

## **Adding a Borrower on your existing Bank of Ireland Mortgage account(s)**

### **What you need to do next:**

Please complete the attached request form and mortgage application form. We will need details and signatures from everyone associated with this account – including the new borrower you want to add.

Please review the checklist carefully before you submit the completed forms to us. You must specify whether you are (a) asking us to add the new borrower to the mortgage account **or** (b) asking us to add the new borrower to the mortgage account and also to add the new borrower as a joint owner of the property held as security.

### **What you confirm by returning the forms:**

By returning the forms, you confirm that:

- The information you provided is complete and correct
- You fully understand the Bank's requirements as set out in the request form
- You give the Bank your authority to contact your solicitor in regard to this request.

### **We also need you to give us some documentation:**

As well as the completed request form and mortgage application form, we need you to forward some documentation (this is explained on the form). In some cases, we ask you to send us certified copies of your documents.

### **Where can I certify documents?:**

You can certify documents in your local branch or by contacting a solicitor or notary public.

### **Anti-Money laundering :**

To comply with anti-money laundering legislation we are required to confirm the identity of any new borrowers in person.

In order to do this, a new borrower being added to a mortgage account must bring the following to their local Bank of Ireland branch:

- Photo ID (such as valid passport or driving licence); and
- Proof of their current address (such as a personally addressed bill or bank statement), dated in the last 6 months.
- If you are married and your ID documents are not in your married name, you will also need to bring your marriage certificate

A member of staff will certify these and update our 'Know Your Customer' (KYC) system so that the change request on your mortgage account can progress. You will be provided with KYC passport sheet and reference number which you must send to us with the rest of the required documentation.

**Taking these documents to a branch:**

You can present the form and the documents at your nearest Bank of Ireland branch, where we will take copies and return the originals to you, immediately. Please bring this letter with you when you go to a branch.

**Sending us certified copies by post :**

Alternatively, once your documents have been certified, you can send the form and documents by post to: Modifications Unit, Financial Review Team, Bank of Ireland Mortgages, PO Box 13298, Dublin 18.

**Costs and fees:**

To amend the borrowers on an existing mortgage account and the ownership of the property held as security, you will be required to engage the services of a Solicitor. You will be liable for your Solicitors costs and fees associated with the request.

Where the property held as security is a 'buy-to-let' property, any amendment to mortgage and ownership of the property, will also require a Bank of Ireland panel Solicitor. You will also need to pay the Bank's panel solicitor fee. The standard Bank of Ireland panel solicitor fee is €950 plus 23% VAT plus additional outlay (up to a maximum of €350).

**Change of address:**

You can change your address using 365 online. Simply log into 365 online, click on 'Service Desk' and select 'Update Postal Address' from the dropdown menu. You cannot change your address using the mobile or tablet app.

If you are not registered for 365online, please enclose an instruction to update your address with this request/complete the attached change of address request form.

**We need everything from you in one submission:**

Please only send us your completed, signed form once you have ALL your documents including any that need to be certified. Bank of Ireland Mortgages

**Who can I contact if I have any questions:**

If you have any questions in relation to this request you can phone our contact centre on 0818 365 365 or 01 404 4000

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