



Data Capture Form

〈 Individual Buy To Let 〉



Foundation
Home Loans

Application number

Application number

Product

Application fee

Valuation fee

Arrangement fee (if applicable) Add Deduct

Introducing broker

FCA number

Contact name

Company name

Exception reference

Company Address

Building/House name

Number

Street

District

Town

County

Telephone number

Email

Network/Club

Is this case introduced on behalf of a Customer Facing Broker/Advisor? Yes No

On what basis was this mortgage arranged? Advised Non-Advised

Face to face Non Face to Face

Advice or information provided by

Customer Facing Broker/Advisor

FCA number

Contact name

Company name

Company Address

Post code

Telephone number

Email

Broker advice fee

Packager fee

Applicant 1

Title

First name

Middle name(s)

Surname

Previous name(s)

Gender Male Female

Date of birth

Marital status

Additional Information

Home telephone

Work telephone

Mobile

Nationality

Email

NI. Number

Consent for Direct Marketing? Yes No

Does the applicant have indefinite right to remain in the UK? Yes No

Is the applicant living in the UK on a spousal visa? Yes No

If no, Does the applicant have tier 1 or 2 immigration status, been legally resident in UK for 3 years and have 25% deposit from own resources? Yes No

Does the applicant hold any level of diplomatic immunity? Yes No

Is the applicant subject to criminal or court proceedings? Yes No

Do you have any convictions that are unspent under the Rehabilitation of Offenders Act (1974)? Yes No

Has the applicant been Declined for a mortgage in the last 6 months? Yes No

Has the applicant had a CCJ or defaults in the last 6 years? Yes No

Is the applicants salary paid into a UK Bank A/c? Yes No

Has the applicant been in an IVA or Bankruptcy which was discharged less than 3 years ago or had a property repossessed? Yes No

Current address

Post code

Country

Date moved to this address

If applicant has lived at present address for less than 3 years, please provide previous details including dates for 3 years

Applicant 2

Title

First name

Middle name(s)

Surname

Previous name(s)

Gender Male Female

Date of birth

Marital status

Additional Information

Home telephone

Work telephone

Mobile

Nationality

Email

NI. Number

Consent for Direct Marketing? Yes No

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Current address

Post code

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Applicant 1

Bank Details (Personal Account)

Bank name

Account number Sort code

Account holder name Account held for Years

Do you want to use personal account details for the Direct Debit? Yes No

Direct Debit Details

Name of account holder

Account number Sort code

Name and address off bank/building society

Employment status

Employed Tick

Occupation

Date current employment commenced dd/mm/yyyy

Is the position permanent? Yes No

Annual basic gross salary £

Employer's name

Telephone number

Percentage shareholding

Post code

Building/House name

Number

Street

District

Town

County

Employment status

Self Employed Tick

Name of business

Nature of business

What is your shareholding?

How long has this been owned by the applicant? Years

Date business started dd/mm/yyyy

On what basis does applicant trade? Sole Trader Partner Ltd. Co.

Limited company registration number

Financial year end dd/mm/yyyy

Share of net profit Year only Tax Reference Number (UTR)

£

(Including any remuneration)

Applicant 2

Bank Details (Personal Account)

Bank name

Account number Sort code

Account holder name Account held for Years

Do you want to use personal account details for the Direct Debit? Yes No

Direct Debit Details

Name of account holder

Account number Sort code

Name and address off bank/building society

Employment status

Employed Tick

Occupation

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Telephone number

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Post code

Building/House name

Number

Street

District

Town

County

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£

(Including any remuneration)

Employment - Applicant 1

Does the applicant have income from any other sources?

Yes No

If Yes

Source	<input type="text"/>
Amount	<input type="text"/>
Frequency	<input type="text"/>

Employment - Applicant 2

Does the applicant have income from any other sources?

Yes No

If Yes

Source	<input type="text"/>
Amount	<input type="text"/>
Frequency	<input type="text"/>

Mortgage

Product

Purchase price or estimated value £

If Purchase

Is Applicant 1 a First Time Buyer? Yes No

Source of deposit

Cash Developer deposit

Dividends Gifted deposit

Loan Sale or remortgage of other assets

Combination of above Other

Is the applicant in receipt of any discount, incentives, builder or vendor deposit? Yes No

Amount

Please provide full details

Related to vendor? Yes No

Mortgage type Purchase Remortgage

Fee payment options Capitalise Deduct

If Remortgage

Is this currently a Buy to Let? Yes No

Original date of purchase

Original purchase price

Purpose of any additional borrowing

Is the property unencumbered Yes No

Are all applicants benefiting from the money being raised? Yes No

Is this application a remortgage of the borrowers current residential property? Yes No

If No

Current monthly payment £

Outstanding balance £

Current lender details

Date this mortgage started

Repayment option

Interest only £

Repayment vehicle

Endowment policies Lump sum payment

Pensions Regular savings and investments

Sale of other property Sale of security property

Stock and shares ISA Other

If other Please give details

Capital repayment £

Term required (in years)

Estimated or current monthly rental £

Part & Part

Is primary applicant a First Time Landlord? Yes No

Is primary applicant an owner occupier? Yes No

Property

Post code Building / House name

Number Street

District

Town

County

Property location England Wales

Property type

Occupancy type

Is there a garage? Yes No

Is there a parking space? Yes No

Grade 1 listed property? Yes No

Number of bedrooms

Year built

If date of construction is less than 10 years, is a suitable warranty in place? Yes No

If single household or short term let

Does the property have two or more kitchens? Yes No

If short term let

Is the property suitable for occupancy under an AST? Yes No

If Multi Unit

Number of self-contained units

Description of units

If Flat

Studio Yes No No. of floors in block

No. of flats in block What floor is the flat on?

Property Type Converted Purpose Built

Is there a lift? Yes No

If Studio, is the Studio flat greater than 30sqm in size and have separate bathroom and a natural source of light? Yes No

Is the property of standard construction? Yes No

If No (please specify type of construction)

Is the property a basement flat? Yes No

If the property is a basement flat; is the property in London, greater than 30sqm in size and have a natural source of light? Yes No

If Multi Unit or HMO

Is the property currently occupied as a single dwelling? Yes No

Maximum number of permitted occupants

Property Tenure Freehold Leasehold

Unexpired lease term in years

Has the property ever been owned by a local authority, the MoD or a housing association? Yes No

If yes, is there externally shared open balcony access? Yes No

Does the applicant own any land or access roads adjacent to the property? Yes No

Is the property above, adjoining or adjacent to commercial premises? Yes No

If Yes (please give details)

If yes, is the property above or adjacent to a commercial food outlet? Yes No

Does the applicant own any land or access roads adjacent to the property? Yes No

If Yes to any of the above (please give details)

Proposed or current tenancy agreement AST Corporate let Other

If the tenancy agreement is an AST, what is the term of the AST?

If the occupancy type is a single household and tenancy agreement is an AST; Are there more than 4 named individuals on the tenancy agreement? Yes No

Details of who to call to arrange the valuation of the property

Total number of mortgaged BTL properties within the portfolio, including this application and any other applications in progress

Number of properties (including purchases in progress) in security property postcode

Total portfolio property value excluding current application £

Total portfolio loan balance excluding current application £

Total portfolio rental income excluding current application £

Solicitor

Single Household applications

We will accept dual legal representation on all Single Household applications subject to your Solicitor being able to meet the following:

- Registered on the Law Society website
- Member of the Law Society's Conveyancing Quality Scheme
- Minimum of 3 SRA registered managers

Name of firm	<input type="text"/>
Solicitor acting	<input type="text"/>
Post code	<input type="text"/>
Building / House name	<input type="text"/>
Number	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
Town	<input type="text"/>
County	<input type="text"/>
Telephone number	<input type="text"/>
Mobile number	<input type="text"/>
Mobile number	<input type="text"/>

HMO / Multi-Unit applications

Regarding **HMO / Multi-Unit** applications, Foundation Home Loans has a controlled panel of solicitors who are able to act for both the lender and the applicant in respect of the conveyance. All fees and charges will need to be agreed on an individual basis, under their own terms of engagement and require payment by the applicant at or before completion of the loan. The applicant should make contact and confirm instructions, prior to submission of the mortgage application.

If the applicant wishes to instruct their own firm of solicitors, they may do so, the lender will require the applicant to select one of their panel solicitors to act on their behalf in respect of the conveyance. The fees applicable will be chargeable and require payment by the applicant at or on completion of the loan.

Panel Solicitor

Please select one of the below solicitors to act for the lender

TWM Solicitors LLP TLT LLP

Own Firm

Name of firm	<input type="text"/>
Solicitor acting	<input type="text"/>
Post code	<input type="text"/>
Building / House name	<input type="text"/>
Number	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
Town	<input type="text"/>
County	<input type="text"/>
Telephone number	<input type="text"/>
Mobile number	<input type="text"/>
Mobile number	<input type="text"/>

Appendix

Identification and Verification

Details of verification: Please confirm what documentation you have seen to confirm the identification of the applicant(s). Please note that a driving license may be used as evidence for address OR identity, but not both. Copy documents certified by the customer facing intermediary as true copies of the originals are acceptable.

The intermediary must be either directly authorised by the Financial Conduct Authority (FCA), or a appointed representative of an authorised firm. It must be possible to identify the person certifying the copy. Where a document bears a photograph, the certification should include a statement that it bears a good likeness to the applicant. Each document must be signed and dated.

A single document in joint names e.g. a joint bank statement, may not be used as proof of ID/Residency for both applicants in joint applications. Separate documents are required for each party to the mortgage.