



# **Residential Change of Security Form**

## Section 1 - Change of Security Property

- 1.1 Name of Applicant(s)
- 1.2 Existing Application No.

### Please Note

This is a change of security property form only. Please complete the relevant questions that have changed since the original application. Please email the completed form with supporting information to documentsubmissions@monbs.com

### Intermediary Details

- 1.3 Name
- 1.4 Address
- 1.5 Email Address
- 1.6 Telephone Number
- 1.7 FCA Number
- 1.8 Level of Advice (please tick)    Advised     Non Advised

### If your contact details for this case have changed please confirm

- 1.9 New Intermediary Contact Telephone Number/Email
- 1.10 Intermediary Network FCA No.(if changed)
- 1.11 Are you charging the applicant(s) any other fees excluding Monmouthshire Building Society fees/charges or those previously mentioned on the original application?    Yes     No
- 1.12 If yes, please state the amount, to whom it is payable and when payable. If the fee is refundable please state how much is refundable and when.    £

### Change to Property details - please complete sections below:

**NB: this form must be signed by the adviser / arranger who signed the declaration on the initial mortgage application form.**

**Adviser Declaration:**

I confirm that I am acting on behalf of the applicants and have their permission to access their information.

I confirm that to the best of my knowledge, the information contained in this application is true and accurate.

Adviser Name

Adviser Signature

Date

## Section 2 - Property Details

- 2.1 Type of property    House     Flat/maisonette     Bungalow
- 2.2 Description of the Property    Detached     Semi-detached     Mid Terraced     End Terraced
- 2.3 Does the property have a garage?    Yes     No
- 2.4 If the property has allocated parking, is it off-site or on-site?    Off-site     On-site
- 2.5 Is the property next to or above retail/business premises?    Yes     No
- If 'Yes', we may not be able to proceed with your application – please give details and refer to us or your Adviser

Position of premises in relation to your property:

Type of premises

**Property Details (all property types)**

2.6 What is the tenure of the property?

Leasehold  Commonhold  Freehold

If leasehold, please give details

Remaining term  Ground rent per year £

Maintenance Charge

2.7 Please give details of the accommodation.

Please note that ensembles without a bath, and shower rooms, don't count as bathrooms. Outbuildings are buildings like detached workshops, stables and barns

Number of living rooms  Number of bedrooms  Number of kitchens   
 Number of bathrooms  Number of separate toilets  Number of outbuildings

Other

2.8 Construction type of the walls

If 'other', we may not be able to proceed with your application – please give details and refer to us or your Adviser

Stone  Brick  Timberframe

Other

2.9 What is the roof made of? If 'other' please specify

Slate or Tile  Other

2.10 What type of roof does the property have? If 'other' please specify

Flat  Pitched

Other

2.11 Full address of the property to be mortgaged

2.12 When was the property built? If you don't know the exact year, please give the approximate year that it was built

Post Code

2.13 Is the property wholly for your own and your dependents' private residential purposes?

Yes  No  If 'No', please give details:

2.14 Will this property be your main residence?

Yes  No  If 'No', please give details:

2.15 Will at least 40% of the property be used for your own residential use?

Yes  No  If 'No', please give details:

If no, please indicate what percentage of the property will be used for residential use and tell us for what other purpose the property is used e.g. let to tenants, let to family, part business/part private

2.16 If this is a new build property, are you getting any discounts or incentives as part of the package?

Yes  No

If 'Yes', please give details:

2.17 Please give the name of the builders who built, or are building the property

2.18 Are these builders registered with the NHBC or Buildzone scheme?

Yes  No

If not NHBC or Buildzone, please state the scheme used

If no, please give details of the chartered architect or chartered surveyor who supervised, or are supervising the build

2.19 Is this a former or current Local Housing Authority or Housing Association property?

Yes  No

**Questions 17 to 20 are only applicable to flats and maisonettes**

2.20 If the flat/maisonette is in a block, please give details

Number of flats in block  Number of storeys in block  On what floor is the flat

2.21 Is the property  
(If the property is a studio, we may not be able to proceed with your application – please refer to us or your Adviser)

Converted  Purpose built  Studio   
Maisonette

2.22 Does the property have a lift?

Yes  No

**Section 3 - Loan Requirements**

3.1 Purchase Price

3.2 Deposit

3.3 Loan Required

3.4 Source of Deposit (The Society may ask for proof)

3.5 Please indicate if any of the following discounts/incentives apply (please tick)  Sale at undervalue i.e. Family discount  Shared ownership  Part Exchange/Builder's incentive  Right to Buy  
Other (please explain)

3.6 Total incentive

3.7 Do you envisage carrying out any improvements to the property? Yes  No

(if 'Yes' please give details of the improvements and how they will be funded)

3.8 PRODUCT CODE	Existing Borrowers only:		Amount of loan on CAPITAL & INTEREST	Amount of loan INTEREST ONLY	TOTAL	MORTGAGE REPAYMENT TERM Years
	Are you transferring this Product?					
	Yes	No				
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>

3.9 Product fee (if applicable to the product terms)

3.10 If the product fee is to be added to the mortgage loan, has this been agreed by the applicant(s) Yes  No

3.11 Does the mortgage term exceed the state retirement age? Yes  No

3.12 If 'Yes', please provide details of how you intend to keep up your mortgage payments in retirement e.g. retirement income details. Please note: you will be required to provide evidence.

3.13 If you have selected any element of the loan on interest only, please give details of how you intend to repay the capital and state why interest only is required. Please note: you will be required to provide evidence.

3.14 Do you have sufficient life assurance to cover the total mortgage? Yes  No

## ● Section 4 - Valuation and Inspection

The Society is legally obliged to obtain a Valuation Report to determine the value of your house for mortgage purposes. Since the valuer's inspection will be limited you are strongly advised, for your own protection, to obtain a fuller inspection and report. Details are provided in the Society's Mortgage Guide Leaflet and Mortgage Services Tariff. If you wish to obtain a fuller report, please indicate below the type required. All applicants must pay the appropriate fee for the Society's Valuation Report for mortgage purposes.

Homebuyers Report & Mortgage Valuation

Building Survey & Mortgage Valuation

Please note: The Homebuyers Report or Building Survey Report are fuller inspection reports undertaken at your request by an appointed surveyor and this is a contract between you and the surveyor and not the Society.

4.1 Name, address and telephone number of Estate Agents selling the property, or of the Seller if a private sale.

Tel. No.

Post Code

Mobile No.

4.2 Who should the Valuer contact to gain access to the property?

Name

Tel. No.

Mobile No.

### FEE PAYMENT

Valuation Fee

Arrangement Fee

Total Fees

### PAYMENT METHOD

You can either pay by cheque or credit/debit card. Please state your preference below:

#### **CHEQUE**

I enclose a cheque for

#### **OR CREDIT/DEBIT CARD**

If you would like to pay your fee(s) by either credit or debit card, please confirm a daytime contact number so that we may telephone you to take your payment details.

Daytime contact number:

Please indicate the best time for us to contact you:

Morning  Afternoon

## Section 5 - Declaration (PLEASE READ CAREFULLY AND SIGN)

- 1 I/We agree to become bound and abide by the Rules of the Society.
- 2 I/We declare that I am/we are aged 18 or over and that in applying for this loan on the property described in this application, I/we declare that all the information provided herein is, to the best of my/our knowledge, accurate and complete and, that it will form the basis of any Offer of Advance by the Society and any Insurance made by the Society's insurer's.
- 3 If I/we give you false or inaccurate information and you suspect fraud, you will record this. You may pass information to the police and authorities involved in fraud prevention to protect yourselves and your customers from theft and fraud. You may decide to decline my/our application.
- 4 I/we undertake to notify the Society of any changes in my/our circumstances e.g. redundancy, change of employment, relationship breakdown, serious illness or injury etc. which arise following the completion of this form.
- 5 I/We understand that the Society will not make an offer of advance and will not return any fees if the property or references are unsatisfactory. I/We understand that the payment of fees will not bind the Society to grant any advance.
- 6 It has been recommended that I/we obtain a fuller inspection and report on the proposed property and not to rely solely on the Society's Valuation Report, when deciding whether or not to proceed. If I/We have chosen the valuer's report, I/we understand that it is only for the use of the Society to enable it to decide whether the property is a suitable security for any advance made and does not imply that the price paid is reasonable. I/We also understand that the valuer's report is not a detailed survey and cannot be relied upon to reveal any faults or defects to the property nor that the property is constructed of sound materials. I/We understand that no responsibility is accepted by the Society or its valuer for any omissions, conclusions, or the accuracy or validity of any statements or opinions made or implied in the valuation report. I/We understand that the valuer's report is not a structural survey and that if a structural survey is required it must be obtained independently at my/our expense.
- 7 If applicable, I/we may have to show where the money for the deposit on the property I/we am/are buying came from.
- 8 I/we understand that the first named applicant shall be the representative joint borrower entitled to exercise the rights of membership.
- 9 From 30 June 2000 all new customers applying for a mortgage [or opening a savings account] which confers membership of the Society, are required to agree to assign any windfall conversion benefits to which they might become entitled, to The Monmouthshire Building Society Charitable Foundation. This agreement will continue for a period of 5 years from the date the new customer becomes a shareholding member. The Monmouthshire Building Society Charitable Foundation has been established to act as a channel for the Society's charitable activities within the local community. Existing shareholding members as at 30 June 2000 who have continuously maintained a shareholding are not affected by this change. Full details of this agreement can be found on the Society website [www.monbs.com](http://www.monbs.com)
- 10 I/we understand that the Society will keep any commission, fees or allowances which, become due to it from insurers.
- 11 Not applicable to further advances - I/we confirm that the deposit towards the purchase price, stamp duty, legal and other fees and charges will be provided by me/us without recourse to additional borrowing unless already known to and agreed in writing with the Society beforehand.

### Use of my information

- 12 I/we consent to the Society making enquiries with any other person or body which it considers necessary as part of its assessment and underwriting of this application, and I give my/our consent and instruct such other person or body to give a full and accurate reply to the Society.
- 13 I/we authorise the Society to supply a copy of the Offer of Advance and to provide any other information about my/our application and any subsequent loan advanced by the Society to an insurer, where any general, life or pension policy forms part of the loan agreement or any intermediary who submits this application on my/our behalf if so requested by them.
- 14 I/we authorise my/our solicitor to disclose to the Society all information relevant to the Society's decision to lend and I/we waive any right to claim Solicitor/Client confidentiality or legal privilege in respect of such information.
- 15 The personal information we have collected from you will be shared with Fraud Prevention Agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment. Further details of how your information will be used by us and these Fraud Prevention Agencies, and your data protection rights, can be found in our Privacy Notice available from all branches and on our website at [www.monbs.com/privacy](http://www.monbs.com/privacy)
- 16 If you apply for a mortgage we will supply your personal information to Credit Reference Agencies and they will provide us with information about your financial situation and history. They will keep a record of each

search, even if your application is not successful, and this could affect your ability to get credit from other organisations within a short period of time. The identities of the Credit Reference Agencies, their role also as Fraud Prevention Agencies, the data they hold, the ways in which they use and share personal information, their data retention periods and your data protection rights with them are explained in our 'Credit Reference Agency Information Notice' available from all branches and on our website at [www.monbs.com/privacy](http://www.monbs.com/privacy)

- 17 In making your application, you acknowledge that you have received and read the summary of our full Privacy Notice contained in our 'Important Information About Your Personal Data' leaflet. Our full Privacy Notices are available from all our offices and on our website at [www.monbs.com/privacy](http://www.monbs.com/privacy)

### Marketing Opt Out

The Society would like to provide you with information on our products and services unless you opt out of receiving this information. Please note the Society will continue to provide you with regulatory and service communications even if you have opted out.

I do not wish to receive information on products and services by the following channels:

- Applicant 1: Mail  Telephone  Electronic means   
Applicant 2: Mail  Telephone  Electronic means

### All applicants (including Guarantors\*) to sign

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

Applicant 1	Applicant 2 / Guarantor*
Signature <input type="text"/>	Signature <input type="text"/>
Print name in full <input type="text"/>	Print name in full <input type="text"/>
Date <input type="text"/>	Date <input type="text"/>

\* By giving the guarantee you might be liable instead of or as well as the applicant(s). The guarantee will be limited and you should take independent legal advice before you give the guarantee.

## ● **Additional Information**

Use this space to give any additional information requested in any of the questions and any information which you feel will help the Society in assessing your application.

<b>Signature(s)</b>	<b>Applicant 1</b>	<b>Applicant 2 / Guarantor*</b>
	<input type="text"/>	<input type="text"/>
	<b>Date</b>	<b>Date</b>
	<input type="text"/>	<input type="text"/>

\* By giving the guarantee you might be liable instead of or as well as the applicant(s). The guarantee will be limited and you should take independent legal advice before you give the guarantee.

**YOUR HOME MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE.**



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