Virgin Money

Change in correspondence address

Please return the completed form to: Customer Ownership, Virgin Money, Jubilee House, Gosforth, Newcastle upon Tyne NE3 4PL

Mortgage account number | | | | | | | – | | | | | |

Property address

Correspondence address

Telephone number

Telephone number

First customer's name

Second customer's name

First customer's signature

Second customer's signature

Date

Date

Please note that all parties to the mortgage must sign this form as confirmation that the correspondence address should be amended.

1 I/We are applying to Virgin Money to change the address for our correspondence

The reason why I/we wish to do this is:

☐ Selling property

☐ Property currently being let

☐ Working away from home

☐ Planning to let the property

☐ Address held by Virgin Money was the initial correspondence address used when I/we applied for the mortgage

☐ Other – please specify: _____

2. I/We confirm:

☐ The property will be occupied by a tenant

☐ The property will be occupied by a family member

☐ The property will be/has been unoccupied from ___/___/___ (Please specify date)

If the property is/will be unoccupied, please indicate below how long it will be unoccupied for:

☐ The property will be unoccupied for less than 60 consecutive days

☐ The property will be unoccupied for more than 60 consecutive days

3. I/We confirm that I/we have notified my/our insurance company

☐ Yes

☐ No

If no, please state reason(s) _____

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