

## Notes to intermediaries

You must complete this page for all cases to comply with the FCA's mortgage rules. Failure to do so will delay the application. Please provide email addresses where requested as we will aim for all correspondence to be sent by means of secure email. Please ensure you visit our website and read our online guidance notes which will include links to our Mortgage Conditions document which should be forwarded to your client(s).

## **Application guidelines**

- Processing of this application and instruction of a valuation will not start until all applicable fees have been received.
- Payment of the applicable application fees, which may include a non-refundable booking fee, are payable on application.
- To ensure we can process the application effectively please forward all supporting documentation with this application.
  Failure to do so may result is delays in processing this application.
- Please ensure that copies of the original documents listed are enclosed. Where we request additional documentation to verify identity, each item of documentation must be certified original seen and signed by yourself.

It is your responsibility to check our lending policy before submitting an application, as fees are not refundable. All applications must meet our standard lending criteria and we reserve the right to request additional information in order to finalise our lending decision.

We require the property to be insured with at least buildings cover. If a suitable policy is not received in adequate time, this may result in completion being delayed.

I confirm that I/my company have/has the necessary permissions from the FCA to advise, complete and submit this application to the Society on behalf of my/our clients. In addition, I have given the applicant(s) reasonable time to consider the European Standardised Information Sheet (ESIS) document and they have confirmed their agreement to proceed with the application as an Advised Sale, on the basis of my recommendation to them.

If the mailing address for the procuration fee is different to the details below, please indicate the address that the fee should be sent to in the additional information section.

Mortgage adviser signature		Date	
1. Adviser Details			
Adviser name			
Company name			
FCA firm reference number			
Postcode			
Telephone			
Email			
Mortgage Club			
Please, tick the relevant box	Directly Authorised Appo	inted Representative	
Appointed Representative's only:			
Company name			
FCA firm reference number			
Packager submission only:			
Packager name			
Contact name			
Telephone			
Email			

Please, tick to confirm you have given a copy of our Privacy Notice to your client(s)

Applicant 1

Applicant 2

2. Intermediary fees

Please, list all fees that will be charged to the applicant(s)

Type of fee	Pay	yable to whom	Amount	Refundable? Yes No
			£	
			£	<u>i</u> — —
			£	ī 🗖 🗖
			£	i 🗖 🗖
Will any part of the procuration fee be applicant? OFFICE USE ONLY	e paid to the	Yes No	If yes, how much?	£
Does the property have an adverse co	al authority rep	oort? Yes No		
Procuration fee calculation				
3. Mortgage product details				
Product applied for	Product code	Product description	n	
Are you a first time landlord?	Yes	No		
Loan purpose	Purchase	Remortgage		
Customer type (if applicable)	Concessionary	SVP Ltd. Co	pat	
Purchase price/value	£			
Total mortgage amount required	£			
Mortgage term required	Years			
Amount of deposit	£			
How is the deposit being funded?				
Repayment type	Capital and interest	Interest only Part repayment, part interest only		
If part and part, what is the split?	Repayment	f Interest only	£	
What is the interest only repayment vehicle?				
If this is an application from a SPV Lin	nited Company	, please answer the below questions		
Company name				
SIC Code				
SPV number				
SPV authorisation				
Company inception date				
Company registration number				
Please, provide details of a postal add	ress for corresp	oondence		
House name/number				
Street				
Town/City				
County				
Postcode				

Please, provide personal details of all SPV Limited Company directors on the following pages. If there are more than 2 directors at the company, please include their personal details in the additional information section.

If this is a remortgage application	, please answer the b	elow questions			
Current mortgage balance?	£				
Amount of any additional borrowing	ng £				
Purpose of any additional borrowi	וק				
Name of current lender					
4. Personal details					
	Applicant 1			Applicant 2	
Title					
First name(s)	L				
Middle name(s)	L				
Surname					
Previous surname					
Date of birth					
Nationality					
Mobile number					
Home number					
Work number					
Email address					
National Insurance Number					
Anticipated retirement age					
Relationship to applicant 1					
No. mortgaged BTL properties					
5. Current housing details					
Current residential address Upon application, all corresponder	nce will be sent to you Applicant 1	ır current address		Applicant 2	
House name/number					
Street					
Town/City					
Postcode					
How long have you lived at this address? We require at least one applicant t applications).	Years Years	Months roperty or currently	be party t	Years	Months
Nature of occupancy	Owner occupier, mortgage free	Owner occupier, with mortgage		ner occupier,	Owner occupier, with mortgage
	Renting	Living with relatives		Renting	Living with relatives
	Other (please, detail below)			ther (please,	
If your existing residential propert	y is mortgaged:				
What is the outstanding mortgage balance?	£			£	
What is the estimated property valuation?	£			£	

# 6. Previous housing details

## **Previous housing details**

Please, provide details of all previous addresses lived at during the last three years (make use of the notes section, if required).

	Applicant 1			Applicant 2			
House name/number							
Street							
Town/City							
Postcode							
How long did you live at this address?	Years	Months		Years	Ν	Vonths	
Nature of occupancy	Owner occupier, mortgage free Renting	Owner occupier, with mortgage Living with relatives		ner occupier, nortgage free Renting	Owner occupier, with mortgage Living with relatives	[	
	Other (please,			Other (please, detail below)			

## 7. Expat applications only

Please, provide details of all applicants last UK address. Expat applications cannot be considered without this information being provided.

	Applicant 1	Арр	licant 2
House name/number			
Street			
Town/City			
Postcode			
Please, provide a UK notice address. This considered without this information be	is can be a family member's or your solicitor' ing provided.	s addres	s. Expat applications cannot be
House name/number			
Street			
Town/City			

Postcode

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## **Current employment details**

If you have held more than one job in the previous two years, please enter the details of your current job here and any previous jobs in the additional information section.

	Applicant 1			Applicant 2	:		
Date employment started							
Occupation							
Are you employed by the family business?	Yes		No	Yes		No	
Employer/Business Name							
Employer/Business Address							
Building name/number							
Street							
Town/City							
County							
Postcode							
Employer/Business email							
Employment income details							
Employment status	Permanent	Agency / Zero Ho Tempo		Permanent		Agency / Zero Hour / Temporary	
	Self employed	Fixed term contra		Self employed		Fixed term contractor	
	Sub-contractor	Limited com	pany	Sub-contactor		ited company director	
	Retired	dire Unemplo	ector	Retired		Unemployed	
If fixed term, please provide the length of term	Years		nths	Years		Months	
Net monthly income	£			£			
Basic annual income	£			£			
Regular gross annual overtime	£			£			
Guaranteed gross annual overtime	£			£			
Self-employed income details							
Total income for last 2 years (SA30	2) Year end	£		Year end		£	
	Year end	£		Year end		£	
Projected income for current year	Year end	£		Year end		£	
Date business was established							
Type of business							
What is the percentage shareholding? Pension income details			%				%
Gross annual state pension	£			£			
Gross annual private pension	£			£			
Anticipated gross annual retirement income	£			£			

### Any other income

Rental income	£	£
Interest from investments	£	£
Dividend income from investments	£	£
Company owner income	£	£
Bereavement allowance	£	£
Other income (please give details in additional information section)	£	£
9. Accountants details		

If your employment type is Sole trader, Partnership, Limited company director, or you were employed by the family business, please complete the accountant's details below.

	Applicant 1	Applicant 2
Company name		
Name of accountant		
Accountant's email		
Accountant's contact number		
Accountant's address		
Building name/number		
Street		
Town/City		
County		
Postcode		
10. First time landlords		

All first time landlords are required to complete the below budget planner, in full.

# **Upfront costs**

Deposit	£
Stamp duty	£
Total	£

## Ongoing costs

Repairs	£
Letting agent management costs	f
Refurb and decoration costs	f
Letting agent finder fees	f
Exterior property maintenance	f
Interior property maintenance	£
Cleaning costs	f
Service charges/Ground rent	£
Mortgage payment	f
Advertising fees	£
Buildings insurance	£
Landlords insurance	£
Miscellaneous costs	£
Total	£

How do you intend to service the loan from the outset and in periods of void?

11. Future income					
	Applicant 1			Applicant 2	
Are you aware of any changes to your income and expenditure?	Ye	s	No	Yes	No
If yes, please provide details.					
Please continue in the notes section, if needed.					
12. Financial history					
	Applicant 1			Applicant 2	
Have you ever personally, or as a company director been bankrupt, insolvent or entered into any arrangement with creditors?	Yes		No	Yes	No
If yes, please give details					
Has the bankruptcy been discharged?	Yes		No	Yes	No
	We are unable to assi	st if your clients have b	een registered as	bankrupt and the discharge period is less than	ı six years.
Date registered					
Date discharged					
Further details					
Have you ever failed to keep up payments under a mortgage or loan?	Yes		No	Yes	No
If yes, please give details					
Lender					
Date					
Further details					
Have you ever had a County Court Judgement (CCJ) registered against you?	Ye	IS	No	Yes	No
	We are unable to assi	st if your clients have a	CCJ that has bee	n registered or satisfied within the last three ye	ears.
If yes, please give details					
Total value	£			f	
Date of most recent CCJ					
Further details					
Have you ever made arrangements with creditors or been subject to an Individual Voluntary Agreement (IVA)?	Ye	25	No	Yes	No
If yes, please give details					
Has the IVA been discharged?	Ye	S	No	Yes	No

We are unable to assist if your clients have an IVA and the discharge period is less than six years.

Date registered				
Date discharged				
Further details				
Have you ever been refused a mortgage or other loan?	Yes	No	Yes	No
If yes, please give details				
Lender				
Date				
What was the reason for refusal?				
Have you ever defaulted on credit accounts?	Yes	No	Yes	No
If yes, please give details				
Provider				
Date				
Further details				
Have you ever had a pay day loan?	Yes	No	Yes	No
If yes, please give details				
Number of loans taken out				
Date of most recent loan				
Further details				

## **13.** Mortgage property details

Please, refer to the acceptable properties section in our lending criteria, to see acceptable construction types.

Mortgage property address				
House name/number				
Street				
Town/City				
County				
Postcode				
Property tenure	Freehold	Leasehold	Commonhold	
If leasehold, how many years remain on the lease?				
If leasehold, please detail the following,	Monthly ground rent	£	Monthly service charge	£
Property type	Detached house	Semi-detached house	Terraced house	Flat
	Other	Please	state	
Please, refer to the acceptable prop	perties section in our lend	ling criteria, to see ac	ceptable flat types.	
If the property is a flat, how many storeys are in the block?				
Was the property previously owned by a local authority or social landlord?	Yes	No		
What year was the property built?				
How many bedrooms does the property have?				
Are you related or connected to the vendor?	Yes	No		

## **Tenancy details**

We require all properties to be let on an Assured Shorthold Tenancy basis. A copy of the tenancy agreement is required with the application.

Length of the tenancy agreement	Months	
Estimated gross monthly rental	£	
income (unfurnished)		
Will the property be let to a	Yes	No
family member?		
Was the property inherited?	Yes	No
Has the applicant ever occupied	Yes	No
the property?		L
Has a person related to the	Yes	No
applicant ever occupied the		
property?		

#### 14. Solicitor details

Please note, all nominated Solicitors must be registered on our Panel, which is managed by LMS. You can check this, or request a firm is added by contacting LMS directly on 0343 221 0643.

Contact name	Company name
Company address	
Building name/number	
Street	
Town/City	
Postcode	
Telephone	
Email address	

## 15. Other rental properties

Periodic requests for this information will be sought where mortgage payment difficulties are being encountered, and/or where you have an exposure to the Society in excess of £500,000, and/or a portfolio of three or more rental properties with the Society.

Excluding the purchase property, how many rental properties do you own or part-own? Please, confirm how you service any loans secured on the portfolio in periods of rental voids.

Please, provide details of all other rental properties that you own or part own. If your property portfolio is in excess of four properties, please complete a full portfolio schedule for all properties detailing the required information listed below.

%

	Rental property 1	Rental property 2
House name/number		
Street		
Town/City		
County		
Postcode		
Mortgage balance outstanding	£	£
Monthly repayment	£	£
Monthly rental income	£	£
Mortgage lender		
Mortgage account number		
Current interest rate charged	%	
Date of purchase		

	Rental property 3		Rental property 4
House name/number		]	
Street		]	
Town/City		]	
County		]	
Postcode		]	
Mortgage balance outstanding	£	]	£
Monthly repayment	£	]	£
Monthly rental income	£	]	£
Mortgage lender		]	
Mortgage account number		]	
Current interest rate charged	%	]	%
Date of purchase		]	
16. Property valuation			

We are legally obliged to assess the value of the property for mortgage purposes and will obtain a valuation report. However, this report may not be adequate for the purposes of someone wishing to purchase the property. The report may not reveal serious defects and there may be important inaccuracies or omissions. It will not be a Structural or Building Survey report and will be based upon an inspection. You must also note that the report will be carried out for our needs only and will not be done for your benefit. Accordingly, you will not be able to enforce or take the benefit of anything contained in the report or in the contract between ourselves and our valuer. You are therefore strongly advised to obtain your own report on the condition and value of the property, based on a fuller inspection. The standard valuation fee and Homebuyers Report fee include administration expenses as well as the cost of the valuation. The valuation fee must be paid at application. Applications received without a fee, with the exception of those where a free valuation is included within the chosen product, will not be processed until the fee has been received. Valuations are instructed upon receipt of the appropriate fee and therefore such fees are non-refundable, whether nor not the application proceeds.

What type of valuation would you like?

Standard
valuation

Homebuyers report

The Society may also request that further specialist reports be provided to consider whether the property represents suitable security. The provision of such a report will be at your expense and does not guarantee that the mortgage will be granted.

Who should the valuer contact to arrange access to the property?

Contact name

Contact telephone number

## Valuation fee payment

We can collect payment for any valuation fees by debit card. If you would like to pay by debit card, please provide contact details below so that we can obtain the full details of the card to be debited.

Contact name

Contact telephone number

# 17. Mortgage product fees

## Arrangement fee

Where the chosen product has an associated arrangement fee, you have the choice of deducting the fee from the mortgage advance, or adding it to the mortgage. If you choose to add it to the mortgage, the fee will be payable over the term of the mortgage and you will be charged interest on the amount outstanding.

Arrangement fee	£	Add the fee to the		Deduct the fee from the
		mortgage		mortgage advance
Applicant 1 signature			Date	
Applicant 2 signature			Date	

## **Booking fee**

Booking fee

Where the chosen product has an associated booking fee, the processing of this mortgage application will not begin until payment of	:
this fee is received. Any booking fees paid are non-refundable and non-transferable.	

We can collect payment for any booking fee by debit card. If you would like to pay by debit card, please provide contact details below so that we can obtain the full details of the card to be debited.

£

Contact name

Contact telephone number

18. Additional information

#### 19. Marketing

We would occasionally like to keep you informed with details of the products, services and other promotions that we think may be of interest to you and to introduce you to other organisations for them to use in the same way. Please tick any of the boxes below to tell us how you would like to be contacted. By ticking these boxes, you are agreeing to receive communications from us.

SMS

Post Telephone Email

You can change your contact preferences or stop marketing communication at any time by getting in touch by visiting our website - www.thetipton.co.uk, calling us on 0121 557 2551, emailing us at info@thetipton.co.uk or writing to 70 Owen Street, Tipton, West Midlands, DY4 8HG.

## 20. Your declaration

To comply with money laundering regulations and to protect our customers from fraud, we are required by law to confirm the identity and address of every applicant. We are able to access credit reference agency databases to check the details you have supplied are correct. This will show as a search of the database but not as a credit score, so will not affect your clients credit rating. In the majority of cases this will enable us to begin processing your clients application without the need for any paper-based identification. We will advise you is we require you to supply further proof of identification.

For joint applications, the first named will be the Representative Joint Borrower in accordance with the Rules of the Society and will be the person to receive communications from the Society and have voting rights. You may choose who is to be Representative Joint Borrower.

Please note, that searches will be made of credit reference agencies and fraud prevention agencies. Information held about your client by the credit reference agencies may already be linked to records relation to one or more of their partners. For the purposes of this application, your client may be treated as financially linked and your application will be assessed with reference to any 'associated' records. An 'association' between any joint applicants and/or any individual identified as a financial partner, will be created at credit reference agencies, which will link your clients financial records. The information about your client and anyone else with whom they are associated will be taken into account in all future applications by either or both of them. The linking will continue until one of your clients successfully files as 'disassociation' at the credit reference agencies.

#### I/We:

- would like to apply for this mortgage and confirm that the information given is true to the best of my/our knowledge and belief. I/We also undertake to advise the Society immediately of any changes to the information I/we have provided in this application.
- 2. undertake to pay the Society's charges and expenses whether or not the mortgage transaction takes place.
- 3. confirm that no other person is likely to be able to claim a beneficial interest or other rights in the property offered as security by way of contributing to part of the purchase price or for any other reason.
- 4. agree to keep the property fully insured until the loan has been repaid in full.
- 5. in relation to the section headed 'Valuation instructions' concerning the Society's valuation report for mortgage purposes confirm and agree that:
  - I/We should NOT rely upon that report in any way when deciding whether or not to buy the property.
  - I/We should satisfy myself/ourselves without reference to this report or any Mortgage Offer by the Society, as to the condition of the property and that the purchase price is reasonable.
  - I/We should obtain a fuller report for my/our own purposes. I/we run the risk that the property may suffer from serious defects which are not mentioned in the report obtained by the Society, or brought to my/our attention in writing, and the report may be inadequate for my/our purposes.
  - the Society accepts no responsibility to me/us or to anyone else for the contents or adequacy of the report made to the Society or that the purchase price is reasonable, even if the valuer is at fault in his inspection or report.
  - oral statements made by the Society's staff, or the independent valuer used, do not override the written valuation report, or any other survey or Homebuyers Report.
- 6. consent to information about me/us, the conduct of my/our account and additions or amendments to my/our account being passed to any guarantor(s) of, or surety for, my/our mortgage or to his/her legal adviser(s).
- 7. agree that the Society may retain any commission it receives through arranging any insurance policies.
- 8. agree that when completion of the mortgage takes place I/we will become a member of the Society and be bound by the Society's Rules.
- 9. accept that any fees paid will not be refunded if the application does not proceed.
- 10. agree to the terms and conditions relating to my/our application for the mortgage product chosen.

## Mortgage Credit Directive 2016

If this agreement is entered into wholly or predominantly for the purposes of a business carried on, or intended to be carried on by me/us.

I/We:

11. understand that I/we will not have the benefit of the protection and remedies that would be available to me/us under the Directive if the agreement were a consumer buy to let agreement under the Directive.

- 12. are aware that if I/we are/am in any doubt as to the consequences of the agreement not being regulated, then I/we should seek independent legal advice.
- 13. This agreement will be presumed to have been entered into by you wholly or predominantly for the purposes of a business carried on, or intended to be carried on by me/us unless if, whom the agreement is entered into.
  - The above applies if, when the agreement is entered into:
    - a. the Society; or
    - b. any person who has acted on behalf of the Society in connection with the entering into of the agreement, knows or has reasonable cause to suspect that the agreement is not entered into by the borrower wholly or predominantly for the purposes of a business carried on, or intended to be carried on, by you.

## Signatures

Applicant 1 signature	Date	
Applicant 2 signature	Date	
Applicant 3 signature	Date	
Applicant 4 signature	Date	

NOTE: The Society reports all cases of suspected mortgage fraud to the police. V3.001 23 October 2020