

# 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)

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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):

If employed:

- 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.

If self employed:

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.

Limited 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.

Retirement Income

- If currently retired, either two pension payslips, or one payslip and the latest P60.

Interest 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).

If you 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.

What 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@virginmoney.com](mailto:IV@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](mailto: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.

# 1 Personal details

	First borrower	Second borrower
1 Title (Mr/Mrs/Miss or other) and surname	<input type="text"/>	<input type="text"/>
2 Forenames	<input type="text"/>	<input type="text"/>
3 Marital status	<input type="text"/>	<input type="text"/>
4 Previous name(s), maiden name or any other name(s) by which you are known, or have been known, within the last six years	<input type="text"/>	<input type="text"/>
5 Date of Birth in six digits e.g. 06/09/75	<input type="text"/>	<input type="text"/>
6 Nationality	<input type="text"/>	<input type="text"/>
7 Country of residence	<input type="text"/>	<input type="text"/>
8 Country of birth	<input type="text"/>	<input type="text"/>
9 Dual nationality	<input type="text"/>	<input type="text"/>
10 Citizenship	<input type="text"/>	<input type="text"/>
11 Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
12 Relationship to other borrower	<input type="text"/>	<input type="text"/>
13 Home name/no. and street name	<input type="text"/>	<input type="text"/>
14 Postcode	<input type="text"/>	<input type="text"/>
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 Part 7: Additional Information	<input type="text"/>	<input type="text"/>
16 Telephone number including STD codes and email address	Home <input type="text"/> Mobile <input type="text"/> Email <input type="text"/>	Home <input type="text"/> Mobile <input type="text"/> Email <input type="text"/>
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)	<input type="text"/>	<b>Please note:</b> 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.	<input type="text"/>	<input type="text"/>
19 Since becoming the owner of the property have you lived there?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
20 Since becoming the owner of the property have any of your family members lived there?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
21 During the term of the mortgage do you intend to live or have a family member live in the property?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

**1 Personal details (continued)**

- 22 Do you currently let out any other properties?
- 23 At your residential address are you:  
(if Other please specify)

First borrower	Second borrower
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Home owner <input type="checkbox"/>	
Tenant – Furnished <input type="checkbox"/>	
Tenant – Unfurnished <input type="checkbox"/>	
Living with Family/Friends <input type="checkbox"/>	
Other <input type="checkbox"/>	

**2 Employment (if self employed see Section 3)**

- 1 Occupation
- 2 Date started current employment
- 3 Is employment permanent?  
If No when will your contract finish?
- 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
- 9 UK tax payer
- 10 Other country of tax residence
- 11 Tax identification (other country of tax residence)
- 12 What is your employment status?
- 13 Main source of income
- 14 Basic annual gross earnings
- 15 Annual overtime
- 16 Guaranteed annual bonus/commission

First borrower	Second borrower																																																
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## 2 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
- 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	Second borrower
€ <input type="text"/>	€ <input type="text"/>
€ <input type="text"/>	€ <input type="text"/>
<input type="text"/>	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="text"/>	

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

- 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?
- 9 Percentage shareholding
- 10 Please state last two years' share of net profit after tax and year ended
- 11 If you also receive a salary in addition to the above net profit, please indicate here
- 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?  
If Yes: please give details

First borrower	Second borrower
<input type="text"/>	<input type="text"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Sub-contractor <input type="checkbox"/> Sole trading <input type="checkbox"/>	Sub-contractor <input type="checkbox"/> Sole trading <input type="checkbox"/>
Limited company <input type="checkbox"/> Partnership <input type="checkbox"/>	Limited company <input type="checkbox"/> Partnership <input type="checkbox"/>
<input type="text"/>	<input type="text"/>
€ <input type="text"/> Year <input type="text"/>	€ <input type="text"/> Year <input type="text"/>
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<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="text"/>	

## 4 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.

	Financial Commitment 1	Financial Commitment 2	Financial Commitment 3	Financial Commitment 4	Financial Commitment 5
1 Lender's name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 Type of loan	Credit card <input type="checkbox"/>	Credit card <input type="checkbox"/>	Credit card <input type="checkbox"/>	Credit card <input type="checkbox"/>	Credit card <input type="checkbox"/>
	Unsecured <input type="checkbox"/>	Unsecured <input type="checkbox"/>	Unsecured <input type="checkbox"/>	Unsecured <input type="checkbox"/>	Unsecured <input type="checkbox"/>
	Mortgage <input type="checkbox"/>	Mortgage <input type="checkbox"/>	Mortgage <input type="checkbox"/>	Mortgage <input type="checkbox"/>	Mortgage <input type="checkbox"/>
Please tick if this is a Buy to Let	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please tick if this is a self-supporting Buy to Let Mortgage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the BTL mortgage Interest Only or Repayment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Is the loan secured against this property?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4 Borrower(s)	First borrower <input type="checkbox"/>	First borrower <input type="checkbox"/>	First borrower <input type="checkbox"/>	First borrower <input type="checkbox"/>	First borrower <input type="checkbox"/>
	Second borrower <input type="checkbox"/>	Second borrower <input type="checkbox"/>	Second borrower <input type="checkbox"/>	Second borrower <input type="checkbox"/>	Second borrower <input type="checkbox"/>
	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>
5 Reference/account number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6 Outstanding balance on each loan	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
7 Annual ground rent costs (if applicable)	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
8 Annual service charge costs (if applicable)	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
9 Gross monthly rental income	£ <input type="text"/> pm	£ <input type="text"/> pm	£ <input type="text"/> pm	£ <input type="text"/> pm	£ <input type="text"/> pm
10 Regular monthly loan payments	£ <input type="text"/> pm	£ <input type="text"/> pm	£ <input type="text"/> pm	£ <input type="text"/> pm	£ <input type="text"/> pm
11 Repayment type	Interest Only <input type="checkbox"/>	Interest Only <input type="checkbox"/>	Interest Only <input type="checkbox"/>	Interest Only <input type="checkbox"/>	Interest Only <input type="checkbox"/>
	Capital Repayment & Interest Only <input type="checkbox"/>	Capital Repayment & Interest Only <input type="checkbox"/>	Capital Repayment & Interest Only <input type="checkbox"/>	Capital Repayment & Interest Only <input type="checkbox"/>	Capital Repayment & Interest Only <input type="checkbox"/>
12 Date balance(s) due to be repaid	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
13 Assuming that this mortgage is approved, will this loan/credit card be repaid prior to completion of your Change of Parties?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

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. £  pm

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

Yes  No

16 CMS Child maintenance Service payments  
£

17 How will the mortgage payments be funded?

Salary/Pension <input type="checkbox"/>	Transfers from other accounts in your name <input type="checkbox"/>	Family/Gift <input type="checkbox"/>	Inheritance <input type="checkbox"/>
Current savings <input type="checkbox"/>	Sale of property <input type="checkbox"/>	Investment income <input type="checkbox"/>	Gambling/Lottery win <input type="checkbox"/>
Benefits <input type="checkbox"/>	Student Loan/Grant <input type="checkbox"/>	Rental income <input type="checkbox"/>	
Other <input type="text"/>			

## 4 Outgoings (continued)

### Credit history

- 1 Have you ever had a County Court Judgment or any other Court Order for non payment of a debt made against you?  
First borrower Yes  No  Second borrower Yes  No  If Yes, please give details in Section 7.
- 2 Have any borrowers ever incurred mortgage, rent or loan (including Credit Card) arrears, been refused a mortgage or credit, been declared bankrupt, entered into any arrangements with creditors or been party to a mortgage where the property has been taken into possession on either a voluntary or enforced basis?  
First borrower Yes  No  Second borrower Yes  No  If Yes, please give details in Section 7.

## 5 The loan

If this is an interest only mortgage it is your responsibility to repay the loan at the end of the term. If you don't have any other means to repay the loan we will expect that the property will be sold to redeem it.

- 1 Do you require additional borrowing?  
If you answer 'Yes' a customer service representative will telephone you to discuss further.

Yes \* No

Additional borrowing amount required £

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

£  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



