

# 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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## Checklist

To help us process your request, please check the following, as an incomplete form can cause delays.

I have enclosed (please tick all that apply):

- If employed, two of your last four monthly payslips and last P60, or if paid weekly, four of your last six weekly payslips and last P60 (for all borrowers).
- If you are self employed – as a sole trader: your last two years SA302s along with the corresponding tax overviews. If limited company you will need to supply your accountant's email address so we can request a reference.
- If currently retired, either two pension payslips, or one payslip and the latest P60.
- Documentary evidence of repayment vehicles if any part of your mortgage is on an interest only basis.
- A copy of the current Tenancy Agreement (if this has expired and is on a rolling contract please 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 as soon as possible to:

Change of parties  
Virgin Money  
Jubilee House  
Gosforth  
Newcastle upon Tyne  
NE3 4PL

### 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 First name(s)	<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 Sex	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?	<input type="text"/>	<input type="text"/>
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"/>	As First applicant
	Postcode	Postcode
	From: / / To: / /	From: / / To: / /
16 Telephone number including STD codes	Home Mobile Email	Home Mobile Email
17 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"/>	Please note: 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"/>	
22 Do you currently let out any other properties?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

## 1 Personal details (continued)

23 At your residential address are you:  
(if Other please specify)

Home owner	<input type="text"/>
Tenant – Furnished	<input type="text"/>
Tenant – Unfurnished	<input type="text"/>
Living with Family/Friends	<input type="text"/>
Other	<input type="text"/>

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

- 1 Occupation
- 2 Length of service
- 3 Is employment permanent?
- 4 Employer's name and address
- 5 Postcode
- 6 Nature of employer's business
- 7 National Insurance number
- 8 UK tax payer
- 9 Other country of tax residence
- 10 Tax identification (other country of tax residence)
- 11 What is your employment status? If you are a Director or Partner, please tell us what percentage shareholding you have
- 12 Main source of income
- 13 Basic annual gross earnings
- 14 Annual overtime
- 15 Guaranteed annual bonus/commission
- 16 Additional income (please specify and provide details in Section 7)

First borrower		Second borrower	
<input type="text"/>		<input type="text"/>	
<input type="text"/> Years	<input type="text"/> Months	<input type="text"/> Years	<input type="text"/> Months
Yes <input type="checkbox"/> No <input type="checkbox"/> If No when will your contract finish? <input type="text"/>		Yes <input type="checkbox"/> No <input type="checkbox"/> If No when will your contract finish? <input type="text"/>	
Is it likely to be renewed? Yes <input type="checkbox"/> No <input type="checkbox"/>		Is it likely to be renewed? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<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"/>	Payroll No. <input type="text"/>	<input type="text"/>	Payroll No. <input type="text"/>
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
Employed full-time <input type="checkbox"/>	Employed part-time <input type="checkbox"/>	Employed full-time <input type="checkbox"/>	Employed part-time <input type="checkbox"/>
Self-employed <input type="checkbox"/>	Contract <input type="checkbox"/>	Self-employed <input type="checkbox"/>	Contract <input type="checkbox"/>
Homemaker <input type="checkbox"/>	Benefits <input type="checkbox"/>	Homemaker <input type="checkbox"/>	Benefits <input type="checkbox"/>
Unemployed <input type="checkbox"/>	Student <input type="checkbox"/>	Unemployed <input type="checkbox"/>	Student <input type="checkbox"/>
Retired <input type="checkbox"/>		Retired <input type="checkbox"/>	
Other <input type="text"/>		Other <input type="text"/>	
Salary <input type="checkbox"/>	Pension <input type="checkbox"/>	Salary <input type="checkbox"/>	Pension <input type="checkbox"/>
Investment income <input type="checkbox"/>	Gambling/Lottery win <input type="checkbox"/>	Investment income <input type="checkbox"/>	Gambling/Lottery win <input type="checkbox"/>
Benefits <input type="checkbox"/>	Student Loan/Grant <input type="checkbox"/>	Benefits <input type="checkbox"/>	Student Loan/Grant <input type="checkbox"/>
Other <input type="text"/>		Other <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"/>	

## 2 Employment (if self employed see Section 3) (continued)

	First borrower	Second borrower
17 Monthly net income	£ <input type="text"/>	£ <input type="text"/>
18 Nature of previous employer's business	<input type="text"/>	<input type="text"/>
19 Expected retirement age	<input type="text"/>	<input type="text"/>
20 Are you aware of any future changes to your income which may impact on your ability to repay the mortgage?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes: please give details	<input type="text"/>	

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

	First borrower	Second borrower
1 Nature of business	<input type="text"/>	<input type="text"/>
2 How long in business	Years <input type="text"/> Months <input type="text"/>	Years <input type="text"/> Months <input type="text"/>
3 Company name	<input type="text"/>	<input type="text"/>
4 Company address	<input type="text"/>	<input type="text"/>
5 Company registration number (if applicable)	<input type="text"/>	<input type="text"/>
6 Postcode	<input type="text"/>	<input type="text"/>
7 On what basis do you trade?	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"/>
8 Percentage shareholding	<input type="text"/>	<input type="text"/>
9 Last two years' share of net profit after tax and year ended	£ <input type="text"/> Year <input type="text"/>	£ <input type="text"/> Year <input type="text"/>
	£ <input type="text"/> Year <input type="text"/>	£ <input type="text"/> Year <input type="text"/>
10 If you also receive a salary in addition to the above net profit, please indicate here	£ <input type="text"/> Per <input type="text"/>	£ <input type="text"/> Per <input type="text"/>
11 Position in company	<input type="text"/>	<input type="text"/>
12 Name and address of accountant	<input type="text"/>	<input type="text"/>
13 Accountant's postcode	<input type="text"/>	<input type="text"/>
14 Professional qualifications of accountant	<input type="text"/>	<input type="text"/>
15 Accountant's email address	<input type="text"/>	<input type="text"/>
16 Expected retirement age	<input type="text"/>	<input type="text"/>
17 Are you aware of any future changes to your income which may impact on your ability to repay the mortgage?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes: please give details	<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"/>				
2 Type of loan	Credit card <input type="checkbox"/>				
	Unsecured <input type="checkbox"/>				
	Secured <input type="checkbox"/>				
	Mortgage <input type="checkbox"/>				
	Please tick if this is a Buy to Let <input type="checkbox"/>				
Please tick if this is a self-supporting Buy to Let Mortgage <input type="checkbox"/>					
3 Borrower(s)	First borrower <input type="checkbox"/>				
	Second borrower <input type="checkbox"/>				
	Other <input type="checkbox"/>				
4 Reference/account number	<input type="text"/>				
5 Outstanding balance on each loan	£ <input type="text"/>				
6 Annual ground rent costs (if applicable)	£ <input type="text"/>				
7 Annual service charge costs (if applicable)	£ <input type="text"/>				
8 Gross monthly rental income	£ <input type="text"/> pm				
9 Regular monthly loan payments	£ <input type="text"/> pm				
10 Repayment type	Interest Only <input type="checkbox"/>				
	Capital Repayment & Interest Only <input type="checkbox"/>				
11 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"/>
12 Is the loan secured against this property?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
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"/>				
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.					£ <input type="text"/> 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?

Yes  No

If Yes: please give details

16 Monthly maintenance and/or CSA 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

## 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 you or your spouse 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

£  pm

Ground Rent

£  pm

- 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

## 8 Declarations – You agree and declare that:

1. You understand that we may transfer or otherwise dispose of the benefit of the proposed loan, mortgage and other security for the loan to any person without further reference to you. By signing this request form you will be giving your general consent to us to transfer or otherwise dispose of the proposed loan, mortgage and any other security for the loan should we so wish.
2. You understand that we may disclose information and documents relating to you, the property, the mortgage and the conduct of the mortgage account to any transferee or any potential transferee.
3. You agree to pay the administration fee and all legal costs incurred in connection with this request whether or not the transaction completes.
4. You authorise Clydesdale Bank PLC (trading as Virgin Money) or any solicitor/licensed conveyancer appointed by us to obtain account information (including repayment figures) from your lender.
5. You declare that the statements and particulars given in this request are, to the best of your knowledge and belief, true and correct.

### How we use your personal information

Here's a summary of how your information may be used and shared by Clydesdale Bank PLC (trading as Virgin Money).

For further details, including how your information may also be used by fraud prevention agencies and credit reference agencies together with your data protection rights, please see our website at [virginmoney.com/privacy](http://virginmoney.com/privacy)

### Using your information

The personal information you give us, or that we collect or create, will be used in a number of ways throughout the time you're a Virgin Money customer. We'll use it to:

- Check your identity and eligibility for this account.
- Manage your account and your relationship with us.
- Prevent financial crime and the funding of terrorism.
- Assess risk and carry out credit scoring.
- Help recover any money that might be owed to us.
- Improve our services and computer systems.
- Identify other products and services that you may find useful. (But we'll only contact you if you're happy to hear from us.)
- Manage and organise our business.

The information we ask for when you apply for this account is used to:

- Check your identity and eligibility for this account.
- Manage your account and relationship with us.
- Prevent financial crime and the funding of terrorism.
- Assess risk and carry out credit scoring.

You don't have to give us any of this information but if you don't provide all of it, we won't be able to deal with your application.

### Sharing your information

We'll regularly share your information with credit reference agencies. We do this to check your identity, creditworthiness and eligibility for this account.

We'll also share your information with fraud prevention agencies who will use it to prevent and detect fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. We and fraud prevention agencies may also allow law enforcement agencies to access and use your information to detect, investigate and prevent crime.

Both credit reference and fraud prevention agencies may link your information to the information of a joint applicant, spouse or other financial associates.

Where we need to, we'll share information with UK or overseas tax authorities. We may also share information within our group of companies or with our commercial partners. Some

By signing this request form you will be agreeing that any person interested now or in the future in the loan, the mortgage and other security may rely upon the truth and accuracy of the information contained in this request and any supporting documentation, information or security.

You declare that the statements and particulars given in this request are, to the best of your knowledge and belief, true and complete.

It is an offence to knowingly make a false, inaccurate or misleading declaration when applying for a mortgage. If you make such a declaration you may face criminal prosecution and/or civil action for recovery of any losses incurred by Clydesdale Bank PLC (trading as Virgin Money).

Please read the declarations before signing.

<b>Borrower 1</b>
Date

6. You certify that where the loan is paid by one borrower then that payment should be treated as made for and on behalf of all borrowers.

### 7. Contacting you during unsocial hours

Normally we would only wish to contact you between 9.00am-9.00pm, Monday to Saturday. Occasionally, we may want to contact you outside of these times.

Please tick this box if you do not want us to contact you outside of the times stated.

### Before you sign

Please check your answers in each section to ensure you have provided all the information we need.

If there are any other material facts that could reasonably be construed as likely to influence our decision about this loan request, but which have not been revealed as a result of answering specific questions within this request form, you must tick this box and provide details in Section 10.

information will be held and used outside the European Economic Area (EEA). For details of the credit reference and fraud prevention agencies we use and the companies within our group, please see our website at [virginmoney.com/privacy](http://virginmoney.com/privacy)

### Holding your information and your rights

We'll hold your information for as long as necessary to manage your relationship with us and to meet our legal and regulatory obligations.

You can always ask for a copy of any information we hold about you. And if you spot any errors, we'll correct them. You may also be able to ask us for some or all of your information to be deleted, or to limit the way we use it. Full details of all of your rights can be found on our website at [virginmoney.com/privacy](http://virginmoney.com/privacy)

If you're unhappy with the way we're using your information, please talk to us so we can try to sort it out. If this doesn't fix it, you can write to our Data Protection Officer at Virgin Money, Jubilee House, Gosforth, Newcastle upon Tyne, NE3 4PL or contact the Information Commissioners Office (ICO). The ICO is the UK's independent body set up to make sure organisations handle your information correctly. You'll find further details, including how to contact the ICO at [ico.org.uk](http://ico.org.uk)

### Keeping you up-to-date

We'll keep in touch regularly, sending you communications on our products and services (including our Lounges), tips on managing your money, and exciting offers, competitions and prize draws. We'll do that by email, text (SMS), telephone and post, as well as through targeted online advertising.

To help tailor our communications to the things you'll be most interested in, we'll use the details you give us as well as information from third parties. We will always treat your data with respect.

I don't want to receive these communications.

### Remember, you can stop receiving communications at any time. Find out more at [virginmoney.com/privacy](http://virginmoney.com/privacy)

You declare that you are entitled to disclose information about all borrowers and/or anyone else referred to by you and authorise us to search, link and/or record information at credit reference agencies about you and anyone else referred to by you.

If false or inaccurate information is provided and fraud is identified, details will be shared with fraud prevention agencies and this information may be accessed and used by law enforcement to prevent fraud and money laundering.

<b>Borrower 2</b>
Date

**Please refer to the checklist on page 2 to ensure you supply any relevant information needed to support this application.**