 **Change of Property Details Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **1. Personal details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | **Applicant 1** | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | **Applicant 2** | | | | | | | | | | | |
| Title | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | |
| First name(s) | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | |
| Middle name(s) | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | |
| Surname | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | |
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| Home telephone | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | |
| Mobile number | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | |
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| Work telephone | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | |
| Email address | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | |
| **2. Mortgage details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please, refer to the acceptable properties section in our lending criteria, to see acceptable construction types. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Mortgage property address** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Building name/number | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | | | | | | | | | |
|  | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | | |  | | |  | | | | |  | | | | | | |
| Street | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | | | | | | | | | |
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| Town/City | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | | | | | | | | | |
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| County | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | | | | | | | | | |
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| Postcode | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | | | | | | | | | |
|  | | |  | | | | | |  | | | | | | | | | | | | | |  | | | |  | | | | | | | | | |  | | | | | | |
| Property tenure | | | Freehold | | | | | | | | |  | | | | | | Leasehold | | | | | | | | |  | | | Commonhold | | | | | | | | |  |  | | | |
|  | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please detail the following, | | | Monthly ground rent | | | | | | | | | | | | | | | | £ | | | | | | | | | | | Monthly service charge | | | | | | | | | | | £ | | |
|  | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |
| How many years remain on the lease? | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Property type | | | Detached house | | | | | | | | |  | | | | | | Semi-detached house | | | | | | | | |  | | | Terraced house | | | | | | | | |  | Flat | |  | |
|  | | | | | |  | | |  |  | |
|  | | | Other | | | | | | | | |  | | | | | | Please state | | | | | | | | | | | | | |  | | | | | | | | | | | |
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| Please, refer to the acceptable properties section in our lending criteria, to see acceptable flat types. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If the property is a flat, how many storeys are in the block? | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | |
| Was the property previously owned by a local authority or social landlord? | | | Yes | | | | | | |  | | | | | | | No | | | | | | | | | |  | | |  | | | | | | | | | | | | | |
|  | | | | | | |  | | |
| What year was the property built? | | |  | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |
| How many bedrooms does the property have? | | |  | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| Are you related or connected to the vendor? | | | | | | | Yes | | |  | | | | | No | | | | | | | | |  | | | |  | | | | | | | | | | | | | | | |
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| Source of deposit | | |  | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| Are you selling an existing property? | | | Yes | | | | | | | |  | | | | | No | | | | | | | |  | | | |  | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| If yes, what is the estimated sale price? | | | £ | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| If no, why aren’t you selling your property? | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **If this is a Family Assist application, please answer the below questions** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Amount of voluntary monetary deposit (if applicable) | | | | | | | | | | | | | | £ | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| Source of security | | | | | Collateral charge | | | | | | | |  | | | | | | | Savings deposit | | | | |  | | | |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **If this is a Right to Buy, or family sale application, please answer the below question:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What is the open market value of the property? | | | | | | | | £ | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |
| **If this is a Shared Ownership application, please answer the below questions:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monthly rental cost | £ | | | Monthly service charge | | | | | | | | | | | | | | | | | | £ | | | | | | | | | | | | |
|  |  | | |  | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| What percentage shareholding are you buying? | | | | | | % | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of housing association | |  | | | | | | |  | |  | | | | | |
|  | |  | | | |  | | | |  | | |  | | | |
| Contact number | |  | | | | | | | |  | |  | | | | |
|  | |  | | | |  | | | |  | |  | | | | |
| Building name/number | |  | | | | | | | |  | |  | | | | |
|  | |  | | | |  | | | |  | |  | | | | |
| Street | |  | | | | | | | |  | |  | | | | |
|  | |  | | | |  | | | |  | |  | | | | |
| Town/City | |  | | | | | | | |  | |  | | | | |
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| County | |  | | | | | | | |  | |  | | | | |
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| Postcode | |  | | | | | | | |  | |  | | | | |
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| **3. Property valuation** | | | | | | | | | | | | | | | | |
| We are legally obliged to assess the value of the property for mortgage purposes and will obtain a valuation report. However, this report may not be adequate for the purposes of someone wishing to purchase the property. The report may not reveal serious defects and there may be important inaccuracies or omissions. It will not be a Structural or Building Survey report and will be  based upon an inspection. You must also note that the report will be carried out for our needs only and will not be done for your benefit. Accordingly, you will not be able to enforce or take the benefit of anything contained in the report or in the contract between ourselves and our valuer. You are therefore strongly advised to obtain your own report on the condition and value of the property, based on a fuller inspection. The standard valuation fee and Homebuyers Report fee include administration expenses as well as the cost of the valuation. The valuation fee must be paid at application. Applications received without a fee, with the exception of those where a free valuation is included within the chosen product, will not be processed until the fee has been received. Valuations are instructed upon receipt of the appropriate fee and therefore such fees are non-refundable, whether nor not the application proceeds. | | | | | | | | | | | | | | | | |
| What type of valuation would you like? | Standard valuation | | |  | Homebuyers report | | |  | |  | | | | | | |
|  |  | |
| The Society may also request that further specialist reports be provided to consider whether the property represents suitable security. The provision of such a report will be at your expense and does not guarantee that the mortgage will be granted. | | | | | | | | | | | | | | | | |
| Who should the valuer contact to arrange access to the property? | | | | | | | | | | | | | | | | |
| Contact name |  | | | | | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Contact telephone number |  | | | | | | | | |  | | | | | | |
| **Valuation fee payment** | | | | | | | | | | | | | | | | |
| We can collect payment for any valuation fees by debit card. If you would like to pay by debit card, please provide contact details below so that we can obtain the full details of the card to be debited | | | | | | | | | | | | | | | | |
| Contact name |  | | | | | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Contact telephone number |  | | | | | | | | |  | | | | | | |
|  |  | | | | | | | | |  | | | | | | |
| **4. Confirmation of Change of Property** | | | | | | | | | | | | | | | | |
| I/We:   * Understand that the information provided in this form will be utilised by the Tipton & Coseley Building Society to assess and process my/our mortgage application in conjunction with any information already provided in the Residential Application form. * Understand that the information that is submitted in this form will be bound by the same declarations included in the Residential Application form. * Understand that I/we have a right to access the personal information held by you and to have incurred information held by yourselves corrected. * Understand that the information provided on this form will be retained by Tipton & Coseley Building Society on file for our records and for the administration of the mortgage for which I am applying. | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Signatures** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Applicant 1 |  | | | | | | | | | Date | | | | |  | |
|  |  | | | | | | | | |  | | | |  | | |
| Applicant 2 |  | | | | | | | | | Date | | | |  | | |
|  |  | | | | | | | | |  | | | |  | | |
| Applicant 3 |  | | | | | | | | | Date | | | |  | | |
|  |  | | | | | | | | |  | | | |  | | |
| Applicant 4 |  | | | | | | | | | Date | | | |  | | |
|  |  | | | | | | | | |  | | | |  | | |
| **OFFICE USE ONLY** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Account Number |  | | | | | | | | |
|  |  | | | | | | | | |  | | | |  | |
| Case Handler |  | | | | | | | | |
|  |  | | | | | | | | |  | | | |  | |
| Valuation fee paid |  | | Date | | | | | | | | | | |  | |

**YOUR PROPERTY MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE.**  
Tipton & Coseley Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct authority and the Prudential Regulation Authority. The Society’s Firm Reference Number is: 159601. The Society is a member of the Building Societies Association. Head Office: 70 Owen Street, Tipton, West Midlands, DY4 8HG.