

Mortgage variation request

Please use this form if you are requesting a change to your mortgage without any additional borrowing.



Account number _____

**Please enclose the documents below to help us deal with your application quickly and efficiently.
PLEASE USE BLACK INK AND CAPITAL LETTERS.**

- 1. Latest P60 and last 3 months' payslips (employed applicants) or proof of pension (retired applicants).
- 2. Banking information. Please refer to page 9 of this application form
- 3. For self-employed applicants:
Enclose last 3 years' accounts. Please also provide: last 3 years' tax returns, 6 months' business bank statements and proof of tax paid for the last 3 years', tax calculations (SA302) and tax year overviews.

Applicant 1	Applicant 2
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

ONLY TO BE COMPLETED IF AN INTERMEDIARY IS ACTING - *Intermediary to complete*
Details of the Mortgage Intermediary giving advice to this customer on this mortgage application:

Level of service given Advised ☐ Non-advised ☐

Name of adviser _____ Email _____

Telephone _____ Mobile _____

Declaration

I confirm that I have satisfied the verification requirements under the current Money Laundering Regulations and the Financial Services and Markets Act 2000. I have advised the customer on the types of valuations and surveys available and the other costs applicable to the mortgage. I confirm the registration number for the Financial Services Register completed below is correct and that I have complied with the FCA's MCOB rules, including the requirements of the European Mortgage Credit Directive, the General Data Protection Regulation (GDPR) and any other applicable Data Protection legislation.

Newbury Building Society operates a zero tolerance policy in relation to acts of fraud, bribery or corruption. The Society expects the intermediaries from whom it accepts business to conduct their business in a transparent and professional manner and to adopt an approach which complies with the Bribery Act 2010 and the economic crime elements of the Economic Crime and Corporate Transparency Act 2023. A copy of our Fraud, Bribery and Corruption Prevention Statement is available on request. In obtaining business, you undertake not to commit any act of fraud, bribery or corruption and that your activities shall not contravene the Bribery Act 2010, the Economic Crime elements of the Economic Crime and Corporate Transparency Act 2023 or any other applicable law or regulation.

The Society reserves the right to terminate its business relationship with you, and to refer you to appropriate criminal and regulatory bodies in the event that it has evidence of your involvement in prohibited activities, including acts involving fraud, bribery or corruption. The Society reserves the right not to provide an explanation where it takes a decision to terminate a business relationship.

Signature of adviser _____ Date _____

Company name and address _____

Email _____ Telephone _____

I am: ☐ Directly Authorised Financial Services Register number _____

☐ Appointed Representative Principal Firm name and address _____

Financial Services Register number _____

If you use a 'trading as' name please give details: _____

Is there a fee payable by the customer to you? Yes ☐ No ☐

If YES, please give amount £ _____ When is the fee payable? _____

Is any of the fee refundable? Yes ☐ No ☐ If YES, how much? £ _____

Variation request

Please tick the changes you are requesting:

☐ **Request to Let the property**
(If ticked, please also complete questions on page 6/7)

☐ **Request to move into let property**

☐ **Change of term**

New term _____ years _____ months

Does this apply to your whole mortgage? ☐ Yes ☐ No

If NO, please provide details

☐ **Change of repayment method**

New repayment method

Does this apply to your whole mortgage? ☐ Yes ☐ No

If NO, please provide details

If Interest Only, please detail your repayment strategy for repaying the mortgage at the end of the term.

☐ **Removing a joint borrower who is not named on the mortgage deed**

Personal details

Applicant 1

Applicant 2

Title

Forename(s)

Surname

Date of birth

Country of birth

What is your nationality?

Do you have any financial connections to any country outside the UK? For example, employment, property, bank accounts or other assets. If yes please provide full details in the 'Extra Space' provided on pages 7/8

Yes ☐

No ☐

Yes ☐

No ☐

Current home address

Postcode

Postcode

Home tel

Mobile tel

Work tel

Email

Dependants

Please give the full name and date of birth of anyone who is financially dependent on you (e.g. children or elderly relative). Use the 'Extra Space' on page 7/8 if necessary

Name	Name
Date of birth	Date of birth
Name	Name
Date of birth	Date of birth

Employed applicants only

Employment status (e.g. permanent employee, fixed term contract, temporary contract, director):

If you are on a fixed term contract, please state the end date

Job title

Employee number

Employer's name

Employer's address

Postcode

Postcode

Telephone

What is your employer's trade/profession?

What date did you start with your current employer?

If you are a company director, what is your % shareholding?

If your shareholding is 25% or more, please confirm the name and address of the company's accountants.

If you have been with your current employer less than 3 years, please tell us:

Previous employer

Job title

Employed from date

Gross income

Basic annual salary

Average annual overtime

Annual bonus

Annual commission

Annual car allowance

Annual mortgage subsidy

Annual large town allowance

Annual housing allowance

Annual shift allowance

Net monthly income

Retired applicants only

Applicant 1

Applicant 2

Pension provider

Total annual gross pension income

£

£

Net monthly pension income

£

£

On what date did you retire?

If you receive income from more than one pension, please use the 'Extra Space' provided on pages 7/8 of this form

Self employed applicants only

Applicant 1

Applicant 2

What is the nature of your business?

In what capacity do you carry on your business?
(e.g. partnership, sole trader)

What is the name and address of your business?

Postcode

Postcode

How long have you been associated with the business?

ys

mths

ys

mths

Your last 3 years' net profit was:

Year ended (yyyy)

£

£

Year ended (yyyy)

£

£

Year ended (yyyy)

£

£

Your last 3 years' dividends were:

Year ended (yyyy)

£

£

Year ended (yyyy)

£

£

Year ended (yyyy)

£

£

Total net monthly income

£

£

Please enclose your last 3 years' accounts. Please also provide: 6 months' business bank statements, proof of tax paid for the last 3 years', tax calculations (SA302) and tax years overviews.

Other income

Applicant 1

Applicant 2

Please give details of any other income you may have (e.g. pay you get from a second job, share dividends, maintenance payments received under a court order, rental from investment properties).

Annual gross amount

£

£

Source

Rental

Rental

Other income

	Applicant 1	Applicant 2
Annual gross amount	£	£
Source	Investment	Investment
Annual gross amount	£	£
Source	Other	Other
Please give details of any income listed in this section.		

Committed expenditure

Please provide details of all monthly commitments. This should include loans, credit cards, maintenance, childcare etc. Please give details, including the monthly repayments and dates when the debts are due to be fully repaid.

Note: the debt should be the approximate balance **still outstanding**, not the original loan amount.

Applicant 1

Applicant	Name of lender	Debt outstanding	Monthly repayments	Type of commitment (eg loan, credit card etc)	Loan purpose	Start date (mm/yy)	Final payment due (mm/yy)	Repay prior to completion or consolidate in mortgage?
		£	£					Yes/No
		£	£					Yes/No
		£	£					Yes/No
		£	£					Yes/No

Applicant 2

Applicant	Name of lender	Debt outstanding	Monthly repayments	Type of commitment (eg loan, credit card etc)	Loan purpose	Start date (mm/yy)	Final payment due (mm/yy)	Repay prior to completion or consolidate in mortgage?
		£	£					Yes/No
		£	£					Yes/No
		£	£					Yes/No
		£	£					Yes/No

Applicant 1

Applicant 2

How do you travel to work?		
How much does this cost you each month?	£	£
Do you have any other travel costs?		
Are you making any maintenance payments to a third party?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, please give full details.		
Are you making any payments for childcare/school fees?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, please give full details.		

Applicant 1

Applicant 2

Are you a member of a company pension or superannuation scheme?

Yes

☐

No

☐

Yes

☐

No

☐

How much do you invest into your pension each month?

£

£

Are you aware of any future changes to your income and/or expenditure that are likely to affect your ability to meet your mortgage payments?

Yes

☐

No

☐

Yes

☐

No

☐

If YES, please provide details.

Request to Let the property - Please complete the below questions if ticked 'Request to Let the property' on page 2

Your mortgage was approved on the basis of you living in the property. Your request to let the property is a change to your mortgage contract and therefore subject to approval by the Society.

Please give the reason for letting your property:

How long will the property be let for?

Are you planning to return to live in the property in the future?

The letting agent that you are using:

Name:

Address:

Date tenancy is to start:

Your correspondence address:

Will you own or rent this property?

own

☐

rent

☐

Please provide details of the costs involved e.g. rent, mortgage payment

Do you have any letting experience?

If so, please give details

Yes

☐

No

☐

The tenancy agreement must be an Assured Shorthold Tenancy under the provisions of the Housing Act 1988. Example of signed agreement enclosed. A copy of the signed tenancy agreement must be forwarded to the Society as soon as it is available.

Enclosed

☐

to follow

☐

Please confirm approval from your buildings insurance company that meets the terms detailed above, including cover for flooding under standard terms and with a reasonable excess. (Please select as appropriate)

Yes

☐

No

☐

N/A

☐

What type of tenants will live in the property? (Please select as appropriate)

Professional

☐

Couple

☐

Family

☐

Students

☐

Other

☐

The monthly rent must be sufficient to cover your monthly mortgage payment. If it is not, please advise. (Please enter expected monthly rent)

Banking information

We need to view your banking information. You can do this by clicking on the below link to sign up to open banking:
<https://connect.consentsonline/newbury/>

During the sign-up process, you will be able to provide access to multiple accounts. Please ensure you give us access to the following:

- The account your income is paid into
- The account your main bills and rent/mortgage are paid from
- If applicable, the account your deposit funds are held in

Please tick the appropriate box below to advise if you have signed up to open banking to give us access to your banking information or if you would prefer to provide us with your bank statements:

	Applicant 1	Applicant 2
I have signed up to open banking giving access to my relevant accounts	<input type="checkbox"/>	<input type="checkbox"/>
I have/will provide my bank statements instead	<input type="checkbox"/>	<input type="checkbox"/>

For more information about this, please click on the below link to see more information about open banking and our frequently asked questions:

<https://www.newbury.co.uk/news-knowledge/faq/nbs-bank-account-portal-frequently-asked-questions/>

Keeping you informed (only applicable to those aged 18+)

Newbury Building Society would like to ensure you are the first to know about new products and changes to our existing products. We will also keep you informed about the support and investments we make in our local communities. We will always treat your personal details in accordance with our privacy notice and will never share them with other organisations without your explicit consent or other legal grounds for processing.

Let us know if you would like us to contact you by selecting the options below (select all that apply):

Applicant 1

☐ By email ☐ By post

Applicant 2

☐ By email ☐ By post

You're in control of your preferences. If you change your mind and wish to opt out from marketing communications from us, you will be able to do so at any time by emailing marketing@newbury.co.uk; visiting our website; calling us on 01635 555700; visiting any of the Society's branches; by post or by following the unsubscribe link contained in our email communications.

AGM communication preferences

If you are a qualifying member, the Society has a statutory duty to give you notice of its Annual General Meeting. This notification will be emailed to you to help us reduce costs and paper waste. If you do not have an email address the notification will be sent by post, or you can choose to receive it by post by ticking the box below.

Applicant 1

☐ By post

Applicant 2

☐ By post

Declaration

We will rely on our terms and conditions and Rules. For your own benefit and protection you should read these carefully before signing your agreement to them. If you do not understand any part please ask for further information.

I (each of us if more than one is applying) understand that the information given on this form and given during normal operation of my mortgage will be retained by Newbury Building Society (Newbury BS) (the Data Controller) on computer and other records, for the administration of the mortgage for which I am applying, and specifically in the following ways:-

1. We comply with the General Data Protection Regulation (GDPR) and any other applicable data protection legislation. Our Privacy Notice, which has previously been provided to you, sets out the basis on which any personal data we collect from you, or that you provide to us, will be treated. The latest version is available via our website at www.newbury.co.uk/privacy-notice/, in any of our branches or by calling us on 01635 555700.

I (each of us if more than one is applying) declare that:

1. I have received a copy of and understand the Mortgages explained booklet, product leaflet and a European Standardised Information Sheet (ESIS) from Newbury BS, or my intermediary.
2. The information provided in this application, is correct, complete and contains all material facts. Where someone has filled in this form on my behalf, I confirm that I have checked the answers given. Specifically my income, my age and my loans are as stated in this application; any refusal for a loan, arrears of more than one month, County Court Judgements, arrangements with creditors or bankruptcy have been declared herein.
3. I undertake to notify Newbury BS immediately of any change of circumstances or any proposed change to the occupants of the property.
4. I am not connected with a Director of Newbury BS (delete this statement if you are so connected).
5. Monies paid to the credit of the mortgage will be paid on behalf of all applicants jointly.
6. I/We will advise/have advised of any known future changes to my/our income and/or expenditure that are likely to affect my/our ability to meet the mortgage payments.

The following form part of the Mortgage terms and conditions:

1. Any valuation or administration fee paid in respect of this application is non-refundable.
2. Newbury BS standard valuation report is limited and is for the Newbury BS only. Newbury BS might supply a copy of the report to me, but the report will remain the property of Newbury BS and there will be no guarantee that the contents of the report are accurate, or adequate

for the purpose of deciding whether or not to purchase the property. Newbury BS strongly recommends that I request a more detailed report and Newbury BS gives no warranty, representation or assurance in respect of the report.

3. Any retention figure in the valuation report cannot be relied upon as an indication of the cost of necessary repairs.
4. Where this application is being submitted by an intermediary, that intermediary is acting on my behalf and not on behalf of Newbury BS. Newbury BS might provide a fee to the intermediary for introducing the mortgage.
5. Before issuing a Mortgage Offer Newbury BS will undertake an appraisal of my financial standing in order to satisfy itself of my ability to repay the loan. Newbury BS may withdraw, revise or cancel any offer made in consequence of this application. Reasons we may withdraw will be provided in the mortgage offer.
6. Where applicable, my solicitor/licensed conveyancer will disclose to Newbury BS, at Newbury BS request, all information relevant to Newbury BS decision to lend. I waive any right to claim solicitor/conveyancer client confidentiality or legal privilege in respect of such information. I am responsible for any solicitor/licensed conveyancer fees incurred even if the mortgage does not proceed to completion.
7. Newbury BS has my authority to obtain a redemption statement including all costs and charges from my existing mortgage.
8. Newbury BS has my authority to obtain the title deeds of my property from wherever the title deeds are currently held (e.g. existing mortgagee, bank, solicitor). The title deeds will be held to the order of any existing chargeholder pending redemption of the charge(s).
9. It is my responsibility to take out appropriate life assurance, general insurance and where the loan is interest only, have suitable means of repaying the mortgage.
10. I will, on completion of the advance, be bound by Newbury BS Rules and Mortgage Conditions.
11. Where Additional Security is required, I understand that it is for Newbury BS benefit only and the Insurer can seek payment from me for any shortfall. Newbury BS discloses information on any arrears that accrue to the insurer.
12. Newbury BS may add any unpaid fees to the mortgage, if I have been notified they are due.
13. Any negative information reported by Newbury BS may impair my ability to obtain credit.

All applicants (including guarantors) to sign

Guarantors are strongly advised to obtain legal advice from a solicitor independent of the borrower(s) and Newbury Building Society.

PRINT NAME	Signed	SIGNATURE	Date	/ /
PRINT NAME	Signed	SIGNATURE	Date	/ /

YOUR MORTGAGE IS SECURED ON YOUR HOME. THINK CAREFULLY BEFORE SECURING OTHER DEBTS AGAINST YOUR HOME. YOUR HOME MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE.

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Newbury Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number 206077). B299.