

**buy to let  
and consumer  
buy to let  
further advance  
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

Procuration 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

£

£

%

Years

Purpose of  
Further  
Advance

Repayment

Interest only

or if split

£

£

## PRODUCT DETAILS

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

SVR

Tracker

Discount

Fixed

%

## 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

**THE SOCIETYS BINDING OFFER WILL REFLECT THE FEE INFORMATION GIVEN BELOW.**

## 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		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"/>							

Procuration 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 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 load 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)? (✓)

If yes, provide details

Yes

No

X

Signed by  
Intermediary

Print Name

Date

Name of Firm

Position

- 1. Are you age 21 or over? Yes  No
- 2. Is your annual earned income £25,000 or higher? Yes  No
- 3. Is the property being purchased for a purpose other than that of renting it out, where the property is already owned, was it purchased for a purpose other than renting it out? Yes  No
- 4. Was the property inherited by you? Yes  No
- 5. 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

- 6. 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

- 7. Including this proposed advance on your Buy To Let property is your overall Buy To Let portfolio less than 4 properties? Yes  No
- 8. 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 any of the above questions, please contact the Society BEFORE completing the application form.

# Mortgage Application

Please complete all white areas in BLOCK CAPITALS and tick where applicable.  
If more than two applicants, please complete a further form.

## A PERSONAL DETAILS

A1 Title (Mr/Mrs/Miss/Ms/Other)

A2 Surname

A3 Date of birth

A4 Nationality

A5 Marital status (✓)

A6 State relationship between applicants

A7 Do you have any dependents? (✓)  
(If yes, complete names and dates of birth in section N)

A8 Current address  
(if you have a different correspondence address please complete in section N)

A9 Have you lived at this address more than 3 years? (✓)

A10 If 'No' to above please state all previous address(es) for this period.  
Please use 'Additional Information' section at the end of this form if necessary.

A11 Home telephone number

A12 Work telephone number

A13 Mobile telephone number

A14 Email address (please use block capitals)

A15 Existing mortgage account number

A16 What is the outstanding mortgage amount on this property

A17 Current account details  
How long have you held this account

A18 Sort code

A19 Account number

A20 Credit card details  
(please give details in Section I)

## FIRST APPLICANT (with highest income)

First names

(Day/Month/Year)

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

Yes  No How many?

Postcode

Yes  No

Postcode

Code

Code

Code

£

Years  Months

Master  Amex  Visa  Other

## SECOND APPLICANT

First names

(Day/Month/Year)

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

Yes  No How many?

Postcode

Yes  No

Postcode

Code

Code

Code

£

Years  Months

Master  Amex  Visa  Other

## B EMPLOYMENT DETAILS

B1 Are you a professional landlord (✓)

B2 Income

## FIRST APPLICANT

Yes  No

Employed (Complete section C)

Self Employed (Complete section D)

Retired (Complete section E)

Other (Complete section N)

Job title/  
position held

Postcode

Code

Code

## SECOND APPLICANT

Yes  No

Employed (Complete section C)

Self Employed (Complete section D)

Retired (Complete section E)

Other (Complete section N)

Job title/  
position held

Postcode

Code

Code

## C FOR EMPLOYEES ONLY

C1 Payroll number

C2 Employer's name  
(Nature of business)

C3 Employer's full address

C4 Employer's telephone number

C5 Employer's fax number

## C FOR EMPLOYEES ONLY (CONT)

- C6 Employer's email address
- C7 Person to contact for reference
- C8 Is the position permanent? (✓)  Yes  No *If no, please give details in Section N, eg. contract worker, length of contract, has it been renewed? etc.*
- C9 Length of service  Years  Months
- C10 Are You Under Notice of Redundancy or Job Termination? (✓)  Yes  No  
*If 'Yes' please give details*
- C11 Basic annual gross salary/wage £  pa
- C12 Regular annual gross bonus/commission £  pa
- C13 Regular annual gross overtime £  pa
- C14 Commission £  pa
- C15 Other £  pa  
*Please state source*
- C16 Do you pay into a pension (✓)  Company  Personal  Both  None
- C17 At what age do you plan to retire
- C18 Rental income from an unencumbered property £  pa

### FIRST APPLICANT

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

Years  Months

Yes  No

£  pa

£  pa

£  pa

£  pa

£  pa

Company  Personal  Both  None

£  pa

### SECOND APPLICANT

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

Years  Months

Yes  No

£  pa

£  pa

£  pa

£  pa

£  pa

Company  Personal  Both  None

£  pa

## D FOR SELF-EMPLOYED

- D1 Name of business
- D2 State whether (✓)  Limited  Sole Trader  Partnership
- D3 How long trading  Years  Months
- D4 Trading name if different from above
- D6 Company registration number, state NONE if none
- D7 Business address  
Postcode
- D8 Business telephone number Code
- D9 Business email
- D10 Your position in business
- D11 If director or (part) owner please indicate shares  % Date business established
- D12 On what basis do you trade (✓)  Sole Trader  Limited Company  Partnership  % Shareholder
- D13 How long have you been trading  Years  Months
- D14 If less than three years trading, please give details of previous employment
- D15 VAT registration number
- D16 Company registration number
- D17 Name of accountant
- D18 Accountant's full practice name and address  
Postcode
- D19 Accountant's qualification
- D20 Telephone number Code
- D21 Fax number Code
- D22 Accountant's email address

### FIRST APPLICANT

Limited  Sole Trader  Partnership

Years  Months

Code

% Date business established

Sole Trader  Limited Company  Partnership  % Shareholder

Years  Months

Code

Code

### SECOND APPLICANT

Limited  Sole Trader  Partnership

Years  Months

Code

% Date business established

Sole Trader  Limited Company  Partnership  % Shareholder

Years  Months

Code

Code

## D FOR SELF-EMPLOYED (CONT)

D23 How long has your accountant acted for you?

Years  Months

D24 Do you have 3 years accounts available? (✓)

Yes  No

Yes  No

D25 Are your tax affairs up to date with no overdue liabilities in relation to all your activities? (✓)

Yes  No

Yes  No

D26 Your income for last three trading years

Mth/Year  £

Mth/Year  £

Mth/Year  £

Mth/Year  £

Mth/Year  £

Mth/Year  £

Amount £  per

Amount £  per

Source

Source

Amount £  per

Amount £  per

Source

Source

Amount £  per

Amount £  per

Source

Source

D27 Other gross income (eg pension, investments, maintenance, rent, dividends etc)

## E RETIREMENT INCOME

E1 Provider including state

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

## F 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 N

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



# G

## ADDITIONAL BORROWING REQUIREMENTS

G1 Amount and repayment period

Repayment period

G2 Reason additional borrowing required

*Please give full breakdown of exactly how the funds requested will be used and estimates if available*

# H

## PRESENT CURRENT ACCOUNT DETAILS

H1 Bank/Building Society name

H2 Full address

Postcode

Postcode

H3 Sort code / Account number

H4 Time with bank

 Years  Months Years  Months

H5 Credit card details  
*(please give amounts owed in Section I)*

 Master  Amex  VISA  Other Master  Amex  VISA  Other

# I OUTGOINGS

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

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	✓ if secured
	1st	2nd							
					£	£			
					£	£			
					£	£			
					£	£			
					£	£			
					£	£			
					£	£			
					£	£			

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

## FIRST APPLICANT

## SECOND APPLICANT

I1 Do you make any maintenance/child support payments?  Yes  No Voluntary £

Child Support Act payments £  Court order £

I2 Are you responsible by law for any of the above payments?  Yes  No

I3 When will these payments end?

I4 Do you have any other liabilities? (if 'Yes', please give details in section N)  Yes  No

# J PAYMENT/CREDIT HISTORY

## FIRST APPLICANT

## SECOND APPLICANT

J1 Have you ever been refused a mortgage on the property to be mortgaged, or on any other property?  Yes  No  Yes  No

J2 Have you ever been convicted of or charged with fraud?  Yes  No  Yes  No

J3 Have you got any unspent convictions?  Yes  No  Yes  No

J4 Have you ever had a judgement for debt recorded against you (County Court Judgement)? Or if self employed/controlling director, against your company?  Yes  No  Yes  No

J5 Have you ever been party to insolvency proceedings, bankruptcy or made a formal agreement with your creditors (IVA)?  Yes  No  Yes  No

J6 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?  Yes  No  Yes  No

J7 Have you failed to keep up payments on another loan  Yes  No  Yes  No

J8 Have you had a property repossessed voluntarily or otherwise  Yes  No  Yes  No

J9 Are there any court proceedings in relation to any mortgage  Yes  No  Yes  No

J10 If you have answered 'Yes' to any of the above questions in section J, please complete the box below  Yes  No  Yes  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.**

**K****PROPERTY DETAILS**

K1 Address of property to be mortgaged  
(full postcode required)

Postcode

K2 Type of property  
(please tick one box only) (✓)

Detached	<input type="checkbox"/>	House	<input type="checkbox"/>	Bungalow	<input type="checkbox"/>
Semi Detached	<input type="checkbox"/>	House	<input type="checkbox"/>	Bungalow	<input type="checkbox"/>
Terraced	<input type="checkbox"/>	Mid	<input type="checkbox"/>	End	<input type="checkbox"/>
Flat	<input type="checkbox"/>	Studio	<input type="checkbox"/>	Maisonette	<input type="checkbox"/>

K3 If flat / maisonette

Floor no. of flat	<input type="text"/>	Is it serviced by a lift?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Balcony access	<input type="checkbox"/>	
No. of floors	<input type="text"/>	No. of units	<input type="text"/>	Purpose built	<input type="checkbox"/>	Converted	<input type="checkbox"/>

K4 Was the property built or owned  
by the local authority or a housing  
association or Ministry of Defence? (✓)

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

K5 Age of property

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

K6 Property tenure (✓)

Freehold  Leasehold  Commonhold

K7 If leasehold, please give:

No. of years remaining on lease	<input type="text"/> yrs	Annual maintenance charge	£ <input type="text"/>	Lease start date	<input type="text"/>	Annual ground rent or rent charge	£ <input type="text"/>
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K8 Construction of the property (✓)

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

K9 If none of the above,  
what materials have been used?

K10 Is the property in a sound state of repair (✓)  
(If No, please give details)

Yes  No

K11 Name and telephone number of contact  
with whom the valuer should arrange a visit

<input type="text"/>	Telephone	<input type="text"/>
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**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.

**L****INTEREST ONLY MORTGAGE  
REPAYMENT PLAN**

L1 How will you repay your mortgage debt at  
the end of the mortgage term?

**M****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.

**N****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
<b>INCOME</b>	Salary		
	Benefits		
	Pension		
	Other		
<b>TOTAL</b>			£
<b>OUTGOINGS</b>	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			
<b>TOTAL</b>			£
<b>TOTAL INCOME</b>			£
<b>LESS TOTAL EXPENSES</b>			£
<b>EXCESS INCOME OVER EXPENDITURE</b>			£

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.
3. This application can be cancelled by the Society at any time without giving any reason or revealing any information received...
4. The Valuer is independently instructed by the Society to assess the adequacy of the security...
5. Any application and valuation fees must be enclosed with this application...
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).
(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...
(c) Information on applications will be sent to CRAs and will be recorded by them.
(d) Full identities of the CRAs, and the ways in which they use and share personal information...
(e) If you give us false or inaccurate information and we suspect or identify fraud...
(f) If you have borrowed from us and do not make payments that you owe us...
(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...
(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.

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...
(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 WITH 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="font-size: 2em; font-weight: bold; color: #4a4a8a;">X</div> <div style="background-color: #4a4a8a; color: white; padding: 2px 5px; border-radius: 3px;">Signature(s)</div>		
	Date	Date

# P RELEASE OF ADDITIONAL BORROWING FUNDS

To enable us to pay funds directly into your bank account, please complete and return this form

P1 Name of applicant(s)

FIRST APPLICANT

SECOND APPLICANT

P2 Sort code and account number

*I authorise you to release our offer of additional funds to:*

*I authorise you to release our offer of additional funds to:*

P3 Bank/Building Society name

P4 Bank/Building Society address

Postcode

Postcode

P5 Account in the name of

X

Signature(s)

Date

Date

Buckinghamshire   
Building Society

doing the right thing

[www.bucksbs.co.uk](http://www.bucksbs.co.uk)





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)

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 month's credit / store cards statements
- Any other loan statements

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

Gen/05/18/0007  
[LC4235] 05/2018

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Building Society  
doing the right thing

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