

# Change of Property Details Form (prior to completion)

(Note: If your personal circumstances or the amount you wish to borrow has changed, then a new, fully completed CNQ and/or application form will be required)

Original account number:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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New account number:

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(Note: Branch use only & only required if valuation was carried out on the original account number)

Name:

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Current address:

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Postcode

Address of property to be mortgaged:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Postcode

(Note: Full postcode must be provided)

Purchase price (or estimated value if a remortgage):

|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| £ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Amount of loan required:

|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| £ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

## Remortgages Only

How long have you had your current mortgage on this property?

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Years

Months

How long have you owned this property?

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Years

Months

(Note: If less than six months for either of the above questions, please provide further details within Additional comments)

Is the property unencumbered? Yes  No  If Yes, for how long?

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Years

Months

(Note: If ten years or more, then search and other charges may be incurred)

How much of the new loan is required for:

Home improvements?

|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| £ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Capital raising (provide details within Additional comments)?

|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| £ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Repayment of outstanding mortgages?

|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| £ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Repayment of existing loans for home improvement?

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|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| £ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Debt consolidation (provide details within Additional comments)?

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|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| £ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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## Brokers only

Have you submitted a Fee Payment Authority with this form? Yes  No

If Yes, is it attached? Yes  No

Date of construction:

Property type/style:  
(eg house/flat/semi-detached)

Tenure of property (ie freehold/  
leasehold/commonhold):  Years  £

If leasehold, what is the unexpired  
term and ground rent?

Is there any incentive or discount being offered by the developer/seller? Yes  No

**If Yes, please provide details within additional comments box**

|  |  |
|--|--|
| App 1  | App 2  |
| Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Will the security address become the correspondence address immediately on completion?

**If No, please provide details in additional comments box**

Number of: Reception rooms  Bedrooms  Bathrooms  Garages/  
parking

Condition of property: Good  Average  Poor  Not known

Heating: Gas  Oil  Electric  Other   
None

**Buy-to-let only**

Anticipated monthly rental income: £

Is the property furnished? Yes  No  Unfurnished? Yes  No

Will the property be let on a multiple occupancy basis? Yes  No

**If Yes, please confirm number of tenants:**

If buy-to-let portfolio exists, please advise of rental income figure currently being received from all properties £

**Total number of properties in portfolio:**

Is the property unencumbered? Yes  No  **If Yes, for how long?**  Years  Months

**(Note: If ten years or more, then transactional charges may be incurred by the conveyancer)**

Was a valuation carried out on original account number? Yes  No

**If Yes, please provide new valuation fee and new account number**

**Access details**

Who should the valuer contact to gain access to the property?

For Scottish cases, which valuer should we contact for a transcript of the valuation?

Name:  Daytime telephone no:  Selling agent:

Type of report required: Mortgage Valuation  Homebuyers  Building Survey

Will any part of the property be used for purposes other than your own residence?..... Yes  No

**If Yes, will your residential use exceed 40%?.....** Yes  No

**Please supply further details within additional comments box, detailing the purpose for which the property will be used**

Is vacant possession of the property being obtained on completion of the purchase and/or mortgage?... Yes  No

Do you intend to occupy the property immediately on completion?..... Yes  No

**If No, please supply further details within additional comments box**

If buy-to-let, will any occupier be a family member?..... Yes  No

**If Yes, please supply further details within additional comments box, including their relationship to you**

Will you be providing all of the monies required in addition to this loan to enable you to purchase the property? Yes  No

**If No, please supply further details within additional comments box**

Will any additional borrowing be secured against the property by a second charge?..... Yes  No

Will the loan be for the direct financial benefit and advantage of all applicants? ..... Yes  No

**If No, please supply further details within additional comments box**

Will there be any persons who will reside in the property on completion of the mortgage with/other than the applicants? ..... Yes  No

**If Yes, please supply full name, relationship, occupation and date of birth within additional comments box**

Is the loan wholly or predominantly for the purposes of a business carried on by you or intended to be carried on by you? Yes  No

**If Yes, please supply details of business purpose and amount of loan to be used for business purposes within additional comments box**

Signature(s) of customer(s) (dd/mm/yy)

(dd/mm/yy)

1. \_\_\_\_\_ Date: / /

2. \_\_\_\_\_ Date: / /

**Additional comments**

**FOR BRANCH/INTERMEDIARY SALES MANAGER USE ONLY**

Branch/intermediary name:  Branch/intermediary signature:

(dd/mm/yy)  
Date:  /  /  Branch code:  Staff number:  Advised Yes  No

Product type:

Repayment type:

Where part repayment and part interest only, please state the amount they require on an interest only basis  £

If any element is interest only, how do they intend to repay the capital by the end of the term of the loan?

Property type/style (eg house/flat/semi-detached):

Construction type:

**YOUR HOME MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE.**

Principal Office: The Bailey, Skipton, North Yorkshire BD23 1DN  
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[skipton.co.uk](http://skipton.co.uk)

Skipton Building Society is a member of the Building Societies Association.  
Skipton Building Society is authorised and regulated by the Financial Services Authority under registration number 153706 for accepting deposits, advising on and arranging mortgages and insurance.  
\*To help maintain service and quality, some telephone calls may be recorded and monitored.

