



Data Capture Form (Residential)

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Application number			Customer Facing	g Broker/Advisor	
Application number			FCA number		
Product			Contact name		
Application fee			Company name		
Valuation fee					
Arrangement fee Add (if applicable)	Deduct		Number of peop	ole living at prope	rty
Introducing broker			Number of adults (18 a	nd above)	
introducing broker			Number of children (17	and under)	
FCA number			No. of people not party	y to the mortgage	
Contact name					
Company name					
Exception reference					
Introducing broker details	S				
Building/House name					
Number					
Street					
District					
Town					
County					
Postcode					
Telephone number					
Email					
Network/Club					
Is this case introduced on behalf on Customer Facing Broker/Advisor?		No			
On what basis was this mortgage	Advised Non-Adv	ised			
arranged?	Face to face Non Face	e to Face			
Advice or information provided by	W				
, tavice of information provided b	,				
Broker advice fee					
When is this fee payable Or	n Application On Cor	npletion			
Is this fee refundable Ye	s No				
Packager fee					
When is this fee payable Or	n Application On Con	npletion			

Yes

Is this fee refundable



Residential

Applicant 1				Applicant 2				
Title				Title				
First name				First name				
Middle name(s)				Middle name(s)				
Surname				Surname				
Previous name(s)				Previous name(s)				
Gender		Male	Female	Gender		Male	Female	
Date of birth				Date of birth				
Marital status				Marital status				
Additional Informa	ition			Additional Informa	ation			
Home telephone				Home telephone				
Work telephone				Work telephone				
Mobile				Mobile				
Nationality				Nationality				
Email				Email				
NI. Number				NI. Number				
Estimated Retirement Age				Estimated Retirement Age				
Does the applicant hat to remain in the UK?	ve indefinite right	Yes	No	Does the applicant hat to remain in the UK?	ive indefinite right	Yes	No	
Does the applicant ho diplomatic immunity?	ld any level of	Yes	No	Does the applicant ho diplomatic immunity?		Yes	No	
Is the applicant subject court proceedings?	t to criminal or	Yes	No	Is the applicant subject court proceedings?	ct to criminal or	Yes	No	
Do you have any conv unspent under the Ret Offenders Act (1974)?	ictions that are nabilitation of	Yes	No	Do you have any convunspent under the Re Offenders Act (1974)?	habilitation of	Yes	No	
Current address				Current address				
Post code				Post code				
Country				Country				
Residential Status				Residential Status				
Date moved to this a			ĺ	Date moved to this a		.1 2		
	it present address for less t ils including dates for 3 yea		s, please	provide previous deta	at present address for less ills including dates for 3 ye	tnan 3 years ears	, piease	
Previous Address				Previous Address				
Post Code				Post Code				
Country				Country				
Date moved				Date moved				



Residential

Applicant 1		Applicant 2	
If Tenant (please provi	ide rent details for the applicants current address)	If Tenant (please provide	e rent details for the applicants current address)
Monthly payment	£	Monthly payment	£
Landlords details		Landlords details	
Account number		Account number	
Date tenancy started	dd/mm/yyyy	Date tenancy started	dd/mm/yyyy
If owner, is this proper	rty currently mortgaged? Yes No	If owner, is this property	currently mortgaged? Yes No
If Yes		If Yes	
Please provide mortgaresident	age information for the applicant's current	Please provide mortgag resident	e information for the applicant's current
Monthly payment	£	Monthly payment	£
Outstanding balance	£	Outstanding balance	£
Lender details		Lender details	
Account number		Account number	
Date started	dd/mm/yyyy	Date started	dd/mm/yyyy
Will this mortgage be	e redeemed on completion Yes No	Will this mortgage be r	edeemed on completion Yes No
If Other (please provide	de details)	If Other (please provide	details)
Bank Details (Persona	l Account)	Bank Details (Personal A	Account)
Bank name		Bank name	
Account number	Sort code	Account number	Sort code
Account holder name	Account held for Years	Account holder name	Account held for Years
Do you want to use pe the Direct Debit?	rsonal account details for Yes No	Do you want to use personal the Direct Debit?	onal account details for Yes No
Direct Debit Details		Direct Debit Details	
Name of account hold	er	Name of account holder	
Account number	Sort code	Account number	Sort code

Name and address off bank/building society

Name and address off bank/building society



Residential

Employment - Applicant 1

Employment - Applica	ant 1			Employment - Appli	icant 2		
Employment status		Emp	loyed	Employment status		Emplo	yed
Occupation				Occupation			
Date current employment c	ommenced			Date current employment co	ommenced		
Is the position permanent?		Yes	No	Is the position permanent?		Yes	No
Employer's name				Employer's name			
Telephone number				Telephone number			
Percentage shareholding				Percentage shareholding			
Remaining term on contract				Remaining term on contract			
Post code				Post code			
Building/House name				Building/House name			
Number				Number			
Street				Street			
District				District			
Town				Town			
County				County			
Breakdown of gross income	- Employed			Breakdown of gross income	- Employed		
Source	Amount	Freque	ency	Source	Amount	Frequer	ісу
Basic salary				Basic salary			
Overtime				Overtime			
Bonus				Bonus			
Commission				Commission			
Guaranteed shift allowance				Guaranteed shift allowance			
Regional allowance				Regional allowance			
Second job				Second job			
Pension (private)				Pension (private)			
Pension (state)				Pension (state)			
Investment income				Investment income			
Net rental income				Net rental income			
Trust income				Trust income			
Maintenance				Maintenance			
Allowable additional income	e f			Allowable additional income	e f		
Benefits				Benefits			
Income From Other Sources	3			Income From Other Sources	5		
Source	Amount	Freque	ency	Source	Amount	Frequer	су



Residential

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Employment - Applicant 1

Nature of business What is your shareholding? How long has this been owned by the applicant? Years Date business started Date business started Date business started On what basis does applicant trade? Limited company registration number Limited company registration number Limited company registration number Financial year end Ax Reference Number (UTR) Last 2 years income Basic Salary Net Profit Last 2 years income Breakdown of gross income Amount Frequency Breakdown of gross income Amount Frequency Pension (private) Pension (state) Pension (state) Pension (state) Reterental income Anintenance Anint	Employment status	s	elf Employed		Employment status		Self En	nployed
What is your shareholding? How long has this been owned by the applicant? Years Pate business started Date business started Date business started On what basis does poplicant trade? Limited company registration number Limited	Name of business				Name of business			
How long has this been owned by the applicant? Parts business started Date business tarted Date Companyopy Date Business tared Date Companyopy Date Date Date Partner Ltd. Co. Date Date Date Partner Ltd. Co. Date Date Date Partner Date Date Partner Ltd. Co. Date Date Date Partner Date Date Date Date Partner Ltd. Co. Date Date Date Partner Date Date Date Date Date Partner Date Date Date Date Date Date Date Date	Nature of business				Nature of business			
Date business started Date business started Date	What is your shareholding?				What is your shareholding	g?		
On what basis does pplicant trade? Imited company registration number Imancial year end Again tender Basic Salary Net Profit E E E Breakdown of gross income Amount Frequency Pension (private) E Pension (state) Pension (state) Pension (state) Pension (state) Pension (state) Pension (state) Pension Againtenance Pension Adaintenance Pension Adaintenance Pension Adaintenance Pension Adaintenance Pension Adaintenance Pension Adaintenance Pension Cher Sources Pension (other Sources Pension Cher Sources Pension (other So	How long has this been ow	ned by the applicant?			How long has this been o	wned by the appli	icant?	
applicant trade? Limited company registration number Limited company registration number Limited company registration number Financial year end Tax Reference Number (UTR) Last 2 years income Basic Salary Net Profit Fequency Breakdown of gross income Amount Frequency Pension (private) Pension (state) Pension (state) Pension (state) Pension (state) Pension (state) Pension (state) Financial year end Amount Trust income Pension (private) Pension (private) Pension (private) Pension (state) Pension (stat	Date business started				Date business started			
Financial year end Tax Reference Number (UTR) Tax Reference Number (UTR) Tax Reference Number (UTR) Tax Reference Number (UTR) Last 2 years income Basic Salary Net Profit £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £	On what basis does sapplicant trade?	Sole Trader Partn	er Ltd.	. Co.		Sole Trader	Partner	Ltd. Co.
Tax Reference Number (UTR) Last 2 years income Basic Salary Net Profit Last 2 years income Last 2 years income Basic Salary Net Profit Last 2 years income L	Limited company registration	on number			Limited company registra	tion number		
Last 2 years income Basic Salary Net Profit £ £ £ £ £ £ £ £ £ £ £ £ £	Financial year end				Financial year end			
## Precision (private) ## Pension (private) ## Pension (state) ## Pens	Tax Reference Number (UTI	₹)			Tax Reference Number (U	JTR)		
### Frequency Breakdown of gross income Amount Frequency Breakdown of gross income Amount Frequency Pension (private) ### Pension (private) ### Pension (state) ### Pension (private) ### Pension (private	Last 2 years income	Basic Salary	Net Profit		Last 2 years income	Basic Salary	Net	Profit
Breakdown of gross income Amount Frequency Breakdown of gross income Amount Frequency Pension (private) Pension (state) Pension (private) Pension (private) Pension (private) Pension (state) Pension (state) Pension (state) Pension (state) Pension (private)								
Pension (private) Pension (private) Pension (state) Pension (state) Pension (state) Pension (state) Pension (private) Pe								
Pension (state) £ Pension (state) £ Investment income £ Net rental income £ Trust income £ Maintenance £ Benefits Cher Sources £ Other Sources £	Breakdown of gross income	e Amount	Frequency		Breakdown of gross incor	me Amount	Free	quency
Investment income ###	Pension (private)				Pension (private)			
Net rental income frust incom	Pension (state)				Pension (state)			
Trust income ### Alaintenance ### Maintenance ### Maintenance ### Maintenance ### Benefits ### Dther Sources	nvestment income				Investment income			
Maintenance £ Maintenance £ Benefits Benefits Other Sources £	Net rental income				Net rental income			
Benefits £ Benefits £ Other Sources £ Other Sources £ Other Sources £ Other Sources £ Other Sources £ Other Sources £	Trust income				Trust income			
Other Sources £	Maintenance				Maintenance			
Other Sources £ Other Sources £ Other Sources £	Benefits				Benefits			
Other Sources £	Other Sources				Other Sources			
	Other Sources				Other Sources			
Do you have an accountant? Yes No Do you have an accountant? Yes No	Other Sources				Other Sources			
	Do you have an accountant	?	Yes	No	Do you have an accounta	int?	Yes	No No

Employment - Applicant 2

Name Post code Building/House name Number Street District Town County Telephone number Qualifications Chartered Other

If Yes (Please give details	s)	
Name		
Post code		
Building/House name		
Number		
Street		
District		
Town		
County		
Telephone number		
Qualifications	Chartered	Certified
	Other	



Benefits

Data Capture Form

Residential

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Employment - Applicant 1

Employment - Applicant 2

Employment status	Retired/N	Not Employed	Employment status	Retired/N	lot Employed		
Breakdown of gross income - Not Employed			Breakdown of gross income - Not Employed				
Source	Amount	Frequency	Source	Amount	Frequency		
Pension (private)			Pension (private)				
Pension (state)			Pension (state)				
Investment income			Investment income				
Net rental income			Net rental income				
Trust income			Trust income				
Maintenance			Maintenance				

Benefits



Residential

Applicant 3				Applicant 4				
Title				Title				
First name				First name				
Middle name(s)				Middle name(s)				
Surname				Surname				
Previous name(s)				Previous name(s)				
Gender		Male	Female	Gender		Male	Female	
Date of birth				Date of birth				
Marital status				Marital status				
Additional Informa	tion			Additional Informa	ation			
Home telephone				Home telephone				
Work telephone				Work telephone				
Mobile				Mobile				
Nationality				Nationality				
Email				Email				
NI. Number				NI. Number				
Estimated Retirement Age				Estimated Retirement Age				
Does the applicant have to remain in the UK?	ve indefinite right	Yes	No	Does the applicant ha to remain in the UK?	ve indefinite right	Yes	No	
Does the applicant holdiplomatic immunity?	ld any level of	Yes	No	Does the applicant ho diplomatic immunity?		Yes	No	
Is the applicant subject court proceedings?	t to criminal or	Yes	No	Is the applicant subject court proceedings?	ct to criminal or	Yes	No	
Do you have any convunspent under the Red Offenders Act (1974)?		Yes	No	Do you have any convunspent under the Re Offenders Act (1974)?	habilitation of	Yes	No	
Current address				Current address				
Post code				Post code				
Country				Country				
Residential Status				Residential Status				
Date moved to this a	ddress			Date moved to this a	address			
If applicant has lived a provide previous detail	t present address for less t ils including dates for 3 yea	:han 3 years ars	s, please	If applicant has lived a provide previous deta	at present address for less ils including dates for 3 ye	than 3 years ears	, please	
Previous Address				Previous Address				
Post Code				Post Code				
Country				Country				
Date moved				Date moved				



Foundation Home Loans	Data 〈	Capture For Residential	rm
Applicant 3	Applicant 4		

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If Tenant (please provid	de rent details for the applicants current address)	If Tenant (please provide rent details for the	applicants current address)
Monthly payment	£	Monthly payment	
Landlords details		Landlords details	
Account number		Account number	
Date tenancy started	dd/mm/yyyy	Date tenancy started dd/mm/yyyy	
,	3333	, , , , , , , , , , , , , , , , , , , ,	
If owner, is this propert	y currently mortgaged? Yes No	If owner, is this property currently mortgage	d? Yes No
If Yes		If Yes	
Please provide mortgag resident	ge information for the applicant's current	Please provide mortgage information for the resident	e applicant's current
Monthly payment	f	Monthly payment	
Outstanding balance	£	Outstanding balance	
Lender details		Lender details	
Account number		Account number	
Date started	dd/mm/yyyy	Date started dd/mm/yyyy	
Will this mortgage be	redeemed on completion Yes No	Will this mortgage be redeemed on comple	etion Yes No
Bank Details (Personal	Account)	Bank Details (Personal Account)	
Bank name		Bank name	
Account number	Sort code	Account number	Sort code
Account holder name	Account held for Years	Account holder name	Account held for Years
Do you want to use pers the Direct Debit?	sonal account details for Yes No	Do you want to use personal account details the Direct Debit?	for Yes No
Direct Debit Details		Direct Debit Details	
Name of account holder	r	Name of account holder	
Account number	Sort code	Account number	Sort code
Name and address off b	oank/building society	Name and address off bank/building society	



Residential

Employment - Applicant 3

Employment - Applic	ant 3		Employment - Appli	icant 4	
Employment status		Employed Tick	Employment status		Employed Tick
Occupation			Occupation		
Date current employment c	ommenced		Date current employment co	ommenced	
s the position permanent?		Yes No	Is the position permanent?		Yes No
Employer's name			Employer's name		
Telephone number			Telephone number		
Percentage shareholding			Percentage shareholding		
Remaining term on contract			Remaining term on contract	С	
Post code			Post code		
Building/House name			Building/House name		
Number			Number		
Street			Street		
District			District		
Town			Town		
County			County		
Breakdown of gross income	- Employed		Breakdown of gross income	- Employed	
Source	Amount	Frequency	Source	Amount	Frequency
Basic salary			Basic salary		
Overtime			Overtime		
Bonus			Bonus		
Commission			Commission		
Guaranteed shift allowance			Guaranteed shift allowance		
Regional allowance			Regional allowance		
Second job			Second job		
Pension (private)			Pension (private)		
Pension (state)			Pension (state)		
nvestment income			Investment income		
Net rental income			Net rental income		
Trust income			Trust income		
Maintenance			Maintenance		
Allowable additional income	e f		Allowable additional income	e f	
Benefits			Benefits		
ncome From Other Sources	S		Income From Other Sources	5	
Source	Amount	Frequency	Source	Amount	Frequency



Residential

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Employment - Applicant 3

Employment status	\$	elf Emp	oloyed	Employment status		Sel	f Empl	oyed	
Name of business				Name of business					
Nature of business				Nature of business					
What is your shareholding?				What is your shareholding?	?				
How long has this been ow	ned by the applicant?			How long has this been ow	ned by the appli	cant?			
Date business started				Date business started					
On what basis does sapplicant trade?	Sole Trader Partr	ner	Ltd. Co.	On what basis does applicant trade?	Sole Trader	Partner	-	Ltd. Co	0.
Limited company registration	on number			Limited company registrati	on number				
Financial year end				Financial year end					
Tax Reference Number (UTI	₹)			Tax Reference Number (UT	R)				
Last 2 years income	Basic Salary	Net P	rofit	Last 2 years income	Basic Salary		Net Pr	ofit	
Breakdown of gross income	e Amount	Frequ	ency	Breakdown of gross incom	e Amount		Freque	ency	
Pension (private)				Pension (private)					
Pension (state)				Pension (state)					
Investment income				Investment income					
Net rental income				Net rental income					
Trust income				Trust income					
Maintenance				Maintenance					
Benefits				Benefits					
Other Sources				Other Sources					
Other Sources				Other Sources					
Other Sources				Other Sources					
Do you have an accountant	?	Yes	No	Do you have an accountan	t?		Yes	No)

Employment - Applicant 4

Name Post code Building/House name Number Street District Town County Telephone number Qualifications Chartered Other

If Yes (Please give details	s)		
Name			
Post code			
Building/House name			
Number			
Street			
District			
Town			
County			
Telephone number			
Qualifications	Chartered	Certified	
	Other		



Maintenance Benefits

Data Capture Form

Residential

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Employment - Applicant 3

Employment status	Retir	ed/Not Employed Tick	Employment status	Re	etired/Not Employed Tick
Breakdown of gross incom	e - Not Employed		Breakdown of gross inco	me - Not Employe	d
Source	Amount	Frequency	Source	Amount	Frequency
Pension (private)			Pension (private)		
Pension (state)			Pension (state)		
Investment income			Investment income		
Net rental income			Net rental income		
Trust income			Trust income		

Maintenance

Benefits

Employment - Applicant 4



Purchase price or estimated value

Purchase

Capitalise

Yes

Yes

Remortgage

Deduct

No

Νo

No

Mortgage

Mortgage type

lf Purchase

Amount

If Remortgage

Fee payment options

Is this a Right to Buy?

Source of deposit

Is Applicant a First Time Buyer?

Please provide full details

Is this currently a Buy to Let? Original date of purchase Original purchase price

Is the property mortgaged

Current monthly payment Outstanding balance Current lender details

Date this mortgage started

If Yes

Purpose of any additional borrowing

Is the applicant in receipt of any discount,

incentives, builder or vendor deposit?

Product

Data Capture Form

				〈 R	eside	ntial	>	
Property								
Post code			Buildir	ng / Hou	ıse nam	е		
Number			Street					
District								
Town								
County								
Property loc	cation			Engla	and		Wales	
Property typ	oe							
Is there a ga	arage?					Yes	No	
Is there a pa	arking spa	ice?				Yes	No	
Grade 1 list	ed prope	rty?				Yes	No	
Number of	bedrooms	5						
Year built								
If Flat								
Studio	Yes	No		No. of fl	oors in l	block		
No. of flat	s in block		Wh	at floor i	s the fla	t on?		
Property 1	Гуре		Conver	ted		Purpos	e Built	

Repayment option	
nterest only	
Repayment vehicle	
Capital repayment	
Term required (in years)	
Part & Part	

Number		Ç	Street						
District									
Town									
County									
Property lo	cation			England	4		V	/ales	
Property ty	ре								
Is there a g	arage?					Yes		No	
Is there a p	arking spa	ice?				Yes		No	
Grade 1 list	ted prope	rty?				Yes		No	
Number of	bedrooms	5							
Year built									
If Flat									
Studio	Yes	No	No	o. of floo	rs in b	lock			
No. of fla	ts in block		What	floor is t	he flat	on?			
Property ¹	Туре	C	onverte	b	Р	urpos	se Bu	ilt	
Is there a	lift?	Yes	N	0					
				J					
Is the prop	orty of star	adard con				Voc		No	
Is the prop	erty of star	ndard cons				Yes		No	
Is the prop			struction	n?		Yes		No	
			struction	n?		Yes		No	
			struction	n?		Yes		No	
			struction	n?		Yes		No	
			struction	n?		Yes		No	
If No (pleas	se specify		struction	i?			oppole		
If No (please	se specify	type of co	struction	n?			easeh		
If No (please) Property Te Unexpired	enure	type of co	struction onstruction Fr	i?		L	easek	nold	
Property Te Unexpired Has the property, the	enure lease term operty evene MoD or	type of co	Franced by a grassocial	eehold a local			easeh		
Property Te Unexpired Has the pro	enure lease term operty eve he MoD or erty above	in years r been ow r a housing	Franced by a grassocial	eehold a local		L	easeh	nold	
Property Te Unexpired Has the property the property the property the property the property that the property the property that the propert	enure lease term operty eve he MoD or erty above I premises	in years r been ow r a housing e, adjoining ?	Franced by a grassocial	eehold a local		L	easeh	nold	
Property Te Unexpired Has the pro- authority, tl Is the prop- commercia	enure lease term operty eve he MoD or erty above I premises	in years r been ow r a housing e, adjoining ?	Franced by a grassocial	eehold a local		L	easek	nold	
Property Te Unexpired Has the pro- authority, tl Is the prop- commercia	enure lease term operty eve he MoD or erty above I premises	in years r been ow r a housing e, adjoining ?	Franced by a grassocial	eehold a local		L	easek	nold	
Property Te Unexpired Has the pro- authority, tl Is the prop- commercia	enure lease term operty eve he MoD or erty above I premises	in years r been ow r a housing e, adjoining ?	Franced by a grassocial	eehold a local		L	easeh	nold	



Continued...

Data Capture Form

Residential

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Does the applicant o roads adjacent to the	wn any land or access e property?	Yes	No
If Yes to any of the	above (please give details)		
Vendor Details			
Name			
Telephone number			
Applicant's			

xpenditure

relationship to vendor

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

Total current credit commitments

Type of expenditure	Monthly repayments	Balance
Secured loans		
Unsecured loans (inc hire purchase)		
(inc fine purchase)		
Credit card		

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

Monthly repayments

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.