

Early Repayment Charge (ERC) Waiver form



Important Instructions for Solicitors

1. You only need to complete one form per case.
2. You **must** make sure full answers are given for each field to avoid any delay.
3. You must still complete this form if **the new loan is less than the amount being repaid**. We'll calculate the ERC on a pro rata basis, which must be paid to close the existing account.
4. Only submit this form if the redemption of the existing mortgage and completion of the new Bank of Ireland UK mortgage happen at the same time. **The full ERC must be paid** if redemption and completion happen on different days.
5. We must have the completed form at least **one week before** the existing mortgage is paid off.
6. Please send us the completed form by:
 - ▶ Email: Rearrangements@boi.com
 - ▶ Post: Mortgage Customer Services Department, Bank of Ireland UK, PO Box 3191, One Temple Quay, Bristol BS1 9HY.

We'll send you a new redemption statement if we're able to waive the ERC on the account (in full or pro rata).

Client details

Full name(s)	
Account number being repaid	
New mortgage account number	
Is the new loan less than the existing mortgage balance?	Yes / No (Delete as appropriate)

Solicitor declaration

I confirm that:

1. My client(s) will redeem their existing Bank of Ireland Group mortgage and complete on their new mortgage at the same time, as stated above.
2. I'll let you know immediately if my client(s) situation changes.
3. I understand I must ask for a new redemption statement, which will include any ERC, if the new mortgage doesn't complete at the same time, or at all.
4. My client(s) understands you'll only waive the ERC if the existing mortgage is repaid, and the new mortgage completes at the same time.
5. I understand my client(s) will be liable for the ERC, and that the Bank of Ireland Group may take further action to recover the additional amount owed, if:
 - a) The old mortgage is redeemed based on a redemption statement figure without the ERC or with a reduced ERC, but the new mortgage doesn't complete on the same day; or
 - b) The criteria for the ERC waiver isn't met.

Solicitor details

Firm name			
Address			
Postcode			
Signed		Print name	
		Date	

Get in touch if you want any of our documents in large print, Braille, on coloured paper or audio.

Your client's personal information will only be used to contact you in regards to the information provided. If they would like to know more about how we ensure their privacy, how we handle their personal information and what their rights are, they will find more information in our Privacy Notice on bankofirelanduk.com/PrivacyNotice or by contacting us to ask for a copy.

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