

**Authorisation for Third Parties, Friends and Relatives**

**Mortgage Account Number:** .....

Thank you for getting in touch with us.

In order to proceed with your request we require an up to date letter of authority, dated and signed by all parties to the mortgage.

The authority should be dated within the last 6 months. We will require an up to date authority every 6 months unless stated otherwise.

The authority should include the name and address of the third party, friend or relative acting on your behalf and a password which only you and the third party are aware of.

To ensure that all information on your records is correct please complete the enclosed form and send back to us at Birmingham Midshires, PO Box 81, Pendeford Business Park, Wobaston Road, Wolverhampton, West Midlands, WV9 5HZ.

Please note we are unable to accept any faxed documentations.

If you need any further help, please call us on 0845 300 2627. Our lines are open between 8am and 8pm Monday to Friday and 9am to 1pm Saturday. You can also email us at [lending@birminghammidshires.co.uk](mailto:lending@birminghammidshires.co.uk) or visit our web-site at [www.bmmortgages.co.uk](http://www.bmmortgages.co.uk)

Messages sent to us by email may not be secure so it's important you don't email confidential information. We're keen to ensure we safeguard your records - so we'll get back to you by letter or telephone if we need to quote any personal details.

Yours sincerely,

Mortgage Contact Centre

Calls may be monitored and recorded for security and training purposes. Calls from BT landlines will cost a maximum of 5p per minute plus a 6p call set-up fee. The price of calls from other telephone companies will vary. The call price is correct at today's date.



**Authorisation for Third Parties, Friends and Relatives**

Please update my records with Third Party Authority relating to account number/s:

- 1. ....
- 2. ....
- 3. ....

Please update my records with the following Third Party Authority details:

Name and Address of Third Party:

.....  
.....  
.....  
.....

Please provide a password which only you and the Third Party are aware of:

.....

Please provide authority signature/s, printed name/s and date:

1<sup>st</sup> Signature

.....  
Print Name

Date

2<sup>nd</sup> Signature

.....  
Print Name

Date

.....