

**Request to release a Lien or Assignment held as additional security for your Mortgage loan****To change the terms and conditions of your mortgage account(s), we require the following:**

- A Mortgage modification request form fully completed by the borrower(s). (attached)
  - Proof of Income:
  - PAYE: most recent payslip
  - SELF EMPLOYED: last two years certified accounts and personal tax return or
  - tax balancing statement;
- Bank or Building Society Statements:
- Last three months current account and credit card statements (unless these accounts are with us)
- If self-employed – last three month’s current account statements for the business account (unless this account is with us)

Once you provide us with all the necessary documentation, we can progress your request.

**Please send the documentation to:**

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

**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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