

# Third party authority form

## Borrower(s) details

Account number(s)		
Borrower(s) full name(s)	1	
	2	
Address of mortgaged property <i>Not applicable if the account is a standalone unsecured loan</i>		

Please complete this section if the third party is an individual, such as a friend or relative

## Third party details – Individual

Full name of the third party		
Relationship to borrower(s)		
Third party date of birth		
Nationality		
The correspondence address of the third party		
If at current address <b>for less than three years</b> , please supply previous address		
Telephone number		

Please complete this section if the third party is an organisation or a company

## Third party details – Company

Full company/organisation name		
Name of person to contact and role within the company		
Company number		
Relationship to borrower(s)		
The registered office address of the company		
The address we should use to write to the company or organisation		
Telephone number		

## Level of authority

Please tick **one box only**

- Option 1 – Information only.** The third party cannot make payments on my/our behalf; but **can** request information or documentation relating to my/our account(s).
- Option 2 – Payments only.** The third party **can** make payments on my/our behalf; but **cannot** request information or documentation relating to my/our account(s).
- Option 3 – Payments and information.** The third party **can** make payments on my/our behalf and **can also** request information or documentation relating to my/our account(s).

Please confirm in the box below how long do you want the authority to remain in place

The authority is to remain in place for  months (the maximum is 12 months).

## Declaration

I/We give Topaz Finance Limited trading as Heliodor Mortgages authority to accept payments on our behalf from the above-named third party and/or to provide information or documentation relating to my/our account(s) to that third party in accordance with my/our chosen option (1, 2 or 3 above).

Where option 1 or 3 is chosen I/we understand that Topaz Finance Limited trading as Heliodor Mortgages will not be responsible for any person I/we have given authority to, under this authority, using the information or documentation provided to them by Topaz Finance Limited in an inappropriate manner.

**Please note we will conduct electronic identification and verification checks (or Companies House checks, if applicable) on the named third party, for anti-money laundering purposes.** We may also need to ask them for further information should we require additional identification or verification evidence.

You should note that authorising a third party does not alter the terms of your mortgage and/or any unsecured loan contract and where there is a mortgage in place, the third party will have no interest (financial or otherwise) in the mortgaged property.

## Borrower(s) signature(s) - you must sign the form to authorise the third-party authority

For joint accounts, the authority can apply to one or more customers. The authority will **only apply to customers who sign the form below**

I/we confirm that I/we grant the authority to the third party named above as per the instructions I/we have provided in the Level of authority section of this form.

Borrower 1 (print name)	Borrower Signature	Date
		/ /
Borrower 2 (print name)	Borrower Signature	Date
		/ /

**Third party signature - you must sign the form below.**

## Third party declaration and signature - individual

I confirm I have received the Heliodor Privacy Notice and acknowledge that my personal information will be held in accordance with the notice.

I acknowledge that my acting as an authorised third party does not alter the terms of the mortgage and/or any unsecured loan contracts, and where there is a mortgage in place, I will at no time have any interest (financial or otherwise) in the mortgaged property.

Name of the individual third party

Signature of individual third party

Date / /

## Third party declaration and signature – organisation or company

The organisation/company acknowledges that its acting as an authorised third party does not alter the terms of the mortgage and/or any unsecured loan contracts, and where there is a mortgage in place, the company will at no time have any interest (financial or otherwise) in the mortgaged property.

Name of company representative

Signature of company representative

Date / /

Once all relevant sections of this form have been completed and the declaration signed please return to:  
Heliodor Mortgages, PO Box 124, Skipton, BD23 9FR