

# Change of Address Form

Before you complete this form, please see 'How The Mortgage Works and Nationwide use your information' by visiting [themortgageworks.co.uk/cookies-privacy](http://themortgageworks.co.uk/cookies-privacy).

## 1. Account Details

Account Number(s)

If you have multiple accounts (and when we've verified your signature), we'll update your living address and correspondence address on all sole accounts and joint accounts where the joint party is named on this form and their signature is present. For any other joint accounts with parties not named on this form, we'll only update your own living address and any changes to correspondence address will require a new form signed by both parties.

	Customer 1	Customer 2
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> Other (specify) <input type="text"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> Other (specify) <input type="text"/>
Forenames(s)	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Date of birth	DOB <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	DOB <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Email Address	<input type="text"/>	<input type="text"/>

We'll sometimes use this email address(es) to get in touch with you about your application, or tell you something important about the account. If you're a broker completing this form on behalf of the applicant, please ensure they're made aware of this.

Telephone Number	<input type="text"/>	<input type="text"/>
Currently Held Living Address	<input type="text"/>	<input type="text"/>
Your permanent residential address.	<input type="text"/> Postcode <input type="text"/>	<input type="text"/> Postcode <input type="text"/>

New Living Address	<input type="text"/>	<input type="text"/>
	<input type="text"/> Postcode <input type="text"/>	<input type="text"/> Postcode <input type="text"/>

Occupancy Status	<input type="text"/>	<input type="text"/>
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Currently Held Correspondence Address	<input type="text"/>	<input type="text"/>
This is the address we already have on our records, which you'd previously told us to send your correspondence to.	<input type="text"/> Postcode <input type="text"/>	<input type="text"/> Postcode <input type="text"/>

New Correspondence Address	<input type="text"/>	<input type="text"/>
This is the new address you'd like us to send your correspondence to. This must be the living address of at least one of the named parties on the form.	<input type="text"/> Postcode <input type="text"/>	<input type="text"/> Postcode <input type="text"/>

If the joint parties named above are living at different addresses, please tick ONE option below as the main correspondence address. There must always be at least one of the parties living at the correspondence address.

Customer one address:  Customer two address:

## 2. Use of my information

1. The information you have provided will be held by The Mortgage Works and Nationwide. Further details on how your information will be used is available at [themortgageworks.co.uk/cookies-privacy](https://themortgageworks.co.uk/cookies-privacy)
2. We collect and use your information so we can offer and manage your accounts, confirm your ID, prevent fraud, provide services to you, collect and recover debt and run our business.
3. We share your information as necessary within The Mortgage Works and Nationwide, with our suppliers and with any third parties you've asked to act on your behalf. Information is shared with our insurance partners when applying for a Nationwide insurance product or it is a benefit of your account (e.g. FlexPlus).
4. If the law requires or allows us to, we'll also share information as necessary with other organisations. This includes credit reference agencies, fraud prevention agencies and other government bodies, regulators and law enforcement agencies.
5. When we share your information with credit reference agencies they'll use this to check your credit rating, along with the other details you've given us. These checks are part of most account application processes – however, they will leave a record on your credit file that other lenders can see. This might affect your ability to get credit elsewhere for a short while.
6. When we share your information with fraud prevention agencies they will use the data to prevent fraud and money laundering and verify your identity. If we believe someone poses a fraud or money laundering risk, we may refuse to provide the product they have asked for and we may also stop providing services they already have. The fraud prevention agencies will keep a record of any fraud or money laundering risk and this could mean that other organisations may refuse to provide services, financing or employment.
7. When we transfer information to third parties and organisations, whether inside or outside the UK, we'll make sure we only give them information that's necessary and that your data will stay secure.
8. We may, if applicable, give the Intermediary who introduces this mortgage application to you, a copy of any offer we make or the reason for declining the application, a copy of any valuation we ask to be carried out, details of any complaints you make before completion and any other information we consider necessary to process your application through to completion.
9. We only use your information if we have a legal basis to do so, for example, if you have given us consent or if we need to use the information to meet our obligations to you in our terms and conditions. We may also use your information if necessary to comply with the law or to carry out our legitimate business interests.
10. You have certain rights when it comes to your personal information including the right to access your data. Further details on these rights and who to contact are available online at [themortgageworks.co.uk/cookies-privacy](https://themortgageworks.co.uk/cookies-privacy)

## 3. Signatures

All parties to the mortgage must agree to the above named having authority on the mortgage account as detailed above; please ensure all parties sign below:

### Customer 1

Name

Signature

Date

### Customer 2

Name

Signature

Date

**Mortgages are secured on your property.  
You could lose your property if you do not keep up payments on your mortgage.**

**The Mortgage Works (UK) plc** (Company No. 2222856) is a wholly owned subsidiary of Nationwide Building Society and is authorised and regulated by the Financial Conduct Authority (FCA) under registration number 189623. You can confirm our registration on the FCA's website [fca.org.uk](https://fca.org.uk)

**The Mortgage Works (UK) plc** also acts as agent and mortgage administrator for **Derbyshire Home Loans Ltd** (Company No. 2628265, FCA No. 302586) and for **E-Mex Home Funding Ltd** (Company No. 02124900, FCA No.305370). All three companies are wholly owned subsidiaries of Nationwide Building Society, are registered in England and Wales with their registered office at Nationwide House, Pipers Way, Swindon, SN38 1NW and are authorised and regulated by the FCA.

Most buy to let mortgages are not regulated by the FCA.

The Mortgage Works (UK) plc, Northampton Administration Centre, Kings Park Road, Moulton Park, Northampton, NN3 6NW

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