

limited company buy to let mortgage application

Application Check List

Please complete all white areas in BLOCK CAPITALS and tick where applicable.

INTERMEDIARY DETAILS (IF APPLICABLE)

- 1. Packager name
- 2. Mortgage Club/Network Name
- 3. Principal name
- 4. Introducing Advisor's Name

Are you:

Appointed Representative Directly Authorised

Company name
Address

Postcode

FCA No.
FCA No.
FCA No.
FCA No.

Telephone
Mobile
Fax
Email

Procurator fees will be paid to the first names party in the order of 1. 2. 3. 4. They should cascade as appropriate. Please enter details in Fee Information on page ii).

LOAN DETAILS

- Loan amount
- Purchase price / Valuation
- Loan to value
- Term

£
£ Purchase Remortgage
% Repayment £
Years Interest only or if split £

PRODUCT DETAILS

- Name of product
- Type
- End date/term of product
- Initial interest rate
- Type of rate

SVR Tracker Discount Fixed

%
SVR Tracker Discount

APPLICATION FEES

Up front fees payable on application

- Valuation
(refundable if valuation has not completed)
- Application Fee
(Non-Refundable)
- Other
- Total**

£
£
£
£

I enclose a cheque drawn by the introducer

I will ring the Society to pay the fees on the date the application is sent

Intermediary Declaration

FEE INFORMATION

Please provide details of all parties who will be charging a fee. Give full details below.

	Fees payable (as per KFI)	Added to loan Yes (✓) No		Refundable Yes (✓) No		App	Fee payable Offer	Comp
Introducer fee	£ <input type="text"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	£ <input type="text"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	£ <input type="text"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	£ <input type="text"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application fee	£ <input type="text"/>			No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valuation fee	£ <input type="text"/>			No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product Fee	£ <input type="text"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal fees	£ <input type="text"/>			No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Funds release fee	£ <input type="text"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other fees	£ <input type="text"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total	£ <input type="text"/>							

Procurator fees payable

Name

£

Please provide details of all other fee(s) payable

THIRD PARTY INTRODUCER DETAILS

Are you paying any third party for introducing this client to you? (✓)

Yes No

If yes, name of individual/company

Amount you are paying them from your income earned on this case

£

INTERMEDIARY DECLARATION

I declare that this sale is (✓)

Advised Non Advised (if non-advised, please enclose a statement of 'High Net Worth' and a declaration)

If advised I confirm that I recommended the product stated.

I declare that as The Customer Facing Broker all information given above is true and accurate and that I and the firm hold the appropriate permissions from the Financial Conduct Authority (FCA) for the regulated activities I have undertaken in relation to this application.

I have undertaken a detailed assessment of the applicant(s) income and expenditure, and I believe that the applicant(s) will be able to maintain the mortgage payments, including the increased payments after any benefit has expired.

I confirm that I have supplied a KFI Plus and have provided an Adequate Explanation to the applicant(s) for the mortgage product applied for in this application which I believe to be accurate. If the mortgage term extends into retirement, I confirm that the customer(s) has arrangements in place to enable them to maintain their mortgage repayments in retirement. If the mortgage is to be repaid on an interest only basis I confirm that I have discussed repayment methods with the applicant(s) and they are aware it is their responsibility to ensure they have made arrangements to repay the loan at the end of the term.

I confirm that I am complying with GDPR from 25th May 2018.

Declaration for Applications where a property is to be Let:

Buy to Let

I confirm that the applicant(s) has / have advised that they are applying for this Buy to Let for Business purposes for long term income and asset growth generation.

Yes

No

Consumer Buy to Let

I confirm that the applicant(s) has/have advised that they are applying for this Consumer Buy to Let loan due to the circumstances of becoming an 'Accidental Landlord' as the property is their former home or has been inherited.

They confirm that:

- They have no other Buy to Let properties
- Letting is not for Business income purposes but to maintain the payments required under the re-mortgage
- The property has been / will be occupied by an immediate family member (Partner, Parent, Brother, Sister, Child, Grandparent or Grandchild)

Yes

No

Please state which type of relative has / will be occupying the property:

We confirm we hold the necessary FCA regulatory permissions to offer CBTL loans

Signed: _____

Are you or your firm selling any compulsory insurance products to your client(s)? (✓)

Yes No

If yes, provide details

X Signed by Intermediary

Print Name

Date

Name of Firm

Position

COMPANY BUY TO LET ELIGIBILITY QUESTIONS

1. Are all directors age 21 or over? Yes No
2. Are all directors residential homeowners? Yes No
3. Is your annual earned income £25,000 or higher? Yes No
4. Is the property being purchased for investment purposes only? Yes No
5. Including this proposed loan on your Buy To Let property is your overall Buy To Let portfolio less than 4 properties? Yes No
6. Was the property inherited by you? Yes No
7. Is this property going to be occupied by your partner or close family after completion of this mortgage? Yes No

If 'Yes' please state who and their relationship to you

8. Have you, your partner or any of your family ever lived in the property to be mortgaged to the Society? Yes No

If 'Yes' please state who and their relationship to you

9. Will any foreign asset or foreign currency income or investments be used to service the monthly mortgage payments or as a vehicle to repay the mortgage capital? Yes No

If 'yes' please give details

If you answer 'No' to questions 1-5, please contact the Society BEFORE completing the application form

Mortgage Application

A

COMPANY DETAILS

- A1 Company name
- A2 Registered address
- A3 Registration number
- A4 SIC Code
- A5 Incorporation date

Please complete all white areas in BLOCK CAPITALS and tick where applicable.
If more than two directors, please complete a further form. (Maximum number of permitted directors is 4)

B

PERSONAL DETAILS

- B1 Title (Mr/Mrs/Miss/Ms/Other)
- B2 Surname
- B3 Have you ever changed your first name or surname? (✓)
(if yes, give all former names and dates changed)
- B4 Date of birth
- B5 Intended Retirement Age or age at which you Retired
- B6 Nationality
- B7 Do you have permanent rights to reside in UK? (✓)
- B8 Do you have diplomatic immunity? (✓)
- B9 How long have you lived in the UK?
- B10 Marital status (✓)
- B11 Do you have any dependents? (✓)
(If 'Yes' complete names and dates of birth in section W)
- B12 Current address
(if you have a different correspondence address please complete in section W)
- B13 Current residential status (✓)

If 'other' please give details
- B14 Are you on the voter's roll? (✓)
(If No, please give details in section W)
- B15 Home telephone number
- B16 Work telephone number
- B17 Mobile telephone number
- B18 Is it OK to call you at work? (✓)
- B19 Time at current address
- B20 If less than three years give previous address(es)
(if more than two previous addresses, please complete in Section W)
- B21 Residential status at the address in B20 (✓)

FIRST DIRECTOR (with highest income)

SECOND DIRECTOR

First names

Yes No

(Day/Month/Year)

Yes No

Yes No

Years Months Since birth

Single Married/Civil Partnership Separated
 Divorced/ Dissolved Civil Partnership Widowed

Yes No How many?

Postcode

Owner Local Authority renting Private renting

Living with parents Living with relatives/friends Other

Yes No

Code

Code

Email address

Yes No

Years Months

Postcode

Owner Local Authority renting Private renting

Living with parents Living with relatives/friends Other

First names

Yes No

(Day/Month/Year)

Yes No

Yes No

Years Months Since birth

Single Married/Civil Partnership Separated
 Divorced/ Dissolved Civil Partnership Widowed

Yes No How many?

Postcode

Owner Local Authority renting Private renting

Living with parents Living with relatives/friends Other

Yes No

Code

Code

Email address

Yes No

Years Months

Postcode

Owner Local Authority renting Private renting

Living with parents Living with relatives/friends Other

Mortgage Application

CONTINUED...

If 'other' please give details

B22 Time at previous address

B23 Previous address

B24 Residential status at the address in B23 (✓)

B25 Time at previous address

B26 Sales price or estimated value of current residence if you are the owner

B27 If the owner - are you selling?

B28 National Insurance number

Years Months

Postcode

Years Months

Postcode

Owner Local Authority renting Private renting
Living with parents Living with relatives/friends Other

Years Months

£

Yes No

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Owner Local Authority renting Private renting
Living with parents Living with relatives/friends Other

Years Months

£

Yes No

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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C EMPLOYMENT DETAILS

C1 Are you a professional Landlord(✓)

C2

FIRST DIRECTOR

Yes No

Employed (Complete section D)

Self Employed (Complete section E)

Retired (Complete section F)

Other (Complete section W)

SECOND DIRECTOR

Yes No

Employed (Complete section D)

Self Employed (Complete section E)

Retired (Complete section F)

Other (Complete section W)

D FOR EMPLOYEES ONLY

D1 Payroll number

D2 Employer's name
(Nature of business)

D3 Employer's full address

D4 Employer's telephone number

D5 Employer's fax number

D6 Employer's email address

D7 Person to contact for reference

D8 Is the position permanent? (✓)

D9 If director or (part) owner please indicate share

D10 Basic annual gross salary/wage

D11 Regular annual gross bonus/commission

D12 Regular annual gross overtime

D13 Other (give details)

D14 TOTAL ANNUAL GROSS INCOME

D15 Date employment commenced

D16 Are you under notice of redundancy or job termination

D17 If 'Yes' please give details

D18 Previous employer's name

D19 Address

D20 Time with previous employer

Job title/ position held

Postcode

Code

Code

Yes No *If no, please give details in Section W. eg. contract worker, length of contract has it been renewed? etc.*

%

£ pa

£ pa

£ pa

£ pa

£ pa

*If less than 3 years, please give previous employer(s).
If more than 1 employer, complete in Section W*

Yes No

Postcode

Years Months

Job title/ position held

Postcode

Code

Code

Yes No *If no, please give details in Section W. eg. contract worker, length of contract has it been renewed? etc.*

%

£ pa

£ pa

£ pa

£ pa

£ pa

*If less than 3 years, please give previous employer(s).
If more than 1 employer, complete in Section W*

Yes No

Postcode

Years Months

E

FOR SELF-EMPLOYED

FIRST DIRECTOR

SECOND DIRECTOR

E1 Name of business

E2 Full address

E3 Business telephone number

E4 Business fax number

E5 Nature of business

E6 Business email address

E7 Your position in business

E8 If director or (part) owner please indicate share

E9 On what basis do you trade?

E10 How long have you been trading?

E11 If less than three years trading, please give details of previous employment

E12 VAT registration number

E13 Company registration number

E14 Name of accountant

E15 Accountant's full practice name and address

E16 Accountant's qualification

E17 Telephone number

E18 Fax number

E19 Accountant's email address

E20 How long has your accountant acted for you?

E21 Do you have 3 years accounts available? (✓)

E22 Are your tax affairs up to date with no overdue liabilities in relation to all your activities? (✓)

E23 Your income for last three trading years

E24 Other gross income (eg pension, investments, maintenance, rent, dividends etc)

Postcode
 Code
 Code

 % Date business established
 Sole Trader Limited Company
 Partnership % Shareholder
 Years Months

 Code
 Code

 Years Months
 Yes No
 Yes No
 Mth/Year £
 Mth/Year £
 Mth/Year £
 Amount £ per
 Source
 Amount £ per
 Source
 Amount £ per
 Source

Postcode
 Code
 Code

 % Date business established
 Sole Trader Limited Company
 Partnership % Shareholder
 Years Months

 Code
 Code

 Years Months
 Yes No
 Yes No
 Mth/Year £
 Mth/Year £
 Mth/Year £
 Amount £ per
 Source
 Amount £ per
 Source
 Amount £ per
 Source

F

RETIREMENT INCOME

F1 Provider including state

	Gross Annual Pension £	P60 or pension letter attached		Gross Annual Pension £	P60 or pension letter attached	
		Yes (✓)	No		Yes (✓)	No
1		<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>
3		<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>
4		<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>
5		<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>

G

DETAILS OF EXISTING/ PREVIOUS MORTGAGES

G1 Are you a first time buyer? (✓)

G2 Name of existing residential mortgage lender

G3 Lender's full address

G4 Telephone number

G6 Existing mortgage account number

G7 Original mortgage amount

G8 Mortgage outstanding (including Early Redemption Charge)

G9 Monthly payment

G10 Expected sale price

G11 Date mortgage commenced

G12 Will this loan be redeemed on completion of the new mortgage? (✓)

G13 Please give details of any previous mortgages held within the last three years

G14 Mortgage account number

G15 Do you have any other mortgages on properties? (✓) (if yes please give details in Section I)

FIRST DIRECTOR

Yes No (if yes please go to Section H)

Code

£

£

£

£

Yes No If no, please give details in Section W

Postcode

Yes No How many?

SECOND DIRECTOR

Yes No (if yes please go to Section H)

Code

£

£

£

£

Yes No If no, please give details in Section W

Postcode

Yes No How many?

H

DETAILS OF EXISTING/ PREVIOUS TENANCIES

H1 Name of landlord or letting agent

H2 Landlord's full address

H3 Monthly rent payment

H4 How often do you pay your rent? (eg weekly, monthly)

H5 Date of tenancy

Please provide details of any previous tenancies held within the last year. If more than one, please give details in Section W.

Postcode

£

From To

Postcode

£

From To

I DETAILS OF OTHER PROPERTY OWNED

Please complete this section if you already, or are about to own properties, other than the Security address, i.e. buy to lets/holiday homes/residential properties. If necessary please provide further details in Section W

Property address	Estimated value (£)	Current loan Outstanding (£)	Lender's name	Monthly mortgage payment (£)	Monthly rental income (£)	<input type="checkbox"/> if to be repaid at completion
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

In respect of the above mortgages, please complete section W giving details of who as individuals or companies own each property.

J PRESENT CURRENT ACCOUNT DETAILS

J1 Bank/Building Society name

J2 Full address

J3 Sort code / Account number

J4 Time with bank

J5 Credit card details
Please give amounts owed in Section K

<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
Postcode		Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Years	<input type="text"/>	Months
<input type="checkbox"/>	Master	<input type="checkbox"/>	Amex
<input type="checkbox"/>	VISA	<input type="checkbox"/>	Other

K OUTGOINGS

Please list any commitments you currently have and provide details of any additional committed outgoings in Section W.

Type of commitment <small>(eg. credit card, mail order, bank loan, secured loan, hire purchase, student loan, maintenance, CSA, or childcare payments)</small>	*Whose name is the commitment in?	End date of loan	Name of lender / company	Monthly repayment	Balance outstanding	** if to be repaid at completion	Account number	<input type="checkbox"/> if secured
<input type="text"/>	1st 2nd	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	1st 2nd	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	1st 2nd	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	1st 2nd	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	1st 2nd	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	1st 2nd	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	1st 2nd	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	1st 2nd	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

* If in joint names please circle 1st and 2nd. ** If commitments are only being partially repaid at completion, state how much is being repaid

continued on p.7

FIRST DIRECTOR

SECOND DIRECTOR

K1 Do you make any maintenance/child support payments?

Yes No Voluntary £

Yes No Voluntary £

Child Support Act payments £ Court order £

Child Support Act payments £ Court order £

K2 Are you responsible by law for any of the above payments?

Yes No

Yes No

K3 When will these payments end?

K4 Do you have any other liabilities? (if 'Yes', please give details in section W)

Yes No

Yes No

L PAYMENT/CREDIT HISTORY

FIRST DIRECTOR

SECOND DIRECTOR

- L1 Have you ever been refused a mortgage on the property to be mortgaged, or on any other property?
- L2 Have you ever been convicted of or charged with fraud?
- L3 Have you got any unspent convictions?
- L4 Have you ever had a judgement for debt recorded against you (County Court Judgement)?
Or if self employed/controlling director, against your company?
- L5 Have you ever been party to insolvency proceedings, bankruptcy or made a formal agreement with your creditors (IVA)?
- L6 Have you had a cumulative total of 3 months or more arrears, whether cleared or not, on any secured or unsecured loan at any time in the last 2 years?
- L7 Have you failed to keep up payments on another loan
- L8 Have you had a property repossessed voluntarily or otherwise
- L9 Are there any court proceedings in relation to your existing mortgage
- L10 If you have answered 'Yes' to any of the above questions in section L Please complete the box below

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

WARNING: If you fail to keep up with payments on your mortgage, a Receiver of Rent may be appointed and/or your rental property may be repossessed.

M

NEW MORTGAGE DETAILS

- M1 Purpose of loan (✓)
- M2 Repayment method (✓)
- M3 Amount of loan requested
- M4 Term of loan required
- M5 Will this mortgage be for the equal benefit of all named applicants (✓)

Purchase Remortgage

Repayment Interest only

Repayment £ Interest only £

Yes No *If No, provide details in Section W*

N

PROPERTY PURCHASE

- N1 Purchase price of property
- N2 Funds provided from your own resources
- N3 Funds provided from any other source
- N4 Is it a private sale? (✓)
- N5 Is the property being purchased from a relative? (✓)
- N6 Is the relative giving you a discount? (✓)
- N7 Are you purchasing as a sitting tenant? (✓)
- N8 Are you receiving a discount on the purchase price? (✓)
- N9 Is there any relationship between you and the vendor? (✓)

£ Current estimated value £

£ Source

£ Source

Yes No Yes No

Yes No *If yes give details in Section W* Yes No

Yes No Yes No

Yes No Yes No

Yes No If yes, amount of discount received £

Yes No If yes, please give details

O

REMORTGAGE

- O1 If you are remortgaging an existing Buy to Let property, date of original purchase
- O2 State lender
- O3 State account number
- O4 Original amount borrowed for house purchase
- O5 Original purchase price
- O6 Current estimated value
- O7 Was original purchase under RTB or shared ownership scheme (✓)?

/ / Existing balance £

Additional funds* £

Total new loan required £

* Please explain what the additional funds will be used for

Yes No *(if yes, please supply original RTB or shared ownership papers)*

P

PROPERTY DETAILS

- P1 Address of property to be mortgaged (full postcode required)
- P2 Type of property (please tick one box only) (✓)
- P3 If flat / maisonette
- P4 Is, or was, the property built or owned by the local authority or a housing association or Ministry of Defence? (✓)
- P5 Age of property
- P6 Property tenure (✓)
- P7 If leasehold, please give:
- P8 Construction of the property (✓)
- P9 If none of the above, what materials have been used?

Postcode

Detached House Bungalow

Semi Detached House Bungalow

Terraced Mid End

Flat Studio Maisonette

Floor no. of flat Is it serviced by a lift? Yes No Balcony access

No. of floors No. of units Purpose built Converted

Yes No If yes what % is owner/occupied? %

Years If property is less than 10 years old what warranty is in place

Freehold Leasehold Commonhold

No. of years remaining on lease yrs Annual maintenance charge £ Lease start date Annual ground rent or rent charge £

Brick walls Stone walls Tiled roof Slate roof Flat roof Pitched roof

SECTION P PROPERTY DETAILS CONTINUED OVERLEAF...

P PROPERTY DETAILS *continued*

P10 Is the property a single dwelling unit? (✓) Yes No

P11 Are there any agricultural or other restrictions? (✓) Yes No

P12 Is the property a self-build? (✓) Yes No

P13 If property is in the course of construction, will the loan be required in instalments? (✓) Yes No If yes, what?

P14 Is the property connected to or situated above commercial premises? (✓) Yes No If yes, what?

P15 Is any part of the property to be used for business purposes? (✓) Yes No If yes, what?

P16 Has the property been extended or altered in the last 10 years? (✓) Yes No

P17 Is the property in a sound state of repair (✓) Yes No If no, give details

P18 Accommodation: number of:

<input type="checkbox"/> Living rooms	<input type="checkbox"/> Bedrooms	<input type="checkbox"/> Kitchens	<input type="checkbox"/> Bathrooms
<input type="checkbox"/> Separate WCs	<input type="checkbox"/> Garages	<input type="checkbox"/> Basements	<input type="checkbox"/> Floors (<i>excluding basement</i>)
<input type="checkbox"/> Parking Space			

Q BUY TO LET

Q1 Is the property presently let? (✓) Yes No

Q2 If Yes, date residency commenced

Q3 Tenancy end date

Q4 Current rent paid £

Q5 Expected rental income £ per month

Q6 Will the property be let to a family member or partner? (✓) Yes No If yes, what %? % *Provide details in Section W)*

Q7 Will you now or in the future wish to reside in the property? Yes No *Provide details in Section W)*

Q8 Are you currently occupying the property? Yes No

Q9 Are you purchasing with a sitting tenant? Yes No

Q10 If 'Yes' to Q9 state date of current tenancy agreement

Start date of current tenancy agreement

End date of current tenancy agreement

R VALUATION

R1 Name, telephone number and address of contact with whom the valuer should arrange call

Name Telephone

Address

Postcode

R2 What valuation Survey Report do you require? (✓) Mortgage Valuation Homebuyer's Report Building Survey

(i) Valuation Report The Society is required by law to obtain a valuation report on the property on which you require a loan. A copy of the report will be given to you, purely for your own information. This report is solely to enable the Society to decide how much to lend on the security of the property and on what terms and is not to be used for third party purposes without the express permission of the Valuer and the Society. The Society strongly recommends that a more detailed report is made on the condition, value and suitability of the property.

(ii) Home Buyer Report I/we authorise the Society to request a qualified surveyor to undertake a RICS Home Buyers Report. The inspection will cover all readily accessible or visible parts of the property but is not as thorough as a Building Survey but more comprehensive than the Valuation Report.

(iii) Building Survey This report is the most thorough and will go into more detail to identify defects but the scope of the report will vary dependent upon the property itself. The cost of this report can be obtained on application. You may discuss the limitations and/or your requirements of the report with the surveyor.

(iv) External Appraisal If the Society seeks an external appraisal, this will involve the valuer assessing the property from the roadside. Not all properties are suitable for this type of assessment and if this is the case you will be advised and the Society will need payment of a basic valuation fee before the application can proceed further. The external appraisal is for lending purposes only so no report will be issued to you and you should place no reliance on the valuation figure or that the property is free from any defects.

S**INTEREST ONLY MORTGAGE
REPAYMENT PLAN**

S1 How will you repay your mortgage debt at the end of the mortgage term?

T**LENDING INTO RETIREMENT**

If the mortgage term extends beyond retirement age, details must be provided below of how you propose to maintain mortgage payments or any other intended arrangement in retirement.

U**SOLICITORS**

U1 Name of contact

U2 Solicitor firm

U3 Address

Postcode

U4 Telephone number

U5 Fax number

U6 Solicitors email address

Please note that the Society will not usually instruct a Solicitor who is not on our panel. If you wish to use a non-panel Solicitor, the Society will instruct its own Solicitors and you will be responsible for costs.

V**BUILDINGS & CONTENTS
INSURANCE**

We strongly recommend that you should have adequate buildings insurance on the property mortgaged with us.

W**ADDITIONAL INFORMATION**

Please use the space below to detail any additional information, ensure it is clear to which section of the form it is related.

BUDGET PLANNER

NAME/S		MONTHLY OUTGOINGS	MONTHLY INCOME
INCOME	Salary		
	Benefits		
	Pension		
	Other		
TOTAL			£
OUTGOINGS	Mortgage		
	Other loans		
	Credit Cards		
	School Fees		
	Life assurance Premiums		
	Pension Contributions		
	Maintenance/Child Support		
	Pet Care		
	Food and Household Expenses		
	Landline Phone		
	Council Tax		
	Gas/Other Heating		
	Electricity/Other Heating		
	Water Rates		
	Buildings Insurance		
	Contents Insurance		
	Rent inc Shared Ownership		
	Ground Rent and Service Charge		
	Clothing		
	Childcare		
	Mobile Phone		
	TV Licence Fee/Satellite/Digital Costs		
	Internet		
	Road Tax		
	Petrol		
	MOT Service and Repairs		
	Car Insurance		
	Medical Expenses (dentist, etc)		
	Holidays		
	Hobbies		
	Books and Papers		
	Alcohol		
Birthdays/Other Gifts			
TOTAL			£
TOTAL INCOME			£
LESS TOTAL EXPENSES			£
EXCESS INCOME OVER EXPENDITURE			£

Always allow yourself an emergency fund for unexpected expenses such as property repairs

I am/We are applying for a mortgage on the property described in this mortgage application and I/we declare and fully understand that:

1. All applicants are 21 years of age or over.
2. To the best of my/our knowledge and belief the answers given are true and all material information as required has been disclosed. Additional interest will be charged if it comes to the Society's attention that the property is used for commercial purposes.
3. This application can be cancelled by the Society at any time without giving any reason or revealing any information received if it appears to the Society that there is a change in my/our circumstances or the security to be provided.
4. The Valuer is independently instructed by the Society to assess the adequacy of the security for the purpose of the Building Society only. I/we accept that this does not impose any duty on the Valuer or the Society to indicate to me/us the value or the condition of the property. I/we confirm and understand that I am/we are advised to make our own arrangements to have the property surveyed. I/we further understand that the Society does not accept any liability for the accuracy or contents of the Valuer's Report.
5. Any application and valuation fees must be enclosed with this application and the application fee is not refundable.
6. Credit Reference and Other Mortgage Checks.

A condensed guide to the use of your personal information by ourselves and at Credit Reference and Fraud Prevention Agencies

- (a) When you apply to us to open an account, this organisation will check the following records about you and others (see ii below)
 - (i) Our own;
 - (ii) those at credit reference agencies (CRAs). When CRAs receive a search from us they will place a search footprint on your credit file that may be seen by other lenders. They supply to us both public (including the electoral register) and shared credit and fraud prevention information.
 - (iii) those at fraud prevention agencies (FPAs).

We will make checks such as; assessing this application for credit and verifying identities to prevent and detect crime and money laundering. We may also make periodic searches at CRAs and FPAs to manage your account with us.

- (b) If you are making a joint application or tell us that you have a spouse or financial associate, we will link your records together so you must be sure that you have their agreement to disclose information about them. CRAs also link your records together and these links will remain on your and their files until such time as you or your partner successfully files for a disassociation with the CRAs to break that link.
- (c) Information on applications will be sent to CRAs and will be recorded by them. Where you borrow from us, we will give details of your accounts and how you manage it/them to CRAs. If you borrow and do not repay in full and on time, CRAs will record the outstanding debt. This information may be supplied to other organisations by CRAs and FPAs to perform similar checks and to trace your whereabouts and recover debts that you owe. Records remain on file for 6 years after they are closed, whether settled by you or defaulted.
- (d) Full identities of the CRAs, and the ways in which they use and share personal information, as data controllers is explained in more detail in their separate leaflet "Credit Reference Agency Information Notice" (CRAIN) which is available upon request or can also be found on their websites
www.equifax.co.uk/crain & www.experian.co.uk/crain
- (e) If you give us false or inaccurate information and we suspect or identify fraud we will record this and may also pass this Information to FPAs and other organisations involved in crime and fraud prevention.
- (f) If you have borrowed from us and do not make payments that you owe us, we will trace your whereabouts and recover debts.
- (g) We and other organisations may access and use from other countries the information recorded by fraud prevention agencies.

- (h) Your data may also be used for other purposes for which you give your specific permission or, in very limited circumstances, when required by law or where permitted under the terms of the General Data Protection Regulation this may include any third parties the Society may use in any arrears process.
- (i). The information held and processed by us may be shared with the introducing broker/ intermediary at any time during the life of the mortgage. We will ensure that anyone with whom we share your data will deal with it in an appropriate way.

7. General Data Protection Regulation (GDPR)

- (a) Any information provided by you may be held and processed by Buckinghamshire Building Society and may be shared with third parties to protect both ourselves and our customers against fraud, to satisfy Codes of Practice and compliance related issues that may arise from time to time.

In signing the declaration you give your permission for Buckinghamshire Building Society to share your application data with our panel management company, Legal Marketing Services (LMS) and give permission for them to hold data pertaining to the status of your mortgage application and may disclose this information to your broker or third party intermediary.

Under GDPR you are entitled to know what information is held about you and to ask for any inaccurate details to be amended. You also have the right of access to your personal records and may be entitled to ask for your data to be deleted or restrict processing of your data. If you require further information about your Data rights please ask for a copy of our leaflet entitled "Your Data Protection Rights" or contact the Data Protection Officer (DPO) at Buckinghamshire Building Society, High Street, Chalfont St. Giles, Bucks. HPB 4QB or dpo@bucksbs.co.uk

- (b) The Society will make such enquiries and take up such references as it considers necessary in relation to your mortgage application. This information may be obtained from the Land Registry, previous and existing employers. Information may also be obtained from HMRC, the Department for Work and Pensions (DWP) and may be disclosed during the life of the account.
- (c) The Society may use and disclose details of this application and any resulting offer of advance to you and/or our solicitor(s) and intended adult occupiers of the property, to any intended guarantor, their legal advisers, and to provide any additional mortgagees with information during the life of this mortgage subject to payment of the appropriate charge. Further, to use and disclose information to the Financial Conduct Authority, Financial Ombudsman Service for the purpose of compliance with regulation and codes of practice. Additional information will be disclosed to our processing agents with whom we hold agreements to process your data. Legal Advisers may disclose confidential or privileged information to the Society that may determine whether the Society lends to you.
- (d) The Society may share Information on the application form with any insurance partner the Society has for the purpose of administering your mortgage application and account.
- (e) The Society is committed to protecting your privacy and keeping your personal information secure. When you register an enquiry, or complete an application form you are authorising the Society to collect your personal information to process and operate your account(s). The Society does not share your data with any other organisation for marketing or promotional purposes.

Our privacy notice is available on our website www.bucksbs.co.uk or from our Head Office.

- (f) In order to provide you with the service you require the Society will use your contact details to provide you with information about your account and the Society. We will not share your data with any other organisation for marketing or promotional purposes.

Please indicate your preferred method of contact

- By email
- By telephone/SMS
- By post

(g) The Society would like to provide you with information on our products and services relating to mortgages and savings that may be of interest to you. If you would like us to send you marketing communications, please tick at least one box below (you can tick all three)

- By email
- By telephone/SMS
- By post

(h) Information may be disclosed to, the Society's Internal or External Auditors and any other firms used by the Society in future in a similar capacity.

- (i) By supplying any third party information on this application you confirm that these parties are aware that their personal data is being held by the Society.
- (j) In accordance with the General Data Protection Regulation, you are advised that information provided by you may be held by the Society in its computer and paper records and retained for a period of twelve years after your mortgage is redeemed.

9. In the event of repossession of your property we may insure the property with an insurer of our choice. We will charge any premiums we incur in doing so to your mortgage account where they will become part of the Principle sum and attract interest.

The Society accepts no responsibility for any loss suffered by me/us in connection with the insurance of the property, however caused.

MORTGAGE DECLARATION

I/we refer to the mortgage application and do hereby acknowledge and declare that:

I/We confirm that the income amounts disclosed within this application are true and accurate and are sufficient to pay the monthly mortgage payments and future estimated payments stated within the Key Facts Illustration. I/We understand that a false declaration of income will have a serious effect on our ability to regularly meet mortgage payments.

I/We confirm that I/we have discussed, with my/our mortgage advisor, the impact of increases in interest rates and their significance on my/our mortgage payments.

I/We are aware that taking on new/additional financial commitments of any kind, during the period of the mortgage

where I/we have not received any corresponding increase in income, could affect the ability to meet the mortgage payments as they fall due, and that my/our home will be at risk if I/we fail to maintain the mortgage payments.

In the event that the mortgage repayment date falls after my/our normal retirement date(s), I/we confirm that I/we will have sufficient financial resources, either through pension or other income to meet the mortgage payments as they fall due.

I/We confirm that I/we understand the way an interest only mortgage works and that the balance of my/our mortgage will not reduce over the term of the mortgage and it will be my/our responsibility to repay the loan.

Make sure that you can afford your mortgage if your income falls.

IF YOU FAIL TO KEEP UP PAYMENTS ON YOUR MORTGAGE A "RECEIVER OF RENT" MAY BE APPOINTED AND/OR YOUR RENTAL PROPERTY MAY BE REPOSSESSED

FIRST APPLICANT	SECOND APPLICANT
<div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">X</div> <div style="background-color: #4a4a8a; color: white; padding: 2px 5px; font-size: 0.8em;">Signature(s)</div> <div style="flex-grow: 1; border: 1px solid #ccc; min-height: 40px;"></div> </div>	<div style="border: 1px solid #ccc; min-height: 40px;"></div>
<div style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">Date</div>	<div style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">Date</div>



doing the right thing

www.bucksbs.co.uk

Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ball pen and send it to:

Buckinghamshire Building Society
 High Street,
 Chalfont St Giles,
 Buckinghamshire
 HP8 4QB

Service User Number

4 3 0 0 3 8

Name(s) of Account Holders

[Empty text box for Name(s) of Account Holders]

Reference

[Empty boxes for Reference]

Instruction to your Bank or Building Society

Please pay Buckinghamshire Building Society Direct Debits from the account detailed in the instruction subject to the safeguards assured by the Direct Debit Guarantee.

Bank/Building Society account number

[Empty boxes for Bank/Building Society account number]

I understand that this instruction may remain with the Buckinghamshire Building Society and, if so, details will be passed electronically to my Bank/Building Society

Branch Sort Code

[Empty boxes for Branch Sort Code]

Please tick preferred payment date

6th of month
 26th of month
 Last working day of month

Name and full postal address of your Bank or Building Society

To the Manager Bank/Building Society

Address

Postcode

Signature(s)

Print name(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account



This guarantee should be detached and retained by the payee

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, Buckinghamshire Building Society will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Buckinghamshire Building Society to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by Buckinghamshire Building Society or your bank or building society you are entitled to a full and immediate refund of the amount paid from you bank or building society – if you receive a refund you are not entitled to, you must pay it back when Buckinghamshire Building Society asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Buckinghamshire Building Society
High Street,
Chalfont St Giles,
Buckinghamshire HP8 4QB

Submission Checklist

- HAVE ALL THE SECTIONS BEEN COMPLETED?
- HAVE ALL APPLICANTS SIGNED?
- ARE ALL THE APPLICABLE FEES ENCLOSED?
- HAS THE CORRECT PRODUCT BEEN CLEARLY IDENTIFIED?
- ARE ALL SUPPORTING DOCUMENTS ATTACHED?
 - Completed budget planner
 - Completed Direct Debit Instruction
 - P60's and 3 months payslips (where applicable) or last 2 years' accounts or SA302's for self-employed applicants or HMRC submissions
 - Photographic Proof of Identity (certified)
 - Company Identification

If the Society cannot verify your identity, address or credit history electronically we may request some or all of the following:-

- Proof of residence (certified)
- Latest 3 months' bank statements
- Latest mortgage statement
- Latest month's credit / store cards statements
- Any other loan statements
- Existing AST(s) or Evidence of anticipated rental income from Letting Agents

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registration number 206022.

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Buckinghamshire 
Building Society
doing the right thing

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