

# Mortgage Application Change Form (PCV)

## 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:

- 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.

## How to use this Form:

Save the blank Mortgage Application Change Form from the Barclays Intermediary website to your files and then open from that file location. Complete the Form with the information you wish to add/change/remove – save the document, then attach it to the case as a bulk upload item in the same way you provide other supporting documents. Please do not send by email. If you have problems completing or uploading the Form please contact us via **Live Chat** or call 0345 073 3330.

Mortgage Application Number:	<input type="text"/>
Customer Name:	<input type="text"/>
Broker Name:	<input type="text"/>
Broker Firm:	<input type="text"/>
Broker Number:	<input type="text"/>
Date:	<input type="text"/>

## Section 1 – Lending Proposition

	Previous	New
Purchase Price		
Loan Amount		
Deposit Amount (if not equity)		
If purchasing via Special Scheme please provide details of which scheme		
Product Code (GSN) – When changing Product always confirm Term below, even if unchanged.		
Term		
If current Product had free legals and the new Product does not, please enter <b>Solicitors details</b> below		
Name of contact		
Name of Firm		
Solicitor Panel ID		
Address		
Phone Number		

	Previous	New	
Fees			
Method of Payment:	Add to Loan <input type="checkbox"/>	Cheque <input type="checkbox"/>	Card Payment* <input type="checkbox"/>
<p><b>*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.</b></p>			
Further Borrowing Amount			
Purpose of Further Borrowing			
Repayment Type (C&I, IO, Part/Part			
Repayment Strategy for Interest Only. Options: Existing endowment policy Existing stocks & shares ISA Existing (minimum 12 months) share, unit, or investment trust (professionally managed) Sale of mortgaged property)			
Current Value of Repayment Strategy			
Maturity Value of Repayment Strategy			
Part/part loan amount	Previous Amount	New Amount	Product
Capital & Interest			
Interest Only			

## Section 2 – Property Details

	Previous	New	
Address			
Postcode			
Purchase Price			
<b>Details for new property</b>			
Estimated Valuation			
Valuation – Contact Name			
Valuation – Contact Number			
Address for Valuation Contact			
Type of Property			
If flat, number of storeys			
Year built			
Tenure			
Type of construction: Walls			
Type of construction: Roof			
Was property originally purchased from a local authority or housing association?			
Number of bedrooms			

Will there be an occupier in the property over the age of 17 who will not be party to the mortgage?

Occupier Full Legal Name	Occupier Date of Birth	Occupier Relationship to Applicant	ADD/EDIT/REMOVE

### FOR BTL APPLICATIONS ONLY

	Previous	New
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?		

### Section 3 – Third Party Details

Current Conveyancer Name:

New Conveyancer Name:

New Conveyancer Point of Contact:

New Conveyancer Telephone Number:

New Conveyancer Fax Number:

New Conveyancer Email:

Conveyancer Address:

Conveyancer Panel Number:



Is the employment status to update or replace the existing information?

Update

Replace

### Section 5 – Employment Type and Status (Employed) and Income

Applicant Name:

Employment Status:

Planned retirement age:

Current Net Monthly Income:

Is this the customer's main employment?:

Employer's Name:

What is the basis of your employment?:

What is your occupation?:

What is the nature of the business?:

Length of time with present employer?:

Annual Basic Income:

Monthly Sustainable Allowances:

Monthly Overtime:

Monthly Commission:

Monthly Bonus:

Annual Bonus:

### Section 6 – Employment Type and Status (Self-Employed) and Income

Applicant Name:

Employment Status:

Planned retirement age:

Current Net Monthly Income:

What is the name of your business?:

Do you have a qualified accountant?:

When was the business established?:

Are you a:

- Sole Trader
- Director of Ltd Company
- LLP Partner

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

Date:

Current year income:

Date:

Previous year1 income:

Date:

Previous year2 income:

Date:

How long have you owned or part-owned this business?:

Business Address:

Accountant Name:

Qualifications:

Accountant address:

## Section 7 – Personal Details and Current Address

**Note 1:** If you request a change to any information listed below you must also upload a document to evidence the new detail e.g. driving licence, in accordance with Client ID&V guidelines.

**Note 2:** If customer has middle name/s they MUST be input.

<b>Applicant 1</b>	<b>Previous</b>	<b>New</b>
First Name		
Middle name/s		
Surname		
Date of Birth		
Nationality		
Place of Birth		
Address		
Post Code		
<b>Applicant 2</b>	<b>Previous</b>	<b>New</b>
First Name		
Middle name/s		
Surname		
Date of Birth		
Nationality		
Place of Birth		
Address		
Post Code		
<b>Applicant 3</b>	<b>Previous</b>	<b>New</b>
First Name		
Middle name/s		
Surname		
Date of Birth		
Nationality		
Place of Birth		
Address		
Post Code		

<b>Applicant 4</b>	<b>Previous</b>	<b>New</b>
First Name		
Middle name/s		
Surname		
Date of Birth		
Nationality		
Place of Birth		
Address		
Post Code		

### Section 8 – Procurement Fee Scheme

	<b>Previous</b>	<b>New</b>
Procurement Fee Scheme		

### Additional Information

Additional information only to support any changes via this form. Do not request stand alone changes or requests here as they will not be actioned.

Barclays Internal Only	
Date	
Time	
Inbound No.	