# MONEY

# Buy to Let Change of Parties request form

In this form, references to 'we', 'us' and 'our' are references to Clydesdale Bank PLC (trading as Virgin Money) and includes our successors or assigns.

Please give the Mortgage account number to which this request relates (this can be found on your mortgage statement)


PSL16

VM13214V9

This form may be used in connection with Change of Parties to mortgages on Virgin Money mortgage products.



# Checklist

To help us process your request, please check the following, as an incomplete form will cause delays.

I have enclosed (please tick all that apply):

lf em	ployed:
	Last two monthly payslips or eight weekly payslips and last P60.
	If employed in current job for less than six months, please provide a copy of the employment contract confirming the permanent position, and also a copy of the latest payslip.
Ifsell	Femployed:
Sole	Trader
	Last two years HMRC SA302s accompanied by the corresponding Tax Year Overviews.
	Latest monthly bank statement.
	If profits have reduced, reason for the reduction and projection for the next financial year.
Limit	ed Firm
	Two years accounts (finalised not drafts).
	Latest monthly business bank statement.
	If profits have reduced, reason for the reduction and projection for the next financial year.
	Accountant's contact details to request accountant's certificate directly if we require them.
Retir	ement Income
	If currently retired, either two pension payslips, or one payslip and the latest P60.
Inter	est Only mortgages
	Documentary evidence of repayment vehicles if any part of your mortgage is on an interest only basis.
Your	BTL mortgage
	A copy of the current Tenancy Agreement (if this has expired and is on a rolling contract please also provide your most recent bank statement which shows rental income received).
lfyοι	are receiving any of the following we will need copies of documents from HMRC/DWP confirming your entitlement:
	Disability living allowance.
	Severe disability allowance.
	War disablement pension.
	Employment and Support Allowance.
Wha	t is the reason for this Change of Parties?

Please forward photocopies of any documents that are required. Original documents are not currently required, but we may ask for them at a later stage.

Please return this form and documents as soon as possible to: Change of parties Virgin Money Jubilee House Gosforth Newcastle upon Tyne NE3 4PL

 $Or alternatively email to IV \\ \textcircled{O} virginmoney.com, please place your mortgage account number in the subject field.$ 

# Can I get this in a different format?

Of course. If you need this in another format (e.g. braille, large print or audio) please just let us know:

- By email: disability.awareness@virginmoney.com
- By phone: 0191 279 5300\*

#### Finding things tough to get your head around?

Don't worry, we know it isn't easy. We're happy to take a bit more time to explain things if that would help. Just contact us on 0345 602 8301\* and chat to one of our team.

\*Calls may be monitored and recorded. Calls to 03 numbers cost the same as calls to 01 and 02 numbers and they are included in inclusive minutes and discount schemes in the same way.

# Personal details

	Personal decails			
		First borrower	Second borrow	ver
1	Title (Mr/Mrs/Miss or other) and surname			
2	Forenames			
3	Marital status			
4	Previous name(s), maiden name or any other name(s) by which you are known, or			
5	have been known, within the last six years Date of Birth in six digits e.g. 06/09/75		/	/
6	Nationality			
7	Country of residence			
8	Country of birth			
9	Dual nationality			
10	Citizenship			
11	Gender	Male Female	Male	Female
12	Relationship to other borrower			
13	Home name/no. and street name	 		
14	Postcode			
15	When did you move to your permanent address?		/	
	If less than 3 years ago, please tell us your previous address(es) over the last 3 years, how long you lived there and the nature of occupancy. Give your most recent address first – if you need space for more than one previous address, please use	Postcode	As First applicant	Postcode
	Part 7: Additional Information	From: / / To: / / Nature of occupancy	From: / Nature of occup	
16	Telephone number including STD codes and email address	Home	Home	
		Mobile	Mobile	
		Email	Email	
17	If removing a customer please provide current address and contact number for the customer wishing to be removed from the account along with confirmation of where they will reside following completion of the Change of Parties (if this differs)			Please note: We will contact any customer being removed from this account to make them aware of this request.
18	Please provide details of your correspondence address, to be used after your Change of Parties completes.			
	Since becoming the owner of the property have you lived there? Since becoming the owner of the property have any of your family members lived	Yes No Yes No		

there? 21 During the term of the mortgage do you intend to live or have a family member live in the property?

Yes

No

have any of your family members lived

22 Do you currently let out any other properties?

1

23 At your residential address are you: (if Other please specify)

First borrower	Second borrower
Yes No	
Home owner	
Tenant – Furnished	
Tenant – Unfurnished	
Living with Family/Friends	
Other	

# 2 Employment (if self employed see Section 3)

		First borrower		Second borrower	
1	Occupation				
2	Date started current employment	/ /		/ /	
3	Is employment permanent?	Yes No If No w	hen will your contract finish?	Yes No If No w	hen will your contract finish?
		Is it likely to be renewed?	Yes No	Is it likely to be renewed?	Yes No
4	Expected retirement age (if not provided may delay application)				
5	Employer's name and address				
6	Postcode				
7	Nature of employer's business				
8	National Insurance and payroll number		Payroll No.		Payroll No.
9	UK tax payer	Yes No		Yes No	
10	Other country of tax residence				
11	Tax identification (other country of tax residence)				
		Employed full-time	Employed part-time	Employed full-time	Employed part-time
	residence)	Employed full-time Self-employed	Employed part-time	Employed full-time Self-employed	Employed part-time Contract
	residence)				
	residence)	Self-employed	Contract	Self-employed	Contract
	residence)	Self-employed       Homemaker	Contract       Benefits	Self-employed       Homemaker	Contract Benefits
	residence)	Self-employed       Homemaker       Unemployed	Contract       Benefits	Self-employed       Homemaker       Unemployed	Contract Benefits
12	residence)	Self-employed       Homemaker       Unemployed       Retired	Contract       Benefits	Self-employed       Homemaker       Unemployed       Retired	Contract Benefits
12	residence) What is your employment status?	Self-employed       Homemaker       Unemployed       Retired       Other	Contract       Benefits       Student	Self-employed       Homemaker       Unemployed       Retired       Other	Contract Benefits Student
12	residence) What is your employment status?	Self-employed       Homemaker       Unemployed       Retired       Other       Salary	Contract       Benefits       Student	Self-employed       Homemaker       Unemployed       Retired       Other       Salary	Contract Benefits Student Pension
12	residence) What is your employment status?	Self-employed       Homemaker       Unemployed       Retired       Other       Salary       Investment income	Contract       Benefits       Student       Pension       Gambling/Lottery win	Self-employed       Homemaker       Unemployed       Retired       Other       Salary       Investment income	Contract Benefits Student Pension Gambling/Lottery win
12	residence) What is your employment status?	Self-employed       Homemaker       Unemployed       Retired       Other       Salary       Investment income       Benefits	Contract       Benefits       Student       Pension       Gambling/Lottery win	Self-employed       Homemaker       Unemployed       Retired       Other       Salary       Investment income       Benefits	Contract Benefits Student Pension Gambling/Lottery win
12 13 14	residence) What is your employment status? Main source of income	Self-employed       Homemaker       Unemployed       Retired       Other       Salary       Investment income       Benefits       Other	Contract       Benefits       Student       Pension       Gambling/Lottery win	Self-employed       Homemaker       Unemployed       Retired       Other       Salary       Investment income       Benefits       Other	Contract Benefits Student Pension Gambling/Lottery win

# Employment (if self employed see Section 3) (continued)

- 17 Additional income (please specify and provide details of this source of income in Section 7)
- 18 Monthly net income

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- 19 Nature of previous employer's business
- 20 Are you aware of any future changes to your income which may impact on your ability to repay the mortgage? If Yes: please give details

First borrower E	Second borrower £
£	£
Yes No	]

# Self Employment (Details of self employment if you have at least 20% shareholding in company)

		First borrower			Second borrower			
1	Nature of business							
2	Date business originally established	/	/		 / /	/		
3	Expected Retirement Age							
4	Company name							
5	Company address							
6	Postcode							
7	Company registration number (if applicable)							
8	On what basis do you trade?	Sub-contractor	S	ole trading	Sub-contractor		Sole trading	
		Limited company	Р	artnership	Limited company		Partnership	
9	Percentage shareholding							
10	Please state last two years' share of net profit after tax and year ended	£	Ye	ear	£	Y	ear	
		£	Ye	ear	£	Y	ear	
11	If you also receive a salary in addition to the above net profit, please indicate here	£	P	Per	£	ן נ	Per	
12	Position in company							
13	Name and address of accountant							
14	Accountant's postcode							
15	Professional qualifications of accountant							
16	Accountant's email address							
17	Are you aware of any future changes to your income which may impact on your ability to repay the mortgage?	Yes No						
	IfYes: please give details							

# Outgoings

### Loans

Please give details of all mortgages, bank loans, current credit card or credit/hire agreements, involving regular payments. If you have more than five loans, please provide the same details as requested above for each loan in Section 7.

		Commitment 1		Commitment 2		ommitment 3		ommitment 4		Commitment 5	
1	Lender's name										
2	Type of loan	Credit card		Credit card	] [c	redit card	С	redit card	][	Credit card	
		Unsecured		Unsecured	][	Insecured	][	nsecured	][	Jnsecured	
		Mortgage		Mortgage		lortgage	M	lortgage	][	Mortgage	
	Please tick if this is a Buy to Let						Γ		Γ		
	Please tick if this is a self-supporting Buy to Let Mortgage Is the BTL mortgage Interest Only or Repayment										
3	Is the loan secured against this property?	Yes No		Yes No	Υe	es No	Ye	es No	Y	es No	
4	Borrower(s)	First borrower		First borrower	Fi	irst borrower	Fi	rst borrower	][	irst borrower	
		Second borrower		Second borrower	S	econd borrower	s	econd borrower	][	Second borrower	
		Other		Other	0	Ither	0	ther	][	Dther	
5	Reference/account number				Γ				7		
6	Outstanding balance on each loan	£		£	Ē		Ē		] €		
7	Annual ground rent costs (if applicable)	£		£	£		£		Ē		
8	Annual service charge costs (if applicable)	£		£	£		£		Ē		
9	Gross monthly rental income	£	pm	£ pm	£	pm	£	pm	۱Ē	t F	pm
10	Regular monthly loan payments	£	pm	£ pm	£	pm	£	pr	ן ו	l l	pm
11	Repayment type	Interest Only		Interest Only	] [n	nterest Only	-   [In	iterest Only	][	nterest Only	
		Capital Repayment & Interest Only		Capital Repayment & Interest Only	C &	apital Repayment Interest Only	C &	apital Repayment Interest Only		Capital Repayment & Interest Only	
12	Date balance(s) due to be repaid	/ /				/ /		/ /	][	/ /	
13	Assuming that this mortgage is approved, will this loan/credit card be repaid prior to completion of your Change of Parties?	Yes No		Yes No	Ye	es No	Ye	es No	Y	es No	]

14 What are the TOTAL regular monthly loan/credit payments that you will still be liable to pay each month in addition to your Virgin Money mortgage? This is the total of the figures given in question 6 (above) plus any further loans that you will have detailed in the Additional Information Section. Please don't include payments of any loan/credit that will be repaid by that time, or that will be repaid by this mortgage.

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15 Have you made an application for any credit commitments other than those that have been declared, where you are still waiting for a response?

If Yes: please give details

- 16 CMS Child maintenance Service payments
- 17 How will the mortgage payments be funded?

Yes No							
	I						
£							
Salary/Pension	Transfers from other accounts in your name	Family/Gift	Inheritance				
Current savings	Sale of property	Investment income	Gambling/Lottery win				
Benefits	Student Loan/Grant	Rental income					
Other							

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# Outgoings (continued)

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-	ourgoings (continued)	
Cre	dit history	
1	Have you ever had a County Court Judgmer	it or any other Court Order for non payment of a debt made against you?
	First borrower Yes No Sec	ond borrower Yes No If Yes, please give details in Section 7.
2		e, rent or loan (including Credit Card) arrears, been refused a mortgage or credit, been declared bankrupt, entered into arty to a mortgage where the property has been taken into possession on either a voluntary or enforced basis?
	First borrower Yes No Sec	ond borrower Yes No If Yes, please give details in Section 7.
-	The loan	
5	The loan	
	nis is an interest only mortgage it is your re lect that the property will be sold to redee	esponsibility to repay the loan at the end of the term. If you don't have any other means to repay the loan we will m it.
1	Do you require additional borrowing? If you answer 'Yes' a customer service representative will telephone you to	Yes No Additional borrowing amount required £
	discuss further.	Reason for additional borrowing
		*If we are able to consider this we will need to arrange a telephone appointment with a mortgage advisor. We will contact you to arrange this appointment. Please note additional fees will apply if this is agreed.
2	What is the tenure of the property?	Leasehold Freehold/Heritable (Scotland)
	If leasehold: please give details Service Charge	£ Per month
	Ground Rent	E   Per month
3	Please confirm the amount of rent you receive for the property per month	£

# 6 Law firm/licensed conveyancer details

 1
 Name and address of the law firm/

 licensed conveyancer who will be acting

 for you in the transfer of ownership of

 the property

 2
 Postcode

 3
 Name of legal representative

Please note your law firm will also need to represent Virgin Money in respect of this transaction and will need to be active on Virgin Money's panel. Please call us if you require more information.

Please also state the section(s) for which you are providing additional information

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### Declarations - You agree and declare that:

- You understand that we may transfer or otherwise dispose of the benefit of the proposed loan, mortgage and other security for the loan to any person without further reference to you. By signing this request form you will be giving your general consent to us to transfer or otherwise dispose of the proposed loan, mortgage and any other security for the loan should we so wish.
- You understand that we may disclose information and documents relating to you, the property, the mortgage and the conduct of the mortgage account to any transferee or any potential transferee.
- You agree to pay the administration fee and all legal costs incurred in connection with this request whether or not the transaction completes.
- You authorise Clydesdale Bank PLC (trading as Virgin Money) or any solicitor/licensed conveyancer appointed by us to obtain account information (including repayment figures) from your lender.
- 5. You declare that the statements and particulars given in this request are, to the best of your knowledge and belief, true and correct.

#### How we use your personal information

Here's a summary of how your information may be used and shared by Clydesdale Bank PLC (trading as Virgin Money).

For further details, including how your information may also be used by fraud prevention agencies and credit reference agencies together with your data protection rights, please see our website at **virginmoney.com/privacy** 

#### Using your information

The personal information you give us, or that we collect or create, will be used in a number of ways throughout the time you're a Virgin Money customer. We'll use it to:

- Check your identity and eligibility for this account.
- Manage your account and your relationship with us.
- Prevent financial crime and the funding of terrorism.
- Assess risk and carry out credit scoring.
- · Help recover any money that might be owed to us.
- Improve our services and computer systems.
- Identify other products and services that you may find useful. (But we'll only contact you if you're happy to hear from us.)
- Manage and organise our business.
- The information we ask for when you apply for this account is used to:
- Check your identity and eligibility for this account.
- Manage your account and relationship with us.
- Prevent financial crime and the funding of terrorism.
- Assess risk and carry out credit scoring.

You don't have to give us any of this information but if you don't provide all of it, we won't be able to deal with your application.

#### Sharing your information

We'll regularly share your information with credit reference agencies. We do this to check your identity, creditworthiness and eligibility for this account.

We'll also share your information with fraud prevention agencies who will use it to prevent and detect fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. We and fraud prevention agencies may also allow law enforcement agencies to access and use your information to detect, investigate and prevent crime.

Both credit reference and fraud prevention agencies may link your information to the information of a joint applicant, spouse or other financial associates.

Where we need to, we'll share information with UK or overseas tax authorities. We may also share information within our group of companies or with our commercial partners. Some

- You certify that where the loan is paid by one borrower then that payment should be treated as made for and on behalf of all borrowers.
- Contacting you during unsocial hours
   Normally we would only wish to contact you between 9.00am-9.00pm, Monday to
   Saturday. Occasionally, we may want to contact you outside of these times.
  - Please tick this box if you do not want us to contact you outside of the times stated.

#### Before you sign

Please check your answers in each section to ensure you have provided all the information we need.

If there are any other material facts that could reasonably be construed as likely to influence our decision about this loan request, but which have not been revealed as a result of answering specific questions within this request form, you must tick this box and provide details in Section 10.

information will be held and used outside the European Economic Area (EEA). For details of the credit reference and fraud prevention agencies we use and the companies within our group, please see our website at **virginmoney.com/privacy** 

#### Holding your information and your rights

We'll hold your information for as long as necessary to manage your relationship with us and to meet our legal and regulatory obligations.

You can always ask for a copy of any information we hold about you. And if you spot any errors, we'll correct them. You may also be able to ask us for some or all of your information to be deleted, or to limit the way we use it. Full details of all of your rights can be found on our website at **virginmoney.com/privacy** 

If you're unhappy with the way we're using your information, please talk to us so we can try to sort it out. If this doesn't fix it, you can write to our Data Protection Officer at Virgin Money, Jubilee House, Gosforth, Newcastle upon Tyne, NE3 4PL or contact the Information Commissioners Office (ICO). The ICO is the UK's independent body set up to make sure organisations handle your information correctly. You'll find further details, including how to contact the ICO at **icc.org.uk** 

#### Keeping you up-to-date

We'll keep in touch regularly, sending you communications on our products and services (including our Lounges), tips on managing your money, and exciting offers, competitions and prize draws. We'll do that by email, text (SMS), telephone and post, as well as through targeted online advertising.

To help tailor our communications to the things you'll be most interested in, we'll use the details you give us as well as information from third parties. We will always treat your data with respect.

I don't want to receive these communications.

# Remember, you can stop receiving communications at any time. Find out more at virginmoney.com/privacy

You declare that you are entitled to disclose information about all borrowers and/or anyone else referred to by you and authorise us to search, link and/or record information at credit reference agencies about you and anyone else referred to by you.

If false or inaccurate information is provided and fraud is identified, details will be shared with fraud prevention agencies and this information may be accessed and used by law enforcement to prevent fraud and money laundering.

By signing this request form you will be agreeing that any person interested now or in the future in the loan, the mortgage and other security may rely upon the truth and accuracy of the information contained in this request and any supporting documentation, information or security.

You declare that the statements and particulars given in this request are, to the best of your knowledge and belief, true and complete.

It is an offence to knowingly make a false, inaccurate or misleading declaration when applying for a mortgage. If you make such a declaration you may face criminal prosecution and/or civil action for recovery of any losses incurred by Clydesdale Bank PLC (trading as Virgin Money).

Please read the declarations before signing.

Borrower 1	Borrower 2
Date	Date

## Please refer to the checklist on page 2 to ensure you supply any relevant information needed to support this application.

Clydesdale Bank PLC (trading as Virgin Money) is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Financial Services Register No. 121873. Credit facilities other than regulated mortgages and regulated credit agreements are not regulated by the Financial Conduct Authority. Clydesdale Bank PLC is registered in Scotland (No. SC001111). Registered Office: 177 Bothwell Street, Glasgow G2 7ER.