

Change of Adviser form

This document is to be used when an adviser takes over responsibility for an existing application on behalf of a colleague. A copy of this form will be retained for our records. We require the new adviser to agree to the Document Upload terms and conditions and Broker Declaration requirements before gaining access to case information and uploading new documentation.

By signing this document you are agreeing to the following terms:

Document Upload terms and conditions

- By accepting these terms and conditions you confirm that any document you upload has been seen by you as the adviser responsible for this mortgage application.
- When using the document upload facility you confirm that the documents are a copy of the original or that you are certain of their authenticity and that they have not been subject to unauthorised or accidental alteration.
- There is no need to stamp them or sign 'originals seen' before uploading them (however you will still need to do this if you send the documents via post/fax/email).

Broker Declaration

- I confirm that all the relevant statutory provisions, including requirements under Financial Services & Markets Act, have been satisfied.
- I confirm that I am aware of any known or foreseeable changes to my client's income/expenditure and that I have taken this into account when checking the affordability of this mortgage.
- I confirm where debt consolidation is the main purpose of the mortgage, that I have taken into consideration the costs associated with increasing the term, securing a previously unsecured loan and, if payment difficulties exist, whether it would be more appropriate to negotiate an arrangement with existing creditors rather than take out this mortgage.
- I am fully aware that quality checks will be carried out on the validity of the information contained in the online application submitted.
- I confirm that this application and any supporting information is submitted in accordance with the NBS Terms of Business for Mortgage Brokers

Application number: _____

Name of applicants: _____

Name of new adviser: _____

Company name: _____

FCA number: _____

Signature of adviser: _____

Date: _____

Nottingham
Building Society

 thenottingham.com

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

Nottingham Building Society, Nottingham House, 3 Fulforth Street, Nottingham NG1 3DL, is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority; Financial Services Registration No. 200785.