

### What is this form for?

Use this form to request our consent to add a borrower to your mortgage loan account and to the title to the property securing that mortgage loan.

### What we will do

We will work out if the existing borrower or borrowers and the new borrower are able to repay the mortgage loan, together, over the remaining term.

### What we call different types of borrowers

Any borrower you want to add is called the 'new borrower'. Any borrower already on your mortgage loan account is called the 'existing borrower'.

**Please note that the bank is not obliged to agree to a request**

### In general, before we can consider a request...

- ▶ The existing borrower (you) must be up to date on your mortgage payments.
- ▶ You must have a good payment history.
  - ▶ This means your mortgage loan can't have been overdue for longer than 30 days in the last 12 months.
  - ▶ It also means that you must not have been in breach of the terms and conditions of your Mortgage Loan Offer Letter over the last 12 months.
- ▶ The Bank's security as set out in your Mortgage Loan Offer Letter must be in place to the Bank's satisfaction.
- ▶ This means that we must be satisfied that the registration of the Bank's mortgage over the secured property must be in place or progressing

### If we agree to add a borrower

You and your solicitor must agree to our additional requirements. We will let you know these by writing to you or your solicitor.

### Filling in this form

Read this form through and complete all sections. If you have any questions, please contact your local mortgage specialist. The documents you need to submit are set out on page 3 of this form.

### Get independent legal and financial advice

We strongly recommend that the new borrower, and the existing borrower each seek independent legal and financial advice before completing and signing this request form.

### Your mortgage details

**1. Mortgage loan account number** - if you have more than one account secured on the same property, please give us all the account numbers.


**2. Address of the property** – this means the address of the property that your mortgage accounts are secured by


### Request to add a borrower

Here, you are asking us to consent to the transfer of the mortgage loan account(s) and the title to the property securing the account(s) into the joint names of

**1. The existing borrower's name**

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**2. The new borrower's name**

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If more than one existing borrower

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### Your reason for this request

**1. Why do you want to add the new borrower?**


**Existing borrower - solicitors' details**

**1. Solicitor's contact details**

Solicitor's name

Name of firm

Address of firm

Phone / Fax

Email

**New Borrower - solicitors' details**

**1. Solicitor's contact details**

Solicitor's name

Name of firm

Address of firm

Phone / Fax

Email

**Who should sign this form?**

This form must be signed by the existing borrower and the new borrower.

**By signing this form**

You confirm that the information you have given us in this request form is complete and correct. You also confirm that you fully understand our requirements as set out above. And you give us your authority to contact your solicitor in regard to this request. In addition, the existing borrower confirms that we are authorised to discuss the mortgage loan account with the new borrower.

**Signatures**

**1. Existing borrower**

Signature

Name

Address

Phone

Email

**2. If more than one existing borrower**

Signature

Name

Address

Phone

Email

**3. New borrower**

Signature

Name

Address

Phone

Email

**Documents**

If we ask for an 'original' document, that does not mean a photocopy. If we ask for a 'certified copy', we mean a copy of an original which has been certified by a solicitor, bank official or a notary public. To get a certified copy of a document, go to a solicitor, your local branch or a notary public with the original.

**We need you to provide the following documents:**

**1. This original request form** - completed and signed, below, by the existing borrower and new borrower

Yes 

**2. The original mortgage application** (which we sent you with this form) - completed and signed by the existing borrower(s) and the new borrower together with the documentation described in the checklist on the form

Yes 

**3. New borrower: a certified copy of their photo ID:** for example, their current passport or driving licence

Yes 

**4. New borrower: a certified copy of one form of recent address verification** – for example a statement from a financial institution or utility bill (dated within the last 6 months)

Yes **We might also need the following documents:**

**5. Existing borrower: a certified copy of your original state marriage certificate or civil partnership registration certification:** we only need this if your marital status has changed since the mortgage loan was drawn down

Yes  No **Where do I send the documents?**

**Please send us this completed and signed form with all the documents by post to:**

Modifications Unit, Financial Review Team, BOI Mortgages, 2 Burlington Plaza, Burlington Road, Dublin 4, D04 EC66.

**What if I have any questions?**

If you have any questions or concerns, please contact your local mortgage specialist.