Virgin Money



Change in correspondence address

Please return the completed form to: Customer Ownership, Virgin Money, Jubilee House, Gosforth, Newcastle upon Tyne NE3 4PL

Mortgage account number				
Property address		Correspondence address		
Telephone number		Telephone number		
First customer's name		Second customer's name		
First customer's signature		Second customer's signature		
Date		Date		
Please note that all parties to the mortgage must sign this form as confirmation that the correspondence address should				

Please note that all parties to the mortgage must sign this form as confirmation that the correspondence address should be amended.

1	I/We are applying to Virgin Money to change the address for our correspondence			
	The reason why I/we wish to do this is:			
	Selling property	Property currently being let		
	□ Working away from home	Planning to let the property		
	Address held by Virgin Money was the initial correspondence address used when I/we applied for the mortgage			
	Other – please specify:			
2.	2. I/We confirm:			
	 The property will be occupied by a tenant The property will be by a family member 			
	If the property is/will be unoccupied, please indicate below	If the property is/will be unoccupied, please indicate below how long it will be unoccupied for:		
	The property will be unoccupied for less than 60 consecutive days	The property will be unoccupied for more than 60 consecutive days		
3.	3. I/We confirm that I/we have notified my/our insurance com	pany		
	If no, please state reason(s)			

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