

Buy to Let Portfolio: Business Plan

This form is only required when specifically requested during an application

1. Application Details

Application reference number of any application this is linked to

2. Current Portfolio Strategy

How long have you owned BTL properties?

- 2 - 5 years
 6 - 10 years
 More than 10 years

What is your investment strategy? (Please select all that apply)

- Primary source of income
 Retirement income
 Capital gains
 Supplementary source of income
 Other (please provide details in the box below)

What is your current tenant profile? (Please select all that apply)

- Single family residence
 Corporate let
 Student let
 Local authority/housing association
 DSS tenants
 Multiple Occupants (not students)
 Other (please provide details in the box below)

Do you use a letting or management agent? (please select all that apply)

- Yes, for tenant sourcing only
 Yes, for full management of all properties
 Yes, sometimes for tenant sourcing only
 Yes, sometimes use for full management of properties
 No, I do not use either
 Other (please provide details in the box below)

3. Management and Provisioning

What is the typical duration of your initial tenancy agreements?

- 6 months
 12 months
 18 months
 2 years
 3 years
 over 3 years

What is the typical tenant turnover for properties in your portfolio?

- 6 months
 1 year
 2 years
 3 years
 4 years
 5 years
 More than 5 years

3. Management and Provisioning (continued)

How much of your annual rental income (per property) do you set aside for maintenance?
(includes repairs, property inspections, tenant sourcing and rent collection)

None Up to 5% 6-10% 11-15% 16-20% over 20%

How regularly are properties refurbished and/or maintenance works carried out?

Every 6 months Every 12 months Every 2 years Every 3 years

Other (please specify)

Amount spent in last 12 months £

How much of your annual rental income (per property) do you set aside for rental voids?

None Up to 5% 6-10% 11-15% 16-20% over 20%

Have you experienced any rental voids (1 month or more) in the last 12 months?

Yes (please provide details of how these were managed)
 No

Do you have a sinking fund in place to cover unexpected expenditure?

Yes No

If yes: What is the current value? £

Where are the funds located? Current account Savings account

Stocks/shares Other (please specify)

How much has been used in last 12 months? £

4. Future Portfolio Strategy

What are your plans for portfolio growth over the next five years?

Increase the number of properties Estimated increase: Number of properties Value £

Decrease the number of properties Estimated decrease: Number of properties Value £

Maintain current portfolio size Exit the market

Do you expect changes in rental income on your properties over the next 12 months?

Increase Expected change %

Decrease Expected change %

Maintain current levels

If you expect changes in rental income over the next 12 months, what are the anticipated reasons for the change?

Tax liability Mortgage Finance

Maintenance costs Letting agent usage

Other (please specify)

5. Use of my information

 Any information about me and my account may be shared within the Mortgage Works and Nationwide to open and manage the account, make lending decisions, collect debts, trace debtors, prevent fraud and money laundering and for business analysis. It may also be shared within Nationwide and with specialist companies for market research purposes on behalf of Nationwide. It may also be shared with other organisations for the purposes of them providing products and services in association with or on behalf of Nationwide. We will use the email address you have provided to contact you about your application and servicing your account; this may include sending you important legal documentation. Nationwide may use my information to populate application forms for products provided or introduced by Nationwide. If I notify you of changes to my personal details, it is your normal practice to update all of my accounts unless I ask you not to. If I have opened an account or policy with another organisation introduced or provided to me by Nationwide, I will need to contact them to update my details.

Nationwide may inform me of special offers, products and services, either by letter, telephone or e-mail.

If I am a new Nationwide Building Society customer and I do not wish to receive marketing material by letter, telephone or email, or any combination of these I can write to you at Nationwide Building Society, Marketing opt-out, FREEPOST SCE 7125, Swindon SN38 9LY.

If I am an existing Nationwide Building Society customer my current marketing preferences will continue unless I tell you otherwise.

If I have given a previous marketing instruction to any subsidiary or trading division of Nationwide Building Society, my request to them will not change.

If I require further information I can ask for a copy of your leaflet 'How Nationwide uses your personal information'. This can be requested from a branch and is also available on line at nationwide.co.uk

Nationwide means Nationwide Building Society, its subsidiaries and trading divisions

You will make searches about me at credit reference agencies who will supply you with credit information, for use in the assessment of credit products and other information as well as information from the Electoral Register, for the purpose of verifying my identity. The agencies will record details of the search type (credit or identification) and any previous and subsequent names, whether or not my application proceeds. I acknowledge that multiple credit searches may affect my ability to obtain credit elsewhere. You may use credit-scoring methods to assess my application and to verify my identity. Credit searches and other information, including any previous and subsequent names, which is provided to you and/or the credit agencies, about me and those with whom I am linked financially may be used by Nationwide and other companies if credit decisions are made about me. Any of this information may also be used for identification purposes, debt tracing and the prevention of money laundering as well as the management of my account;

Any information about me and my account can be shared within Nationwide to prevent or detect fraud, or to assist in verifying my identity. You may also search the records of fraud prevention agencies who will supply you with information. You may pass information to financial and other organisations involved in fraud prevention to protect yourselves and your customers from theft and fraud. If I give you false or inaccurate information and you identify fraud, you will record this and pass it to fraud prevention agencies to prevent fraud and money laundering.

Joint Accounts

By making a joint application, I am creating a financial association with the other applicant, I am also confirming that I am entitled to:

- Disclose information about the other applicant(s) and/or anyone else referred to by me
- Authorise you to search, link and/or record information at credit reference agencies about me and/or anyone else referred to by me

Sole accounts

Information held about me by the credit reference agencies may already be linked to another individual who has an existing financial association with me. For the purposes of my application I may be treated as financially linked and my application will be assessed with reference to any "associated" records;

Where I borrow or may borrow from you, you may give details of my account and how I manage it to credit reference agencies. If I borrow and do not repay in full and on time, you may tell credit reference agencies who will record the outstanding debt;

I have the right of access to my personal records held by you and the credit and fraud agencies.

I can ask for a copy of your leaflet 'How Nationwide uses your personal information' which will tell me how to apply for my records and explains in more detail how my information will be used by Nationwide, the fraud prevention agencies and any permitted third parties. You may make changes from time to time to this leaflet and I can obtain a copy of the most recent version at any time from a branch or online at nationwide.co.uk

You may, but are not obliged, to give the Intermediary who introduces this mortgage application to you, a copy of any offer you make me or the reason for declining the application, a copy of any valuation you ask to be carried out, details of any complaints I make prior to completion and any other information you consider necessary to process my application through to completion. This may include updates by text messaging and email. You may pay the same intermediary a fee for introducing this mortgage application to you.

A credit search will be made for each individual application to The Mortgage Works.

You may transfer my information to a country that is outside the European Economic Area for the purposes of managing and administering my account and you will ensure that the security of my data is maintained.

By signing this application, I agree to the declaration and the section entitled 'Use of my information' and to you using my information in this way. If applicable, I also agree to be bound by the terms of your charitable assignment scheme provided to me in my application, which means I will not receive a bonus if Nationwide converts to a bank.

6. Declaration

You (each of you if more than one is applying) agree and declare as follows:

1. You are aged 21 or over and the information given by you is true and complete and shall form the basis of the loan agreement between The Mortgage Works and you.
2. We will rely on the information you have given us on this form, which you confirm is complete and true. If you fail to disclose, or give false material information, this may result in any offer being withdrawn. You understand it is a criminal offence to knowingly supply false information to obtain a loan. If any information you have provided changes before completion of the advance you will tell us without delay.
3. We can decline an application at any stage without providing a reason for our decision.
4. You must have adequate buildings insurance in place which covers the cost of rebuilding the property.
5. We may disclose details about the progress of your application, including whether or not it has been granted, and details of any complaints you make prior to completion to your broker, Independent Financial Adviser, professional adviser or other intermediary, if the request came from them.
6. You are not bankrupt or insolvent.
7. If, for the purposes of this mortgage application, you have provided benefit details, The Mortgage Works may confirm these, and only these, details with the Benefits Agency.
8. It is your responsibility to ensure that you have suitable life cover or other means of repayment in place to repay the mortgage in the event of your death.
9. For interest only mortgages, you have an adequate repayment plan in place to repay the mortgage at the end of the term.
10. You are responsible for any legal costs (where applicable), fees and expenses arising out of this application whether or not an offer of advance is made and/or it proceeds to completion.
11. Fixed and tracker rates are limited offers and may be withdrawn at any time.
12. Your solicitor/licensed conveyancer can disclose to us information relevant to our decision to lend and you waive any right to claim solicitor/client confidentiality or legal professional privilege in respect of such information.
13. You have received The Mortgage Works Guide to Mortgages, the Tariff Guide, the Interest Rate Sheet, or the 'Important information about our mortgage services' document and the illustration for the mortgage applied for.
14. You consent to the use of your personal information as described above.

Think carefully before securing other debts against your home. Your mortgage is secured on your home, which you could lose if you do not keep up your mortgage payments.

First Applicant	Second Applicant
<input type="text"/>	<input type="text"/>
Signature	Signature
Dated <input type="text"/>	Dated <input type="text"/>

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