



Application Amendment Form

This is the form you need to fill out if you want to make a change to an application you've already submitted. Fill it out on your computer (no need to print it), save it, and then upload to the associated case requirement in MSO. We'll get back to you as soon as we can.

Remember, we're always happy to help if you have any questions - if you're stuck, just give our Originations Team a call on 0333 399 0055 (choose option 1 when prompted), Monday - Friday 09:00 - 17:00.

Section 1: The changes you want to make

The MSO reference number for this application:

Tick the boxes below to tell us what you'd like to change on this application.

The change you're applying for may mean you need to select a new product. If this is because of a change of property, or because the original offer validity period is due to end, you'll need to choose a product from our current range.

If the change you want to make is due to a valuation being returned with a different value than first estimated, you'll need to pick a product from the range available when you first applied.

- A. Change of loan details
- B. Change of product
- C. Change of property details

For any other changes please call us on 0333 399 0055.

Section 2: Full details of changes required

To make these changes, we'll need a bit more information.

You'll only need to fill out the section relevant to the change you're making (so if you want to submit details about a change of property, you only need to fill out the 'property details' section).

You can leave everything else blank - just make sure you read and sign the declaration at the end before sending this form back to us.

A. Change to loan details

Please let us know about any changes to the loan amount or property purchase price for this application. If purchasing from a family member, please provide the discounted purchase price.

New purchase price: £

Loan amount required: £

Source of deposit:

Savings Loan Builder cashback Equity Gift LSAP/FHTB (Forces HTB)

If the deposit is made up of multiple sources, please provide details of how the amount will be split:

What mortgage term does the applicant(s) need for this application? Years Months

When is the expected retirement age of the applicant(s):

If this term extends beyond the lower of the customer's expected retirement age or age 70, please indicate what provisions are in place to support the mortgage over the term:

Investment income	Maintenance income	Rental income from an unencumbered property	
Pension income	State benefits	State benefits for the disabled	
Pension Credit	Universal Credit/Tax Credits	Dividend income	Annuity income

B. Change of product

IMPORTANT: if this product change request is in response to a change in valuation, you'll need to choose a product from the range that was available when you first submitted the application.

If you want to change product because of a change of property, or because the original offer validity period is due to end, please choose a product from our current range.

Which product would you like to change to (description and mortgage product code)?

If the product has a product fee, how do the applicant(s) wish to pay?

Add to loan Pay upfront

We will contact the applicant(s) to take payment of any fees due.

C. Change of property details:

Please fill out this section if you'd like to change the property details on this application. All questions in this section relate to the new property.

Are these changes due to: Change in the security property Correction to property details

Where is the new property located? England Wales Scotland Northern Ireland

Property address:

Property tenure: Freehold Leasehold Ownership Scotland

(If the property tenure is anything other than those listed above, please refer to our lending criteria)

Ownership type: Standard Right to Buy Purchase from family member

If the property is leasehold, please tell us:

The remaining lease term (years):

The annual ground rent:

The annual service charges:

Does the property have a garage or parking space? Yes No

When was the property built, approximately?

Property Description:

Terraced house	Terraced bungalow	Self-contained flat/maisonette
Semi-detached house	Semi-detached bungalow	Self-contained studio flat
Detached house	Detached bungalow	
Other:		

If you have selected flat/maisonette/studio please provide:

Number of floors in block:

On which floor is the flat/maisonette/studio located:

(Leasehold only) Does this include the purchase of the freehold for the block? Yes No

Accommodation (state number of):

Floors:

Bedrooms:

Reception rooms:

Is the property:

under construction or major redevelopment (or due to be)?	Yes	No
a new build, or newly converted or refurbished?	Yes	No
currently habitable?	Yes	No
at risk of coastal or river erosion?	Yes	No
a listed building?	Yes	No
ex local authority?	Yes	No
to be used for business purposes?	Yes	No

Does the property have:

a basement or cellar?	Yes	No
a plot size greater than one acre?	Yes	No
walls constructed from brick, block or stone?	Yes	No
a roof constructed from slate or tile?	Yes	No

Has the property:

had significant alterations made that are not visible from the road?	Yes	No
been flooded in the last five years?	Yes	No
suffered from subsidence, heave or landslip?	Yes	No

Additional occupiers:

Are there any additional occupiers over the age of 17?

Yes

No

If yes, please provide their names:

Title: Forename: Surname:

Title: Forename: Surname:

Title: Forename: Surname:

Type of valuation required (Purchase only - see our website for valuation prices):

Mortgage valuation

Homebuyers report

Building survey

Transcript

We will contact the applicant(s) to take payment of any fees due.

Please provide the following details, so we can arrange a valuation and gain access to the property:

Contact name:

Telephone number:

Email address:

Supporting information for the valuer:

Section 3: The legal bit

I declare and agree that:

- I have discussed these changes with the applicant(s) on this mortgage application and have made them aware that any changes to their application may impact your lending decision;
- I have advised the applicant(s) of these changes and have done so in compliance with the FCA/PRA handbook; and
- I am duly authorised by the applicant(s) to make these changes.

Read through the declaration and sign in the space provided below once you've done so. Then, submit this form to MSO by uploading it to the associated case requirement in your broker portal - we'll be in touch as soon as we can.

Your name:

Your firms name:

Your FCA number:

Date: