

# Off line Data Capture

This form is for intermediaries' internal use only and is not approved for issuing to customer(s). The information on this form may be used to assist the intermediary if an application is made to Nationwide.

**These questions appear first online. If the answer is yes to any of these questions, please contact us to discuss the application on 0800 545 31 31 - our opening hours are 9am to 5pm, Monday to Friday.**

## Application Exclusions

Regulated Buy to let applications (where a property will be occupied by your client or a member of your client's immediate family, now or in the future)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Let to Buy applications without a simultaneous onward purchase of a new residential property	Yes <input type="checkbox"/> No <input type="checkbox"/>
Applications where the property vendor is a relative (interfamily sale)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If it is intended that the vendor will remain as a tenant (sale and rent back) or retain an interest in the property	Yes <input type="checkbox"/> No <input type="checkbox"/>
Applications where a second charge will be registered against the property upon completion	Yes <input type="checkbox"/> No <input type="checkbox"/>
Applications with more than 2 clients	Yes <input type="checkbox"/> No <input type="checkbox"/>
Applications where the mortgage is or will be in the name of a limited company	Yes <input type="checkbox"/> No <input type="checkbox"/>
Guarantor applications	Yes <input type="checkbox"/> No <input type="checkbox"/>
Rental income and/or the assets held by the customer for the repayment of the mortgage are denominated in a currency other than pounds sterling (GBP)	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Security Exclusions

Properties not in a lettable condition	Yes <input type="checkbox"/> No <input type="checkbox"/>
Properties adjoining another property owned by your clients (excluding flats)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Properties valued, or being purchased, at less than £50,000 (£100,000 for HMO properties)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Leasehold properties with a lease of less than 70 years at application	Yes <input type="checkbox"/> No <input type="checkbox"/>
Commonhold properties	Yes <input type="checkbox"/> No <input type="checkbox"/>
Freehold flats / maisonettes	Yes <input type="checkbox"/> No <input type="checkbox"/>
Properties outside of England, Wales or mainland Scotland	Yes <input type="checkbox"/> No <input type="checkbox"/>
Current or ex Local Authority / Housing Association flats or maisonettes outside Greater London where there are more than 5 storeys in the block	Yes <input type="checkbox"/> No <input type="checkbox"/>
Properties subject to an affordable housing scheme e.g. Shared Ownership, Shared Equity, etc	Yes <input type="checkbox"/> No <input type="checkbox"/>
Properties to be used for non-residential commercial use	Yes <input type="checkbox"/> No <input type="checkbox"/>
Properties built in the last ten years without an acceptable guarantee scheme	Yes <input type="checkbox"/> No <input type="checkbox"/>
Self build properties	Yes <input type="checkbox"/> No <input type="checkbox"/>
Properties consisting of multiple self-contained units under a single property title.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Properties containing more than four habitable storeys and/or more than one kitchen.	Yes <input type="checkbox"/> No <input type="checkbox"/>
HMO properties with more than seven lettable rooms	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Applicant Exclusions

Are aged under 21 at application	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will be over the age of 70 at application (unless they are an experienced landlord with an LTV of 65% or below)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are a non-UK resident or have less than 3 years UK address history	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are expatriates	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are bankrupt or have been declared bankrupt in the last four years	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have had a property repossessed in the last six years	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are first time buyers, applying without a first time or experienced landlord	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are first time landlords seeking a loan over £500,000 (per property)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are remortgaging their residential property and are seeking a loan over £500,000 per property)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are seeking a loan over £750,000 (secured against a HMO property)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are property developers (a person who owns 25% or more of a business whose principle activity is property development)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please note, the above list is not exhaustive and should be read in conjunction with our Lending Criteria.

**Important:** The Mortgage Works does not lend in these circumstances, if any / part of the exclusions apply to you.

Client's details	First Applicant	Second Applicant
Title		
First name		
Middle name(s)		
Surname		
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of birth		
Nationality		
Country of residence		
Marital Status	Single <input type="checkbox"/> Married/Civil Partnership <input type="checkbox"/> Separated <input type="checkbox"/> Divorced/Dissolved <input type="checkbox"/> Living Together <input type="checkbox"/> Widow(er) <input type="checkbox"/>	Single <input type="checkbox"/> Married/Civil Partnership <input type="checkbox"/> Separated <input type="checkbox"/> Divorced/Dissolved <input type="checkbox"/> Living Together <input type="checkbox"/> Widow(er) <input type="checkbox"/>
What type of buyer are you?	First time landlord <input type="checkbox"/> Experienced landlord <input type="checkbox"/>	First time landlord <input type="checkbox"/> Experienced landlord <input type="checkbox"/>

If experienced landlord do you own any other let properties (whether currently let or not)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If first time landlord or experienced landlord who does not own any other let properties, is the property inherited?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If first time landlord or experienced landlord who does not own any other let properties, have you or a related person ever lived in the property?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Client's address details		
	First Applicant	Second Applicant
Address		
Postcode		
Country		
How long have you lived here?	Years <input type="text"/> Months <input type="text"/>	Years <input type="text"/> Months <input type="text"/>
Occupancy type in current address	Owner with mortgage <input type="checkbox"/> Owner without mortgage <input type="checkbox"/> Tenant <input type="checkbox"/> Living with Relatives <input type="checkbox"/> Other (specify) <input type="text"/>	Owner with mortgage <input type="checkbox"/> Owner without mortgage <input type="checkbox"/> Tenant <input type="checkbox"/> Living with Relatives <input type="checkbox"/> Other (specify) <input type="text"/>
Client's correspondence address (if different from above)		
Postcode		
Country		
Home phone number	<input type="text"/>	<input type="text"/>
Work phone number	<input type="text"/>	<input type="text"/>
Mobile phone number	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>
Preferred method of contact	<input type="text"/>	<input type="text"/>
Details of previous address if less than three years at current address		
Postcode		
Occupancy type at previous address	Owner with mortgage <input type="checkbox"/> Owner without mortgage <input type="checkbox"/> Tenant <input type="checkbox"/> Living with Relatives <input type="checkbox"/> Other (specify) <input type="text"/>	Owner with mortgage <input type="checkbox"/> Owner without mortgage <input type="checkbox"/> Tenant <input type="checkbox"/> Living with Relatives <input type="checkbox"/> Other (specify) <input type="text"/>
Has client ever been known by another name in the last six years?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please state below Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> Other (specify) <input type="text"/> Forenames <input type="text"/> Surname <input type="text"/> From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please state below Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> Other (specify) <input type="text"/> Forenames <input type="text"/> Surname <input type="text"/> From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Income Details		
	First Applicant	Second Applicant
Gross annual buy to let rental income		
Employment status	Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Company Director (less than 20% share) <input type="checkbox"/> Company Director (20% or more share) <input type="checkbox"/> Retired <input type="checkbox"/> House person <input type="checkbox"/> Not working <input type="checkbox"/>	Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Company Director (less than 20% share) <input type="checkbox"/> Company Director (20% or more share) <input type="checkbox"/> Retired <input type="checkbox"/> House person <input type="checkbox"/> Not working <input type="checkbox"/>

Employed Applicants		
	First Applicant	Second Applicant
Annual income		
Self-employed / Director Applicants		
Please provide the taxable income figure		
Retired Applicants		
Total annual pension income (if applicable)		
Portfolio Details		
Please confirm the number of Buy to Let properties in your client's portfolio on completion of this mortgage		
Of these, please confirm how many will be mortgaged		
Total estimated value of portfolio		
Total borrowing secured against the portfolio		

Mortgage details		
Type of Application	Buy to Let <input type="checkbox"/> House of Multiple Occupation <input type="checkbox"/> Let to Buy <input type="checkbox"/>	Buy to Let <input type="checkbox"/> House of Multiple Occupation <input type="checkbox"/> Let to Buy <input type="checkbox"/>
Loan purpose	House purchase <input type="checkbox"/> Remortgage <input type="checkbox"/> Remortgage capital raising <input type="checkbox"/>	House purchase <input type="checkbox"/> Remortgage <input type="checkbox"/> Remortgage capital raising <input type="checkbox"/>
Loan amount required		
Product	Product code	Interest rate
Loan term (years)		
Repayment basis	Repayment <input type="text" value="£"/>	Interest only <input type="text" value="£"/>
Loan term (years) for additional borrowing (if applicable)		
Additional borrowing product code		
Purchase Price		
Please state the source(s) of deposit	UK Savings <input type="checkbox"/> Amount <input type="text" value="£"/> Equity / sales proceeds <input type="checkbox"/> Address of property <input type="text"/> Inheritance <input type="checkbox"/> Amount <input type="text" value="£"/> Non repayable gift <input type="checkbox"/> from <input type="text"/> <input type="text"/> Amount <input type="text" value="£"/> UK stocks / shares <input type="checkbox"/> Amount <input type="text" value="£"/> Overseas savings / stocks / shares <input type="checkbox"/> Amount <input type="text" value="£"/> Business / company <input type="checkbox"/> Amount <input type="text" value="£"/> <b>Please provide details:</b> Business / Company name <input type="text"/> Accountant's name and email address <input type="text"/> <input type="text"/> Vendor cashback* <input type="checkbox"/> Amount <input type="text" value="£"/> Builder's cashback* <input type="checkbox"/> Amount <input type="text" value="£"/> <div style="text-align: right;">*only one may be selected</div>	
Original purchase price		
Date of purchase		
Estimated value		
Total value of existing mortgage to be repaid		
Please confirm the amount of capital raising (if applicable):	Amount of capital raising (if applicable): <input type="text" value="£"/> Please confirm purpose of capital raising: Debt consolidation <input type="checkbox"/> Amount <input type="text" value="£"/> Home Improvements (Security Address) <input type="checkbox"/> Amount <input type="text" value="£"/> Home Improvements (Other Property) <input type="checkbox"/> Amount <input type="text" value="£"/> Property Purchase <input type="checkbox"/> Amount <input type="text" value="£"/> Purchase of Land <input type="checkbox"/> Amount <input type="text" value="£"/> Transfer of Equity <input type="checkbox"/> Amount <input type="text" value="£"/> Purchase of final share (shared ownership) <input type="checkbox"/> Amount <input type="text" value="£"/> Other <input type="checkbox"/> Amount <input type="text" value="£"/> If other, please provide details <input type="text"/>	
What is the actual or anticipated monthly rental income?		
Is any part of the property or land to be used for business purposes?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, is the proportion greater than 60%?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
How does your client intend to let the property?	Assured Shorthold Tenancy <input type="checkbox"/> Non-Standard <input type="checkbox"/>	Short Assured Tenancy <input type="checkbox"/> Private Residential Tenancy <input type="checkbox"/>
Duration of the tenancy (years / months) (not required for Private Residential Tenancies)	<input type="text"/> / <input type="text"/>	
Is the existing tenant to remain in the property after completion has taken place? (purchase applications only)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Porting</b> – Only complete this section if you are porting		
Mortgage account number for the product to be ported		
Loan amount		
Loan amount to be ported / Loan term (years)		
Additional borrowing product code		

Additional borrowing amount / Loan term (years)			
<b>Property details</b>			
Property address			
Type of property	House Detached <input type="checkbox"/> House Semi-detached <input type="checkbox"/> House Mid-terrace <input type="checkbox"/> House End-terrace <input type="checkbox"/> Bungalow Detached <input type="checkbox"/> Bungalow Semi-detached <input type="checkbox"/> Bungalow Mid-terrace <input type="checkbox"/> Bungalow End-terrace <input type="checkbox"/>	Flat purpose built <input type="checkbox"/> Flat converted <input type="checkbox"/> Flat studio <input type="checkbox"/> Maisonette purpose built <input type="checkbox"/> Maisonette converted <input type="checkbox"/>	
Tenure	Freehold <input type="checkbox"/> Ownership Scotland <input type="checkbox"/>	Leasehold <input type="checkbox"/> Commonhold <input type="checkbox"/>	
If leasehold – unexpired lease term			
Is the property a new build?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Year built			
Standard Construction	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Has the property ever been owned by the Local Authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Does the property have an agricultural occupation restriction?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Number of bedrooms			
Number of kitchens			
Number of reception rooms			
Number of lettable rooms			
Type of Garage	No Garage <input type="checkbox"/> Single <input type="checkbox"/> Single integral <input type="checkbox"/> Double <input type="checkbox"/> Double integral <input type="checkbox"/> Other <input type="checkbox"/>		
How many storeys?			
<b>Direct debit details</b>		<b>First Applicant</b>	<b>Second Applicant</b>
Account number			
Sort code (xx-xx-xx)			
Name(s) of account holder(s)			
<b>Conveyancer details</b>			
Name of firm			
Address			
Name of contact			
E-mail address			
Telephone number			
Fax number			
Sole practitioner		Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Valuation and access details</b>			
Type of valuation required	Valuation for mortgage <input type="checkbox"/> Homebuyers Survey and Valuation <input type="checkbox"/> Full Buildings Survey <input type="checkbox"/>		
Property access contact			
Address			
Contact telephone number			
Secondary contact telephone number			
Valuation / access (other contact details)	Is this the selling agent? Yes <input type="checkbox"/> No <input type="checkbox"/> Is this the managing agent? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please provide the following details for the managing / selling agent Company Name: _____ Town: _____ Telephone Number: _____  <b>NOTE: This information may help us with gaining access to the property to carry out the valuation</b>		

**The Mortgage Works (UK) plc.** is a wholly owned subsidiary of Nationwide Building Society and is authorised and regulated by the Financial Conduct Authority under registration number 189623. Most buy-to-let mortgages are not regulated by the Financial Conduct Authority. You can confirm our registration on the FCA's website ([www.fca.org.uk](http://www.fca.org.uk))  
Registered office: Nationwide House, Pipers Way, Swindon, SN38 1NW. Registered in England.  
Company Registration Number 222856.

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