not less than two-thirds of the trustees (see note on trustees).