

# Application Amendment Form

You can make most changes to your application through our Live Chat service as an alternative to completing this form. Our team are available Monday to Friday from 9.00am to 6.00pm. Start an online chat by logging in to the Intermediary Hub.

## **Important – your obligations when submitting this Form**

By submitting this Form you confirm that you are acting on behalf of the applicant(s) and that all these changes have been discussed and agreed with them as being truthful and accurate. Where advice is required you confirm that this has been provided.

Note: the change you have requested may result in a different lending decision.

When to use this Form:

## **This Form can be used for ALL changes to a submitted application EXCEPT:**

- To inform us of any anticipated change in circumstances
- Add/remove borrower or change loan type which require submission of a new application
- Where a change requires the disclosure of new or amended credit/debit card details. Any changes requiring credit card details to be entered must be amended by the broker through the applicable Barclays Mortgage Application System.

More information can also be found [at the back of this form](#).

How to use this Form:

**Complete the Form with the information you wish to add/change/remove – save the document, then attach it to the case as a Mortgage Application Amendment Form. Please do not send by email.**

Mortgage Application Number 

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*Please include full account number in the format 2 3 8 8 ..... 0 0*

Customer surname

Please use any or all of the 8 sections below to detail your changes. Where needed, please use Section 8 for any additional information or changes not captured in the previous sections.

1. **Mortgage Product and Term** – please [click here](#) to go to this section.
2. **Lending Requirements** – including total borrowing, purchase price, deposit etc. – please [click here](#) to go to this section.
3. **New property details** – please [click here](#) to go to this section.
4. **Updating Commitments** – please [click here](#) to go to this section.
5. **Employment & Income** – please [click here](#) to go to this section.
6. **Customer’s personal details**, name and existing residential address – please [click here](#) to go to this section.
7. **Solicitor details** – please [click here](#) to go to this section.
8. **Additional information**, for example updating employment and income or additional information for BTL properties – please [click here](#) to go to this section.

## 1. Mortgage Product and Term

New Product Code

Please confirm the fee for the new product

£

If changing how the fee should be paid, please confirm the new payment method:

Add to loan

Card Payment\*

**\*IMPORTANT:** *If paying by credit/debit card you can only proceed to submit the request using this form if the required card details are already disclosed in our Application System. If new or amended card details need to be provided as part of this Mortgage Application Change request, you MUST submit the details in our Application System. Barclays cannot action this for you and we CANNOT under any circumstances accept card details via this form.*

Please use [Section 8 – Additional Information](#) to provide further details if the new product should be applied to multiple parts of the mortgage or any further instructions, for example when porting.

If the term of the mortgage is changing, please input the new term here:

Y	Y	M	M
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## 2. Lending Requirements – please only complete the fields that are changing

Where we have underwritten your mortgage application and provided a maximum loan amount based on the information provided, please tick here to proceed with the maximum borrowing figure.

New Purchase Price

£

New Loan Amount

£

Deposit

£

If purchasing via Special Scheme please provide details of which scheme:

Please provide additional information as required in support of the change. For example, details of any debt consolidation, confirmation of the source of funds where the balance is reducing, and any additional details relating to shared ownership/equity schemes.

### 3. New property details – Please advise of new or provide update to property being purchased

New property address (including plot number if available for New Build)

Flat No. House/Building Name House/Building No.  
Street District  
Town County  
Postcode Country

For properties in Scotland, please confirm if you are using a Home Report Yes No

Date of Scottish Home Report Inspection 

D	D	M	M	Y	Y
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Contact name for valuation/home report

Address for valuation/home report

Flat No. House/Building Name House/Building No.  
Street District  
Town County  
Postcode Country

Contact number for valuation/home report

Type of property Year of build 

Y	Y	Y	Y
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Is the property new build/less than two years old

If a new build property, please provide details of the warranty.

If 'Other' please detail in [Section 8 – additional information](#).

If yes, is the builder offering any incentives

Please enter amount of any incentives 

£
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Tenure If Tenure is Leasehold, Unexpired term of lease(Years) 

Y	Y	Y	M	M
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Type of construction: Walls Type of construction: Roof

Number of bedrooms

#### If Property Type is Flat or Maisonettes:

Is property situated over commercial premises?

Number of flats in a block: Number of storeys in the block:

Is the property either: Is the flat located within a tower block

#### 4. Updating Commitments

If you are changing details of commitments already considered in the application, please complete the boxes below:

Applicant	Change	Commitment Type	Balance	Monthly Payment	Credit Limit (If Card)	Amount to be consolidated	Amount being repaid from own funds	Balance remaining
			£	£	£	£	£	£
			£	£	£	£	£	£
			£	£	£	£	£	£
			£	£	£	£	£	£
			£	£	£	£	£	£
			£	£	£	£	£	£

Where you are advising that the balance of a commitment considered in the application has been reduced, and differs from the credit search or information provided by the underwriter, we will need to see evidence of repayment.

**Please advise of any other changes – provide monthly figures.**

Council Tax  Service Charge/Leasehold

Please use [Section 8 – Additional Information](#), to provide further details on any changes to the clients income or commitments. For example details of any Second Charges or additional sources of income.

Please use this section to provide or update details of any background BTL, second residential or unencumbered properties not declared on the application

Change to property details

Lender  Account Number   
 Balance  Interest Rate  Monthly Payment   
 Property Address

Flat No.  House/Building Name  House/Building No.   
 Street  District   
 Town  County   
 Postcode  Country   
 To be repaid prior/ on completion  Term Remaining  ERC Payable   
 If ERC is payable, please confirm the amount

For any additional properties please add these to [Section 8 - Additional Information](#)

## 5. Employment & Income

Employed Income

Applicant

Amendment

Is this the customers Main Employment

Employment Type

Employers Name

What is the nature of the business

Occupation

Length Of Time with Employer

Y	Y	M	M
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Planned Retirement Age

Annual Basic Income

Monthly Sustainable Allowances

Monthly Overtime

Monthly Commission

Monthly Bonus

Annual Bonus

£	£	£	£	£	£
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Self Employed Income (including Foster Income)

Applicant

Amendment

Status

When was the business established

M	M	Y	Y	Y	Y
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Planned Retirement Age

Name Of Business

Nature of business?

How long have you owned or part owned the business

Y	Y
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Do you have a qualified accountant

What percentage of the shares in this business do you own?

 %

Income

Date

Amount

Last full years income

D	D	M	M	Y	Y	Y	Y
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 £

Previous year 1 income

D	D	M	M	Y	Y	Y	Y
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 £

Previous year 2 income

D	D	M	M	Y	Y	Y	Y
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 £

Business address

Accountant Address

Other income

Type Of Income

Annual Gross Amount

 £

Frequency Paid

Details (Required) – please give further details of additional income including whether this is for the applicant or a dependent.

## 6. Customer's personal details

Amendments to customer names *(Please use customers full legal name as it appears on their proof of identity/passport)*

You may be required to provide proof of identification if amending the name declared in the application.

Please use [Section 8 - Additional Information](#) if more space is required.

Title	Forename	Middle Name/s	Surname
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Update to personal address.

New Residential Address

Flat No.	House/Building Name	House/Building No.
Street		District
Town		County
Postcode		Country

Please tick which applicants the new residential address is applicable to

	App 1	App 2	App 3	App 4
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Customer's email address

Customer's  
telephone number

## 7. Solicitor details

New Conveyancer Name:

New Conveyancer  
Telephone Number:

New Conveyancer Email:

Conveyancer Address:

Flat No.	House/Building Name	House/Building No.
Street		District
Town		County
Postcode		Country

## **8. Additional information**

Any other information or changes required to your application, please detail in the box below:

If you want more information on completing this form or amending your application you can contact our Live Chat service, available Monday to Friday from 9.00am to 6.00pm. The team can make most changes to your application without the need to complete this form. Start an online chat by logging in to the Intermediary Hub.

### **Guidance notes**

If you need support, log into the Intermediary hub, and start an online chat. Our team are available Monday to Friday from 8am to 6pm.

- Please only add information where changes to the current application are required
- Use Section 8 – Additional Information to add anything not captured in the form. This can include:
  - Additional information relating to the customers employment
  - Occupiers in the property over the age of 17 who will not be party to the mortgage
  - Adding dependents
  - Where this form is being used to amend a submitted Buy To Let application (see next bullet)
- To amend a submitted Buy To Let application, we may also require details of:
  - Is the property currently let out?:
  - Current/proposed letting method:
  - Actual or anticipated monthly rental amount:
  - Number of tenants:
  - Is the new mortgage for a freehold property split into self-contained units which are let on an individual basis?