

# Mortgage Change of Details

This form can be completed electronically, saved and printed.  
If completing manually, please complete in black ink and BLOCK CAPITALS. Complete all boxes that apply.

As you are requesting a change to your Mortgage Account we need to understand the reason for this. To ensure we comply with our regulatory requirements and maintain your records, please complete and sign this short questionnaire.

## Your Details as Currently Held by us *(you should not use this section to record your new information)*

	1st Account Holder	2nd Account Holder
Surname	<input type="text"/>	<input type="text"/>
First Name(s)	<input type="text"/>	<input type="text"/>
Mortgage account number	<input type="text"/>	<input type="text"/>
Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Mortgaged Property Address	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
Home Telephone Number	<input type="text"/>	<input type="text"/>
Mobile Telephone Number	<input type="text"/>	<input type="text"/>
Email Address	<input type="text"/>	<input type="text"/>
Nationality	<input type="text"/>	<input type="text"/>
Permanent Right to Reside in the UK	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Your Current Employment and Income Details

Occupation	<input type="text"/>	<input type="text"/>
Occupation Sector	<input type="text"/>	<input type="text"/>
Employer's Name	<input type="text"/>	<input type="text"/>
Employer's Address	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
Annual Income	<input type="text"/>	<input type="text"/>
Other Income	<input type="text"/>	<input type="text"/>
Where other income is detailed please confirm where this is from	<input type="text"/>	<input type="text"/>

## Change of Correspondence Address

Evidence will be required for your change of address. Please refer to the Society's identification criteria which can be found on our website:  
<http://www.chorleybs.co.uk/Files/rb/idc.pdf>

New Correspondence Address	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
Country of Residence	<input type="text"/>	<input type="text"/>
New Home Telephone Number	<input type="text"/>	<input type="text"/>

Date Effective From







Please confirm the reason you wish to amend your correspondence address:



Is this a change to the mortgaged property address?

 Yes  No

 Yes  No

Is the property occupied?

 Yes  No

 Yes  No

If no, when is the mortgaged property to be reoccupied?







Is the mortgaged property let or do you intend to let it?

 Yes  No

 Yes  No

**WARNING:** If you intend to let the mortgaged property you must let us know. The mortgaged property cannot be let without our prior consent.

Please ensure that you have notified your property insurer of your change of address and you have suitable insurance in place.

## Change of Name

Evidence will be required for your change of name. Please refer to the Society's identification criteria which can be found on our website:

<http://www.chorleybs.co.uk/Files/rb/idc.pdf>

### 1st Account Holder

### 2nd Account Holder

New Title

 Mr  Mrs  Miss  Ms  Other

 Mr  Mrs  Miss  Ms  Other

Change of First Name (s)



Change of Surname



Date change of name effective from







Reason for change



## Keeping you up to date about our Products and Services

From time to time the Society will send you information about other products and services we offer by post. We will only do this where we believe we have a legitimate interest to do so and it is not to the detriment of your interests, fundamental rights and freedoms. More information can be found in our privacy notice.

We also want to provide you with this information by Email and Telephone. If you do **not** wish to receive such material by these methods then please tick the appropriate boxes. This selection will over-ride any previous marketing preferences.

### Account Holder

 Email  Telephone

I/we declare that:

- The information I/we have provided in this form is true, accurate and complete;
- The information above should be used to update all my/our personal details for any Chorley Building Society accounts I/we hold, including joint / third party accounts; and
- Where I am/ we are requesting the change of personal details on behalf of the above named account holder, I/we confirm that I/we have the authority to do so.

### 1st Account Holder

### 2nd Account Holder

Name

Name

Current signature

Current signature

Previous signature (if applicable)

Previous signature (if applicable)

Date

Date

## Your Personal Information and what we do with it

As a financial institution, we are required to gather information about our members and any other third party authorised to act on their accounts to satisfy our legal obligations. Our Privacy Policy describes how we collect your information, how we use it and why. To view our current Privacy Policy visit [www.chorleybs.co.uk/privacy](http://www.chorleybs.co.uk/privacy), or contact us.