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## change of correspondence address for personal mortgage accounts

**HOLDERS OF JOINT ACCOUNTS MUST FILL IN A FORM IF THEY HAVE ALSO CHANGED THEIR ADDRESS**

Please fill in your details in the white sections below. Please check your details and amend if they have changed. Please use BLOCK LETTERS and black ink when completing this form.

**Personal Details**

Title \_\_\_\_\_ First Name \_\_\_\_\_ Surname \_\_\_\_\_

Gender \_\_\_\_\_ Date of Birth \_\_\_\_\_ Marital Status \_\_\_\_\_

**Previous Correspondence Address**

**Current Correspondence Address**


**Other Contact Details**

Daytime Phone No. \_\_\_\_\_ Evening Phone No. \_\_\_\_\_

Mobile Phone No. \_\_\_\_\_ Email Address \_\_\_\_\_

**Account Details**

Please specify, by ticking the corresponding box, the account number you wish to update to your current correspondence address:

Account Number	Account Holder(s) Names
<input type="radio"/> _____	_____
<input type="radio"/> _____	_____
<input type="radio"/> _____	_____
<input type="radio"/> _____	_____
<input type="radio"/> _____	_____
<input type="radio"/> _____	_____

**Before you sign this form, please read the important information below.**

**Signatures**

I/We declare that I/We have read ALL the important information that is set out on this form and that all statements made and particulars given to you in connection with this instruction are strictly true **to the best of my/our knowledge and belief.**

Signature

Signature

Date

Date

## IMPORTANT INFORMATION

### Before you sign this form, please read the following notes:

1. If sending by post, please enclose, for each signatory, photocopies of two types of photographic identification e.g. current passport and current driver's licence (issued within the EU only), and two types of address verification e.g. a utility bill and a bank statement issued to you in your name and dated within the last 6 months. Postal address: 2 Burlington Road, Dublin 4
2. If you would like to email this instruction to us, please enclose, for each signatory, photocopies of two types of photographic identification e.g. current passport and current driver's licence (issued within the EU only), and photocopies of two types of address verification e.g. a utility bill and a bank statement issued to you in your name and dated within the last 6 months. E-mail address: [info@havenmortgages.ie](mailto:info@havenmortgages.ie)
3. If any of your mortgage accounts are held in joint names all account holders must sign this form before your address can be changed.
4. Account correspondence is addressed to the first named account holder.
5. Second named account holders will need to complete a separate form to update their address.
6. If you are changing your mortgage account address, you will need to review any impact this may have on your insurance.
  - You may need to reclassify your mortgage account from a homeloan to buy to let or from a buy to let to homeloan. Please ask a member of staff for a reclassification form.
  - Please contact your insurance provider directly in order to update the correspondence address on any policies you have in place for your mortgage.