

# Material Change Form – Header Sheet



Name of Applicant(s)	
Reference Number	

**PLEASE NOTE**  
**This header sheet must be completed in addition to any associated supplementary sheets. You only need to complete the relevant questions that have changed since the original application. NFI Online users can scan and attach the completed form to their case or email to [mortgagedocuments@nationwide.co.uk](mailto:mortgagedocuments@nationwide.co.uk). To assist our team in processing the change, please allow us 24 hours before chasing.**

**Intermediary details**

Name	
Address	
Telephone Number	
FCA Number	
Level of Advice (please confirm)	<input type="checkbox"/> Advised

**If your contact details for this case have changed please confirm**

New Intermediary Contact Telephone Number	
New Intermediary Contact E-Mail Address	

Are you charging the applicant/s any other fees excluding Nationwide fees/charges or those previously mentioned on the original application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state the amount, to whom it is payable and when payable. If the fee is refundable please state how much is refundable and when.	

**Amendments required (tick all appropriate and attach any associated pages)**

- Change to Intermediary Details**
  - Change to Financial Details**  (please complete section 1)
  - Change to Property Details**  (please complete section 2)
- Amendments Required**  
**Please note: This form should not be used where a customer changes their security address. A new application will be required to be submitted and the existing application will need to be cancelled. Please see [www.nationwide-intermediary.co.uk](http://www.nationwide-intermediary.co.uk) for details.**
- Change to Application Details**  (please complete section 3)
  - Change to Direct Debit Details**  (please complete section 4)
  - Do you want to cancel the case?**

Please provide a reason for cancellation	
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**NB: This form must be signed by the adviser and arranger who signed the declaration on the initial Mortgage Application form.**  
 I confirm that all relevant statutory provisions including requirements under the Financial Services & Markets Act have been satisfied. I confirm that any third party who may have arranged and advised on or introduced this mortgage is authorised to advise and arrange or introduce the business or is exempt from authorisation. I am fully aware that quality checks will be carried out on the validity of the information contained in this application form. I am also aware that product(s) applied for will only be reserved if the correct fee accompanies the application form and the product(s) is/are available on the day the application is received by Nationwide. I also authorise Nationwide to release my details to the third party appointed to carry out the legal work on the remortgage so that they can contact me regarding the case (where applicable). I confirm that all documents provided, whether electronically attached or posted, are genuine copies of the original documents that have been seen by me.

<b>Signature</b>	
<b>Date</b>	



## Section 2 - Change to Property Details

Name of Applicant(s)	
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Please note that you only need to update the relevant questions that need to be changed

### Property Details and Features

Please note: This form should not be used where a customer changes their security address. A new application will be required to be submitted and the existing application will need to be cancelled. Please see [www.nationwide-intermediary.co.uk](http://www.nationwide-intermediary.co.uk) for details.

House	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>
Flat	<input type="checkbox"/>
Maisonette	<input type="checkbox"/>
Detached	<input type="checkbox"/>
Semi Detached	<input type="checkbox"/>
Terraced	<input type="checkbox"/>
Studio	<input type="checkbox"/>
Purpose Built Flat/Maisonette	<input type="checkbox"/>
Converted Flat/Maisonette	<input type="checkbox"/>

Purchase Price	£
Estimated Value	£
If the purchase includes any gifted deposits or incentives from the vendor/builder, please provide details	
Is the property being sold purposely and knowingly at below the open market value?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Tenure

Freehold	<input type="checkbox"/>
Leasehold	<input type="checkbox"/>
Commonhold	<input type="checkbox"/>
Ownership Scotland	<input type="checkbox"/>
If Leasehold, Unexpired Lease term (years)	

Amend Security Address.

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Property Region	
What year was the property built?	
Number of bedrooms?	
How many floors does the property have?	
Is the property a new build or newly converted or refurbished?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you purchasing the freehold of block?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the property have a garage or parking space?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Does the property have a basement or cellar?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the property under construction or major redevelopment (or due to be)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the property a listed building?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the property habitable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the plot size greater than 1 acre?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the property to be used for agricultural purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the property subject to any agricultural restrictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the wall construction brick, block or stone?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the roof construction tile or slate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the property been flooded in the last 5 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the property at risk of coastal or river erosion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the property suffered from subsidence, heave or landslip?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**If the property is shared ownership**

% of shared ownership	
Rent payable	

**If the property is equity share**

% retained by equity holder	
Name of equity holder	

**If the property is a flat**

Number of floors in the block	
Floor number of flat	
Is it serviced by a lift?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**New estate agent/vendor details**

Name of Estate Agent/Vendor	
Contact Name	
Company Address	
Telephone Number	
E-mail address	

Valuation Requirements:  
The Society is legally obliged to assess the value of the property for mortgage purposes and may obtain a valuation report. However, this report will not be adequate for the purposes of someone wishing to purchase and live in the property. The report may not reveal serious defects and there may be important inaccuracies or omissions. It will not be a Structural or Building Survey Report and will be based upon a limited inspection. You are therefore strongly advised to obtain your own report on the condition and value of the property, based on a fuller inspection.

**Valuation required**

Mortgage Valuation Report	<input type="checkbox"/>
Home Survey Level 2 Report	<input type="checkbox"/>
Transcription (Scottish purchases only)	<input type="checkbox"/>

**If this is an exception case please ensure you have attached the appropriate fee.**

## Section 3 - Change to Application Details

Name of Applicant(s)	
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**Please note that you only need to update the relevant questions that need to be changed**

### Applicant 1

Current Name	
New Name	
Reason for change	

**Please attach the relevant proof for change of name.**

**Marriage Certificate - Written confirmation of Divorce (from the applicant or solicitor) - Deed Poll**

### Applicant 2

Current Name	
New Name	
Reason for change	

**Please attach the relevant proof for change of name.**

**Marriage Certificate - Written confirmation of Divorce (from the applicant or solicitor) - Deed Poll**

### New solicitor details

New Solicitor Company Name	
New Solicitor Name	
Address	
Telephone Number	
Reason for change	

**NBS will require written confirmation from the old solicitor to state they are no longer dealing with this case, and written confirmation from the new solicitor to confirm they are acting on behalf of the applicants for this case.**

### Any other details

Please provide full details of any other changes	
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## Section 4 - Change to Direct Debit

Name of Applicant(s)	
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### New direct debit details

Bank Name	
New Bank Account Number	
New Bank Sort Code	
Bank account holder Name(s)	
Preferred payment date (valid values 1-28)	