**Intermediary Application Amendment Form**

**How to make an amendment to your client’s mortgage application**

1. Tick the application section(s) below that you wish to amend.
2. Within the application, refer to the relevant sub-sections that you wish to amend and provide details of all changes in the change box on page 2.
3. Complete the Mortgage Intermediary declaration.
4. Upload this Intermediary Application Amendment Form and any supporting documentation using the Broker Online portal.

**If you need to change any of the following you must submit a new mortgage application:**

• A significant\* change to an applicant’s first name, surname or previous name.

• To add or remove an applicant.

\* A significant change is a change that would result in a different record being returned on a credit search, e.g. Smith to Jones or Pearce to Pierce.

For further guidance, please contact us on 01455 844422 (please check our website for our opening hours).

|  |  |
| --- | --- |
| Broker Online Application ID Number: |  |

**Applicant Name(s):**

|  |  |
| --- | --- |
|  |  |
|  |  |

**Application section(s) to be amended**

[ ]  01 Your Details Page

[ ]  02 About You – Employment Details

[ ]  03 About Your Income

[ ]  04 About Your Other Commitments

[ ]  05 About The Property

[ ]  06 About The Mortgage You Require

[ ]  07 Further Information

**Please provide full details of the changes in the box below.**

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**Mortgage intermediary declaration**

**By completing and returning this form, I declare and understand that:**

* To the best of my knowledge the information is true and correct, and has been submitted to you with the knowledge and permission of the applicant(s).
* The application will be re-assessed on the basis of any requested amendment and may affect the amount the Society is prepared to lend.
* It is my responsibility to advise the applicant(s) on the suitability of the mortgage (based on the amendments requested).
* It is my responsibility to check the Society’s lending criteria before submitting this Intermediary Application Amendment Form.

|  |  |  |  |
| --- | --- | --- | --- |
| Adviser Name |  | FCA Number |  |
| Role |  | Principal Firm |  |
| Business Name |  | Date |  |