



Registered Office,  
10 Molesworth Street,  
Dublin 2, D02 R126  
Tel: 01 665 9000  
www.ebs.ie  
e-mail: info@ebs.ie

**FOR OFFICE USE ONLY**

Office Manager Name

Office Manager Signature

Office

**Loan Account Number**

Property address

## CHANGE LOAN ACCOUNT FROM HOMELOAN TO BUY-TO-LET Application Form

1st Applicant	2nd Applicant
First Name:	First Name:
Surname:	Surname:

Loan Account Number	

Please include all account numbers associated to the Property in this section. You will find your account number on your latest loan statement.

### 1. General

I/We wish to inform EBS of the change in status of the above mentioned property. The above property is no longer my/our home and is now a buy-to-let.

I/We confirm that I/we understand that my/our loan and any associated top-ups will convert to a buy-to-let loan.

I/We understand that this application is subject to approval by EBS.

### 2. Rate

#### Standard Variable Rate

I/We understand that if this loan is currently on a variable rate, changing it from a homeloan to a buy-to-let loan will not change the variable interest rate.

#### Fixed Rate

I/We understand that if this loan is currently on a fixed rate that it will remain on this fixed rate until the end of the fixed rate term. After the end of this term, we will apply the applicable homeloan Standard Variable Rate (SVR) to this loan.

### 3. Current Residence

---

I/We confirm that my/our home is at.....and enclose evidence of this in the form of an appropriate proof of address document dated within the last six months.

Please complete the EBS Change of Correspondence Address for Personal Mortgage Accounts form and we will update your address. You can find this form on our website at [www.EBS.ie/daily-banking/change-of-correspondence-address](http://www.EBS.ie/daily-banking/change-of-correspondence-address). The EBS Change of Correspondence Address for Personal Mortgage Accounts form must be submitted along with the request to reclassify your loan form.

Please talk to an EBS staff member for full details of acceptable proof of address documents.

### 4. Insurances

---

#### Life Assurance

Although you do not need Life Assurance for a buy-to-let loan, you should obtain financial advice before making a decision to cancel your policy.

#### Home Insurance

I/We currently hold a house insurance policy with EBS and have completed a buy-to-let proposal form in respect of this change.

EBS buy-to-let insurance is underwritten by Allianz plc. Allianz plc is regulated by the Central Bank of Ireland.

I/We currently hold a house insurance policy with an external provider and will inform my/our provider of this change.

#### Payment Protection

Where you have payment protection insurance (PPI) through EBS in connection with this mortgage, you should contact AXA directly to discuss your changed circumstances as failure to do so may affect your right to make a claim on the policy.

I/We wish to cancel our current payment protection insurance held through EBS in connection with this loan.

If you hold Payment Protection Insurance with an external provider then please contact your provider.

### 5. Data Protection

---

For information in relation to how we collect personal information about you, how we use it and how you can interact with us about it, see our data protection notice in our EBS offices and online. It may change from time to time.

### 6. Customer Declaration and Signature

---

By signing the below I/we give and make the agreements, acknowledgements and authorisations in sections 1-5 (inclusive).

1st Applicant	
Signature:	Print Name:
Date:	

2nd Applicant	
Signature:	Print Name:
Date:	

All parties to the mortgage loan must sign.

## Important

1. The interest rate you have selected may change between the time you complete this application form and the time we process it. The interest rate applicable at the time we process the application form will be applied to the loan.
2. As the Loan to Value of the property decreases, you may be able to switch to a lower LTV rate band. If you wish to choose one of our PDH Loan to Value (LTV\*) rates you may need to provide us with an up to date valuation report. A valuation report will not be required in the following circumstances:
  - If you choose an LTV interest rate based on an LTV rate band that has previously been applied to your mortgage loan or;
  - If you choose a >80% LTV rate band
3. The required valuation report must be completed by an approved valuer from the EBS Residential Mortgage Valuer's Panel and dated within the past 6 months (details are on our website, [www.ebs.ie](http://www.ebs.ie)). We need the valuation report to ensure you qualify for the relevant LTV rate band. Please note that you are responsible for the cost of the valuation report.
4. While the loan is on a fixed rate the term of your mortgage loan cannot be reduced below the term of the fixed rate period.
5. Once your fixed rate request is received in an EBS Registered Office and the fixed rate is applied to your mortgage loan, you may only request to cancel this change within the same month the fixed rate request was received without incurring an early repayment charge.
6. When a fixed interest rate term ends, the interest rate on your loan will default to the Standard Variable Interest Rate (SVR\*) then offered by us unless you choose an alternative interest rate, if on offer by us at that time. We will write to you at least 60 days before your fixed rate period is due to expire with a summary of the rate options available at that time.
7. You can exit a fixed rate before the end of the fixed rate period however this may incur an early repayment charge if you do so. Details of how an early repayment charge is calculated are provided later in this document.
8. The applicable SVR or LTV variable interest rate at that time your fixed rate period expires may be higher than the interest rate you currently hold. The effect of this will be that the new repayment(s) on your mortgage loan may be higher, which could result in you paying more in total over the full term of your mortgage loan (your cost of credit\*) compared to the total cost of your mortgage loan if you do not select a fixed rate.

\*See Explanatory Notes section for more detail

### Glossary of Terms

- LTV means, "Loan to Value" i.e. the loan amount as a percentage of the value of the property.
- >Means "Greater Than" and >= means "Greater Than or Equal To".
- < Means "Less Than" and <= means "Less Than or Equal To".
- PDH means, "Private Dwelling House".

## Explanatory Notes

### Cost of Credit

The cost of credit is the additional amount charged, over and above the amount borrowed, that the borrower has to pay. It includes interest and any other charges. The cost of credit of your mortgage loan may be higher than if you had continued to repay your mortgage loan on your current interest rate.

**Fixed rates** can provide certainty, as your interest rate and monthly repayments are fixed for a set time. Although a fixed rate means your repayments cannot increase for a set period of time, it also means that your repayments will not fall during the fixed rate period even if interest rates were to decrease during this time. As a result, you could miss out on lower interest rates and therefore lower repayments.

**Variable rates** offer flexibility. They allow you to pay extra off your mortgage loan without having to pay any penalties. However, because variable rates can rise and fall, your mortgage repayments can go up or down during the term of your loan.

**Loan to Value (LTV)** Your LTV is the percentage representing the difference between your loan amount and the value of your property. For example, if you have a mortgage of €80,000 on a property valued at €100,000, your LTV rate band would be 80%.

### Loan to Value (LTV) variable interest rates

LTV interest rates are available to most owner occupier mortgage customers and may require an up to date valuation report. The LTV variable interest rate available to you depends on your Loan to Value. The LTV variable interest rate can rise and fall which means your mortgage repayments can go up or down during the term of your loan.

Top up mortgage loans: LTV interest rates are not currently available to owner occupier customers at initial drawdown of a top up mortgage loan but may be available after drawdown.

### Standard Variable Interest Rate (SVR)

The SVR is available to all owner occupier mortgage customers. Customers who avail of this rate at loan draw-down remain on this rate for the duration of the loan term, unless they request to switch to a fixed rate or to a 'LTV' variable interest rate. The SVR is the applicable variable rate for customers at initial drawdown of a top up loan. If you fix your interest rate for a period of time, your interest rate will default to the SVR then offered by us at the end of the fixed rate period unless you choose an alternative interest rate, if on offer by EBS to you at that time. The SVR is not based on your LTV rate band. The SVR can rise and fall which means your mortgage repayments can go up or down during the term of your loan.

### All Mortgage Loans

**WARNING: YOUR HOME IS AT RISK IF YOU DO NOT KEEP UP PAYMENTS ON A MORTGAGE OR ANY OTHER LOAN SECURED ON IT.**

**Warning: If you do not meet the repayments on your credit agreement, your account will go into arrears. This may affect your credit rating, which may limit your ability to access credit in the future.**

**Warning: If you do not keep up your payments you may lose your home.**

This document forms part of the existing documentation governing this loan, the conditions of which are outlined in the application form, Offer letter, the EBS Home Loan Conditions and the Standard Housing Loan Mortgage General Conditions.

Please be advised that if you do not repay the Mortgage Loan when due then you will be in breach of the terms and conditions of your mortgage and the Lender will take appropriate steps to recover the amount due. This could mean the Lender will commence legal proceedings seeking an order for repossession against you, which will affect your credit rating and limit your ability to access credit in the future.

### Interest Only Loans

**Warning: The entire amount that you have borrowed will still be outstanding at the end of the interest-only period.**

### Variable Rate Loans

**WARNING: THE PAYMENT RATES ON THIS HOUSING LOAN MAY BE ADJUSTED BY THE LENDER FROM TIME TO TIME.**

**Warning: The cost of your monthly repayments may increase.**

### Fixed Rate Loans

**Warning: You may have to pay charges if you pay off a fixed-rate loan early.**

An early repayment charge is payable in the following cases where the fixed rate period has not expired:

1. If a capital payment or full repayment is made to the loan, or
2. If the loan is converted to a variable rate, or
3. If the loan is converted to another fixed rate.

#### Calculation of an Early Repayment Charge:

The formula to calculate the early repayment charge is: amount (A) x remaining term in days divided by 365 (U) x difference in cost of funds (D%)

#### Definition of Terms used in this formula:

Amount (A)	This is the amount being repaid early or the amount being converted to a variable rate or another fixed rate period.
Remaining term in days (U)	Remaining number of days left before the fixed rate is due to expire.
Difference in cost of funds (D%)	The difference between the original cost of funds and the cost of funds for the fixed rate period remaining.
Original cost of funds	The cost of funds for EBS d.a.c. for the fixed rate period at the time the fixed rate period commenced.
Costs of funds for the fixed rate period remaining	The cost of funds used will be as of 5pm the day previous to the request to calculate the early repayment charge.

**Worked Example:** Set out below is a worked example of how an early repayment charge would be calculated.

Assume a 5 year fixed rate loan. Full Repayment of €100,000 after 3 years (A); Remaining Term is 2 (U); Difference in Cost of Funds 2% (D). The early repayment charge would be as follows:

$$(A) 100,000 \times (U) 2 \times (D) 2\% = \text{€}4,000.$$

#### STANDARD LENDING TERMS AND CONDITIONS APPLY.

EBS d.a.c.: Registered Office: 10 Molesworth Street, Dublin 2, D02 R126. Registered in Ireland, No. 500748.  
EBS d.a.c. is regulated by the Central Bank of Ireland.