



# Data Capture Form

< Residential >



**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

## Introducing broker details

Building/House name

Number

Street

District

Town

County

Postcode

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

Broker advice fee

When is this fee payable On Application  On Completion

Is this fee refundable Yes  No

Packager fee

When is this fee payable On Application  On Completion

Is this fee refundable Yes  No

## Customer Facing Broker/Advisor

FCA number

Contact name

Company name

## Number of people living at property

Number of adults (18 and above)

Number of children (17 and under)

No. of people not party to the mortgage

## 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

Estimated Retirement Age

Does the applicant have indefinite right to remain in the UK?  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

Current address

Post code

Country

Residential Status

### 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

Previous Address

Post Code

Country

Date moved

## 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

Estimated Retirement Age

Does the applicant have indefinite right to remain in the UK?  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

Current address

Post code

Country

Residential Status

### 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

Previous Address

Post Code

Country

Date moved

## Applicant 1

**If Tenant** (please provide rent details for the applicants current address)

Monthly payment £

Landlords details

Account number

Date tenancy started

If owner, is this property currently mortgaged? Yes  No

### If Yes

Please provide mortgage information for the applicant's current resident

Monthly payment £

Outstanding balance £

Lender details

Account number

Date started

Will this mortgage be redeemed on completion Yes  No

**If Other** (please provide details)

### 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

## Applicant 2

**If Tenant** (please provide rent details for the applicants current address)

Monthly payment £

Landlords details

Account number

Date tenancy started

If owner, is this property currently mortgaged? Yes  No

### If Yes

Please provide mortgage information for the applicant's current resident

Monthly payment £

Outstanding balance £

Lender details

Account number

Date started

Will this mortgage be redeemed on completion Yes  No

**If Other** (please provide details)

### 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 - Applicant 1

**Employment status** **Employed**

Occupation

Date current employment commenced

Is the position permanent? Yes  No

Employer's name

Telephone number

Percentage shareholding

Remaining term on contract

Post code

Building/House name

Number

Street

District

Town

County

### Breakdown of gross income - Employed

Source	Amount	Frequency
Basic salary	<input type="text" value="£"/>	<input type="text"/>
Overtime	<input type="text" value="£"/>	<input type="text"/>
Bonus	<input type="text" value="£"/>	<input type="text"/>
Commission	<input type="text" value="£"/>	<input type="text"/>
Guaranteed shift allowance	<input type="text" value="£"/>	<input type="text"/>
Regional allowance	<input type="text" value="£"/>	<input type="text"/>
Second job	<input type="text" value="£"/>	<input type="text"/>
Pension (private)	<input type="text" value="£"/>	<input type="text"/>
Pension (state)	<input type="text" value="£"/>	<input type="text"/>
Investment income	<input type="text" value="£"/>	<input type="text"/>
Net rental income	<input type="text" value="£"/>	<input type="text"/>
Trust income	<input type="text" value="£"/>	<input type="text"/>
Maintenance	<input type="text" value="£"/>	<input type="text"/>
Allowable additional income	<input type="text" value="£"/>	<input type="text"/>
Benefits	<input type="text" value="£"/>	<input type="text"/>

### Income From Other Sources

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

## Employment - Applicant 2

**Employment status** **Employed**

Occupation

Date current employment commenced

Is the position permanent? Yes  No

Employer's name

Telephone number

Percentage shareholding

Remaining term on contract

Post code

Building/House name

Number

Street

District

Town

County

### Breakdown of gross income - Employed

Source	Amount	Frequency
Basic salary	<input type="text" value="£"/>	<input type="text"/>
Overtime	<input type="text" value="£"/>	<input type="text"/>
Bonus	<input type="text" value="£"/>	<input type="text"/>
Commission	<input type="text" value="£"/>	<input type="text"/>
Guaranteed shift allowance	<input type="text" value="£"/>	<input type="text"/>
Regional allowance	<input type="text" value="£"/>	<input type="text"/>
Second job	<input type="text" value="£"/>	<input type="text"/>
Pension (private)	<input type="text" value="£"/>	<input type="text"/>
Pension (state)	<input type="text" value="£"/>	<input type="text"/>
Investment income	<input type="text" value="£"/>	<input type="text"/>
Net rental income	<input type="text" value="£"/>	<input type="text"/>
Trust income	<input type="text" value="£"/>	<input type="text"/>
Maintenance	<input type="text" value="£"/>	<input type="text"/>
Allowable additional income	<input type="text" value="£"/>	<input type="text"/>
Benefits	<input type="text" value="£"/>	<input type="text"/>

### Income From Other Sources

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

## Employment - Applicant 1

**Employment status** **Self Employed**

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

Tax Reference Number (UTR)

Last 2 years income	Basic Salary	Net Profit
<input type="text"/>	<input type="text"/> £	<input type="text"/> £
<input type="text"/>	<input type="text"/> £	<input type="text"/> £

Breakdown of gross income	Amount	Frequency
Pension (private)	<input type="text"/> £	<input type="text"/>
Pension (state)	<input type="text"/> £	<input type="text"/>
Investment income	<input type="text"/> £	<input type="text"/>
Net rental income	<input type="text"/> £	<input type="text"/>
Trust income	<input type="text"/> £	<input type="text"/>
Maintenance	<input type="text"/> £	<input type="text"/>
Benefits	<input type="text"/> £	<input type="text"/>
Other Sources	<input type="text"/> £	<input type="text"/>
Other Sources	<input type="text"/> £	<input type="text"/>
Other Sources	<input type="text"/> £	<input type="text"/>

Do you have an accountant?  Yes  No

### If Yes (Please give details)

Name

Post code

Building/House name

Number

Street

District

Town

County

Telephone number

Qualifications  Chartered  Certified

Other

## Employment - Applicant 2

**Employment status** **Self Employed**

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

Tax Reference Number (UTR)

Last 2 years income	Basic Salary	Net Profit
<input type="text"/>	<input type="text"/> £	<input type="text"/> £
<input type="text"/>	<input type="text"/> £	<input type="text"/> £

Breakdown of gross income	Amount	Frequency
Pension (private)	<input type="text"/> £	<input type="text"/>
Pension (state)	<input type="text"/> £	<input type="text"/>
Investment income	<input type="text"/> £	<input type="text"/>
Net rental income	<input type="text"/> £	<input type="text"/>
Trust income	<input type="text"/> £	<input type="text"/>
Maintenance	<input type="text"/> £	<input type="text"/>
Benefits	<input type="text"/> £	<input type="text"/>
Other Sources	<input type="text"/> £	<input type="text"/>
Other Sources	<input type="text"/> £	<input type="text"/>
Other Sources	<input type="text"/> £	<input type="text"/>

Do you have an accountant?  Yes  No

### If Yes (Please give details)

Name

Post code

Building/House name

Number

Street

District

Town

County

Telephone number

Qualifications  Chartered  Certified

Other

**Employment - Applicant 1**

**Employment status** **Retired/Not Employed**

Breakdown of gross income - Not Employed

Source	Amount	Frequency
Pension (private)	£	
Pension (state)	£	
Investment income	£	
Net rental income	£	
Trust income	£	
Maintenance	£	
Benefits	£	

**Employment - Applicant 2**

**Employment status** **Retired/Not Employed**

Breakdown of gross income - Not Employed

Source	Amount	Frequency
Pension (private)	£	
Pension (state)	£	
Investment income	£	
Net rental income	£	
Trust income	£	
Maintenance	£	
Benefits	£	

## Applicant 3

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

Estimated Retirement Age

Does the applicant have indefinite right to remain in the UK?  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

Current address

Post code

Country

Residential Status

### 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

Previous Address

Post Code

Country

Date moved

## Applicant 4

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

Estimated Retirement Age

Does the applicant have indefinite right to remain in the UK?  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

Current address

Post code

Country

Residential Status

### 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

Previous Address

Post Code

Country

Date moved



## Applicant 3

**If Tenant** (please provide rent details for the applicants current address)

Monthly payment £

Landlords details

Account number

Date tenancy started

If owner, is this property currently mortgaged? Yes  No

### If Yes

Please provide mortgage information for the applicant's current resident

Monthly payment £

Outstanding balance £

Lender details

Account number

Date started

Will this mortgage be redeemed on completion Yes  No

**If Other** (please provide details)

### 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

## Applicant 4

**If Tenant** (please provide rent details for the applicants current address)

Monthly payment £

Landlords details

Account number

Date tenancy started

If owner, is this property currently mortgaged? Yes  No

### If Yes

Please provide mortgage information for the applicant's current resident

Monthly payment £

Outstanding balance £

Lender details

Account number

Date started

Will this mortgage be redeemed on completion Yes  No

**If Other** (please provide details)

### 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 - Applicant 3

**Employment status** **Employed**  *Tick*

Occupation

Date current employment commenced

Is the position permanent? Yes  No

Employer's name

Telephone number

Percentage shareholding

Remaining term on contract

Post code

Building/House name

Number

Street

District

Town

County

### Breakdown of gross income - Employed

Source	Amount	Frequency
Basic salary	£ <input type="text"/>	<input type="text"/>
Overtime	£ <input type="text"/>	<input type="text"/>
Bonus	£ <input type="text"/>	<input type="text"/>
Commission	£ <input type="text"/>	<input type="text"/>
Guaranteed shift allowance	£ <input type="text"/>	<input type="text"/>
Regional allowance	£ <input type="text"/>	<input type="text"/>
Second job	£ <input type="text"/>	<input type="text"/>
Pension (private)	£ <input type="text"/>	<input type="text"/>
Pension (state)	£ <input type="text"/>	<input type="text"/>
Investment income	£ <input type="text"/>	<input type="text"/>
Net rental income	£ <input type="text"/>	<input type="text"/>
Trust income	£ <input type="text"/>	<input type="text"/>
Maintenance	£ <input type="text"/>	<input type="text"/>
Allowable additional income	£ <input type="text"/>	<input type="text"/>
Benefits	£ <input type="text"/>	<input type="text"/>

### Income From Other Sources

Source	Amount	Frequency
<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"/>

## Employment - Applicant 4

**Employment status** **Employed**  *Tick*

Occupation

Date current employment commenced

Is the position permanent? Yes  No

Employer's name

Telephone number

Percentage shareholding

Remaining term on contract

Post code

Building/House name

Number

Street

District

Town

County

### Breakdown of gross income - Employed

Source	Amount	Frequency
Basic salary	£ <input type="text"/>	<input type="text"/>
Overtime	£ <input type="text"/>	<input type="text"/>
Bonus	£ <input type="text"/>	<input type="text"/>
Commission	£ <input type="text"/>	<input type="text"/>
Guaranteed shift allowance	£ <input type="text"/>	<input type="text"/>
Regional allowance	£ <input type="text"/>	<input type="text"/>
Second job	£ <input type="text"/>	<input type="text"/>
Pension (private)	£ <input type="text"/>	<input type="text"/>
Pension (state)	£ <input type="text"/>	<input type="text"/>
Investment income	£ <input type="text"/>	<input type="text"/>
Net rental income	£ <input type="text"/>	<input type="text"/>
Trust income	£ <input type="text"/>	<input type="text"/>
Maintenance	£ <input type="text"/>	<input type="text"/>
Allowable additional income	£ <input type="text"/>	<input type="text"/>
Benefits	£ <input type="text"/>	<input type="text"/>

### Income From Other Sources

Source	Amount	Frequency
<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"/>

## Employment - Applicant 3

**Employment status** **Self Employed**

Name of business

Nature of business

What is your shareholding?

How long has this been owned by the applicant?  Years

Date business started

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

Limited company registration number

Financial year end

Tax Reference Number (UTR)

Last 2 years income	Basic Salary	Net Profit
<input type="text"/>	<input type="text"/> £	<input type="text"/> £
<input type="text"/>	<input type="text"/> £	<input type="text"/> £

Breakdown of gross income	Amount	Frequency
Pension (private)	<input type="text"/> £	<input type="text"/>
Pension (state)	<input type="text"/> £	<input type="text"/>
Investment income	<input type="text"/> £	<input type="text"/>
Net rental income	<input type="text"/> £	<input type="text"/>
Trust income	<input type="text"/> £	<input type="text"/>
Maintenance	<input type="text"/> £	<input type="text"/>
Benefits	<input type="text"/> £	<input type="text"/>
Other Sources	<input type="text"/> £	<input type="text"/>
Other Sources	<input type="text"/> £	<input type="text"/>
Other Sources	<input type="text"/> £	<input type="text"/>

Do you have an accountant?  Yes  No

### If Yes (Please give details)

Name

Post code

Building/House name

Number

Street

District

Town

County

Telephone number

Qualifications  Chartered  Certified

Other

## Employment - Applicant 4

**Employment status** **Self Employed**

Name of business

Nature of business

What is your shareholding?

How long has this been owned by the applicant?  Years

Date business started

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

Limited company registration number

Financial year end

Tax Reference Number (UTR)

Last 2 years income	Basic Salary	Net Profit
<input type="text"/>	<input type="text"/> £	<input type="text"/>
<input type="text"/>	<input type="text"/> £	<input type="text"/>

Breakdown of gross income	Amount	Frequency
Pension (private)	<input type="text"/> £	<input type="text"/>
Pension (state)	<input type="text"/> £	<input type="text"/>
Investment income	<input type="text"/> £	<input type="text"/>
Net rental income	<input type="text"/> £	<input type="text"/>
Trust income	<input type="text"/> £	<input type="text"/>
Maintenance	<input type="text"/> £	<input type="text"/>
Benefits	<input type="text"/> £	<input type="text"/>
Other Sources	<input type="text"/> £	<input type="text"/>
Other Sources	<input type="text"/> £	<input type="text"/>
Other Sources	<input type="text"/> £	<input type="text"/>

Do you have an accountant?  Yes  No

### If Yes (Please give details)

Name

Post code

Building/House name

Number

Street

District

Town

County

Telephone number

Qualifications  Chartered  Certified

Other

**Employment - Applicant 3**

**Employment status** **Retired/Not Employed**

Breakdown of gross income - Not Employed

Source	Amount	Frequency
Pension (private)	£	
Pension (state)	£	
Investment income	£	
Net rental income	£	
Trust income	£	
Maintenance	£	
Benefits	£	

**Employment - Applicant 4**

**Employment status** **Retired/Not Employed**

Breakdown of gross income - Not Employed

Source	Amount	Frequency
Pension (private)	£	
Pension (state)	£	
Investment income	£	
Net rental income	£	
Trust income	£	
Maintenance	£	
Benefits	£	

## Mortgage

Product

Purchase price or estimated value £

Mortgage type Purchase  Remortgage

Fee payment options Capitalise  Deduct

### If Purchase

Is this a Right to Buy? Yes  No

Is Applicant a First Time Buyer? Yes  No

Source of deposit

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

Amount £

Please provide full details

### 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 mortgaged Yes  No

### If Yes

Current monthly payment £

Outstanding balance £

Current lender details

Date this mortgage started

## Repayment option

Interest only £

Repayment vehicle

Capital repayment £

Term required (in years)

Part & Part

## Property

Post code  Building / House name

Number  Street

District

Town

County

Property location England  Wales

Property 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 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

Is the property of standard construction? Yes  No

### If No (please specify type of construction)

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

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

### If Yes (please give details)

Continued...

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)

## Vendor Details

Name

Telephone number

Applicant's relationship to vendor

## Expenditure

**Debt Consolidation** Yes  No

If you choose to consolidate debts as part of this application you will be required to use our appointed solicitors TWM to act on our behalf.

Please only add debts for consolidation

Loan type	Monthly repayments	Balance
<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"/>	<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"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Total current credit commitments

Type of expenditure	Monthly repayments	Balance
Secured loans	<input type="text"/>	<input type="text"/>
Unsecured loans (inc hire purchase)	<input type="text"/>	<input type="text"/>
Credit card	<input type="text"/>	<input type="text"/>

## Basic expenditure

All mandatory outgoings on a monthly basis such as, utilities, phone bills, council tax, food or clothes shopping, TV License and travel to and from work.

Type of living costs Monthly

Basic expenditure

## Other expenditure

Type of living costs	Monthly repayments
Childcare	<input type="text"/>
Maintenance	<input type="text"/>
School fees	<input type="text"/>
Life insurance and Protection	<input type="text"/>
Pet insurance	<input type="text"/>
Medical cover	<input type="text"/>
Car service costs	<input type="text"/>
Other	<input type="text"/>

## Solicitor

We will accept dual legal representation on applications (except where there is debt consolidation, you will be required to use our appointed solicitors TWM to act on our behalf) 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

Solicitor acting

Post code

Building / House name

Number

Street

District

Town

## 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.