

# Buy to Let, HMO & LTB Application Form: Purchase, Remortgage and Porting

(only to be used if unable to submit online)

**Credit scoring techniques may be used in assessing the application**

Purpose of loan Purchase  Remortgage   
 Type of application: Buy to Let  House of Multiple Occupation  Let to Buy   
 Do you have an existing TMW account? No  Yes  Account numbers

**This section to be completed by the Introducer (if applicable)**

First name  Panel number (if known)   
 Surname  Telephone number   
 Company name  Fax number   
 Address   
  
 Postcode   
 Email Address   
 FCA/PRA firm ref. no.   
 Appointed representatives No  Yes   
 Name of principal   
 Principal FCA/PRA firm ref. no.   
 Network/Club if applicable  Address of principal   
 Packager if applicable   
 Amount of booking fee being collected? (if applicable) £   
 Amount of valuation fee being collected? £   
 When is fee payable? On application  On completion   
 Amount of fee or charge the applicant will pay you for arranging this mortgage (Enter nil if no fee is being charged) £   
 When is fee payable? On application  On completion   
 Terms under which a refund will be made

Will a third party be charging the applicants a fee for arranging this mortgage? No  Yes   
 If yes, please state below the fee charged, name of the organisation, whether the fee is payable on application or completion and under which terms a refund will be made:

Fee	£ <input type="text"/>	Fee	£ <input type="text"/>
Organisation	<input type="text"/>	Organisation	<input type="text"/>
When repayable	<input type="text"/>	When repayable	<input type="text"/>
Refund terms	<input type="text"/>	Refund terms	<input type="text"/>

Are procuration fees to be shared with any other person or organisation? No  Yes   
 If yes please state amount £  and name/organisation   
 £

On what basis was this mortgage arranged? Advised sale   
 Who provided the advice?   
 Face to face  Phone   
 I have explained to my client(s) that email communication is not 100% secure. However, my client(s) request that you send their mortgage processing documentation to me by email.

I confirm that I have/my company has the necessary permissions from the FCA/PRA to advise (where applicable), complete and submit this application on behalf of my/our clients.  
 I confirm that all documents provided, whether electronically attached or posted, are genuine copies or photographic images of the original documents that have been seen by me and (where appropriate) my client(s) have authorised me to take and provide you with photographic images of the documents provided. Any fee received from The Mortgage Works solely relates to the introduction of the mortgage.

Signature of Introducer  Date



## Credit/Debit Card Payment Details

### Only Valuation and Application Fees can be collected by credit/debit card

Date	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Applicant's full name	<input type="text"/>
Account number (if known)	<input type="text"/>
Property address including postcode	<input type="text"/> <input type="text" value="Postcode"/>
Reason for payment	Valuation fee <input type="text" value="£"/> Application fee <input type="text" value="£"/>
Total amount	<input type="text" value="£"/>
Customer name (as shown on card)	<input type="text"/>
Card number	<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"/>
Card type	Switch <input type="checkbox"/> Delta <input type="checkbox"/> Solo <input type="checkbox"/> Maestro <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> (we do not accept American Express)
Expiry date	<input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> Valid from <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Issue number	<input type="text"/> <input type="text"/> (Switch only)
CVC number (last 3 digits)	<input type="text"/> <input type="text"/> <input type="text"/>
Cardholder's address including postcode (if different from above)	<input type="text"/> <input type="text" value="Postcode"/>
Customer telephone number (including area code)	<input type="text"/>
Completed by (name)	<input type="text"/>
Signature of cardholder	<input type="text"/>
Intermediary company name	<input type="text"/>
Intermediary company telephone number	<input type="text"/>
Intermediary FCA/PRA firm reference number	<input type="text"/>

#### FOR OFFICE USE ONLY

Account number	<input type="text"/>
Card details keyed by	<input type="text"/>
Transaction Code	<input type="text"/> Batched by <input type="text"/>

Please note your valuation fee will be debited from your bank account/credit card before the valuer is instructed. If the payment is declined, an alternative payment will be required and we will not instruct the valuer until this has been received and cleared. Your payment information will be confidentially destroyed once payment has been processed.

**Please do not write on this page**

## Application Exclusions

### The following applications are not acceptable to us

- 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)
- Let to Buy applications without a simultaneous onward purchase of a new residential property
- Applications where the property vendor is a relative (interfamily sale)
- If it is intended that the vendor will remain as a tenant (sale and rent back) or retain an interest in the property
- Applications where a second charge will be registered against the property upon completion
- Applications with more than 2 clients
- Applications where the mortgage is or will be in the name of a limited company
- Guarantor applications
- Where the 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).

Statement of exclusions read and understood

## Security Exclusions

### All applications are subject to surveyors comments, however the following are not acceptable to us

- Properties not in a lettable condition
- Properties adjoining another property owned by your clients (excluding flats)
- Properties valued, or being purchased, at less than £50,000, (£100,000 for HMO properties)
- Leasehold properties with a lease of less than 70 years at application. New build properties with a lease term less than 125 years for flats and 250 years for houses
- Commonhold properties
- Freehold flats/maisonettes
- Properties outside of England, Wales or mainland Scotland
- Current or ex Local Authority/Housing Association flats or maisonettes outside Greater London where there are more than 5 storeys in the block
- Properties subject to an affordable housing scheme e.g. Shared Ownership, Shared Equity etc
- Properties to be used for non-residential commercial use
- Properties built in the last ten years without an acceptable guarantee scheme
- Self build properties
- Properties consisting of multiple self-contained units under a single property title.
- Properties containing more than four habitable storeys and/or more than one kitchen
- HMO properties with more than seven lettable rooms

Statement of exclusions read and understood

## Applicant Exclusions

### We are unable to assist if your clients

- Are aged under 21 at application
- Will be over the age of 70 at application
- Are a non-UK resident or have less than 3 years UK address history
- Are expatriates
- Are bankrupt or have been declared bankrupt in the last four years
- Have had a property repossessed in the last six years
- Are first time buyers, applying without a first time or experienced landlord
- Are first time landlords seeking a loan over £500,000 (per property)
- Are remortgaging their residential property and are seeking a loan over £500,000 (per property)
- Are seeking a loan over £750,000 (secured against a HMO property)
- Are property developers (a person who owns 25% or more of a business whose principle activity is property development)

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

Statement of exclusions read and understood

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

## Applicant Identity

### Forms of Identification

To comply with Anti Money Laundering regulations we will undertake checks to verify the identity and the current and previous address(es) of all applicants.

These checks will be made electronically. However, where we are unable to satisfy the regulations or the Group policy electronically, physical proof of identity and all necessary addresses will be required.

### 1. Applicants' Personal Details

	First Applicant	Second Applicant
1. Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> Other (specify) <input type="text"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> Other (specify) <input type="text"/>
2. Forenames	<input type="text"/>	<input type="text"/>
3. Surname	<input type="text"/>	<input type="text"/>
4. Age and date of birth	Age <input type="text"/> DOB <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"/>	Age <input type="text"/> DOB <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"/>
5. Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
6. Have you 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"/> <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"/> <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"/> <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"/> <input type="text"/> <input type="text"/>
7. Nationality	<input type="text"/> Country of residence <input type="text"/>	<input type="text"/> Country of residence <input type="text"/>
8. Marital status	Single <input type="checkbox"/> Married <input type="checkbox"/> Civil Partner <input type="checkbox"/> Divorced <input type="checkbox"/> Widow/er <input type="checkbox"/>	Single <input type="checkbox"/> Married <input type="checkbox"/> Civil Partner <input type="checkbox"/> Divorced <input type="checkbox"/> Widow/er <input type="checkbox"/>
9. Current address including postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>
Will this be your correspondence address?	No <input type="checkbox"/> Yes <input type="checkbox"/> If no please give details in section 9	No <input type="checkbox"/> Yes <input type="checkbox"/> If no please give details in section 9
How long have you lived here?	<input type="text"/> Years <input type="text"/> Months	<input type="text"/> Years <input type="text"/> Months
10. Occupancy type at current address	Owner with mortgage <input type="checkbox"/> Owner without mortgage <input type="checkbox"/> Tenant <input type="checkbox"/> 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"/> With relatives <input type="checkbox"/> Other (specify) <input type="text"/>
11. Telephone numbers (including area code)	Work <input type="text"/> Home <input type="text"/> Mobile <input type="text"/>	Work <input type="text"/> Home <input type="text"/> Mobile <input type="text"/>
Please state convenient time to contact	am <input type="checkbox"/> pm <input type="checkbox"/> at home <input type="checkbox"/> at work <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/> at home <input type="checkbox"/> at work <input type="checkbox"/>
12. Email address	<input type="text"/>	<input type="text"/>
13. Preferred method of contact	<input type="text"/>	<input type="text"/>
14. Details of your previous address if less than three years at current address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>

	First Applicant	Second Applicant
15. Date you moved in to your previous address	<input type="text" value="MMYYYY"/>	<input type="text" value="MMYYYY"/>
Length at previous address	<input type="text" value="YYMM"/>	<input type="text" value="YYMM"/>
If you have had more than one previous address in the last three years, please give full details in section 9		
16. Occupancy type at previous address	Owner with mortgage <input type="checkbox"/> Owner without mortgage <input type="checkbox"/> Tenant <input type="checkbox"/> 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"/> With relatives <input type="checkbox"/> Other (specify) <input type="text"/>
17. What type of buyer are you?	First time landlord (go to question 19) <input type="checkbox"/> Experienced landlord (go to question 18) <input type="checkbox"/>	First time landlord (go to question 19) <input type="checkbox"/> Experienced landlord (go to question 18) <input type="checkbox"/>
18. Do you own any other let properties (whether currently let or not)?	No <input type="checkbox"/> Yes <input type="checkbox"/> (If you answered 'No' go to question 19, if you answered 'Yes' go to section 2)	No <input type="checkbox"/> Yes <input type="checkbox"/> (If you answered 'No' go to question 19, if you answered 'Yes' go to section 2)
19. Is the property inherited?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
20. Have you or a related person ever lived in the property?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

## 2. Income Details

**It is important to provide accurate information concerning your income to prevent over commitment in respect to mortgage payments. The Mortgage Works may carry out referencing and require independent evidence of income.**

	First Applicant	Second Applicant
21. Gross annual Buy to Let rental income	<input type="text" value="£"/>	<input type="text" value="£"/>
For any jointly owned properties, the gross rental income should be split 50/50 across both applicants. Rental income from purchase applications in progress should not be included.		
22. Employment status	1. Employed (go to Section 3) <input type="checkbox"/> 2. Self-employed (go to Section 4) <input type="checkbox"/> 3. Company director (less than 20% share) (go to Section 4) <input type="checkbox"/> 4. Company director (20% or more share) (go to Section 4) <input type="checkbox"/> 5. Retired (go to Section 5) <input type="checkbox"/> 6. House person <input type="checkbox"/> 7. Not Working <input type="checkbox"/>	1. Employed (go to Section 3) <input type="checkbox"/> 2. Self-employed (go to Section 4) <input type="checkbox"/> 3. Company director (less than 20% share) (go to Section 4) <input type="checkbox"/> 4. Company director (20% or more share) (go to Section 4) <input type="checkbox"/> 5. Retired (go to Section 5) <input type="checkbox"/> 6. House person <input type="checkbox"/> 7. Not Working <input type="checkbox"/>

## 3. Employed Applicants

**It is important to provide accurate information concerning your income to prevent over commitment in respect to mortgage payments. The Mortgage Works may carry out referencing and require independent evidence of income.**

	First Applicant	Second Applicant
23. Annual income	<input type="text" value="£"/>	<input type="text" value="£"/>

Eligible income is defined as gross earned income including car allowance, London weighting (or equivalent) and maternity pay. Excluding bonus, overtime, commission and Buy to Let rental income.

## 4. Self-employed/ Director Applicants

**It is important to provide accurate information concerning your income to prevent over commitment in respect to mortgage payments. The Mortgage Works may carry out referencing and require independent evidence of income.**

	First Applicant	Second Applicant
24. Please provide the taxable income figure	<input type="text" value="£"/>	<input type="text" value="£"/>

Always use the profit from self-employment figure from your client's latest year tax calculation overview when assessing income for clients who are sole traders. Always use the profit from partnerships figure from your client's latest year tax return when assessing income for clients who are in partnerships. For company directors pay from all employments and dividends from UK companies may be acceptable to take account of any dividends that have been received. This excludes Buy to Let rental income.

## 5. Retired Applicants

It is important to provide accurate information concerning your income to prevent over commitment in respect to mortgage payments. The Mortgage Works may carry out referencing and require independent evidence of income.

	First Applicant	Second Applicant
<b>Retired Applicants</b>		
25. Total annual pension income	£ <input type="text"/>	£ <input type="text"/>

## 6. Portfolio Details

	First Applicant	Second Applicant
For joint applicants, any let properties jointly owned should be entered under the first applicant only. Please include all TMW applications in progress.		
26. Please confirm the number of Buy to Let properties in your client's portfolio on completion of this mortgage.	<input type="text"/>	<input type="text"/>
Of these, please confirm how many will be mortgaged	<input type="text"/>	<input type="text"/>
27. Total estimated value of portfolio	£ <input type="text"/>	£ <input type="text"/>
Please provide details of the applicants Buy to Let portfolio. For any properties jointly owned by both applicants, the value should be entered under the first applicant. Please also include:		
<ul style="list-style-type: none"> <li>- Any properties held in the applicants' sole name or jointly owned with another party not associated with this application</li> <li>- Any property owned in a limited company name where an applicant is a shareholder</li> </ul>		
28. Total borrowing secured against portfolio	£ <input type="text"/>	£ <input type="text"/>
Please provide details of the applicants Buy to Let portfolio. For any properties jointly owned by both applicants, the value should be entered under the first applicant. Please also include:		
<ul style="list-style-type: none"> <li>- Any properties held in the applicants' sole name or jointly owned with another party not associated with this application</li> <li>- Any property owned in a limited company name where an applicant is a shareholder</li> </ul>		

## 7. Credit History

29. Have you ever:		
a) missed any payments on:		
i) any credit, rental or mortgage agreement?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes in the last 2 years, have you missed payments for 3 or more months on;	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes in the last 2 years, have you missed payments for 3 or more months on;
ii) any mortgage or secured loan; or	No <input type="checkbox"/> Yes <input type="checkbox"/> Highest number of months in arrears <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Highest number of months in arrears <input type="text"/>
iii) on any unsecured loan?	No <input type="checkbox"/> Yes <input type="checkbox"/> Highest number of months in arrears <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Highest number of months in arrears <input type="text"/>
b) had a default or county court judgment (CCJ) registered against you?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, within the last 6 years has the total value of county court judgments been greater than £100? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, total value £ <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, within the last 6 years has the total value of county court judgments been greater than £100? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, total value £ <input type="text"/>
c) i) been bankrupt or insolvent or is such action pending?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, what date was the arrangement made? <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, what date was the arrangement made? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
ii) made an arrangement with creditors such as an IVA (Individual Voluntary Arrangement) or is such action pending?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, what date was the arrangement made? <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, what date was the arrangement made? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
d) had a property taken into possession voluntarily or otherwise by a lender?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
e) had any application for credit or mortgage refused?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

If the answer to any of the questions is yes, please provide full details in section 16



## 8. Loan Requirements

30. Full postal address of property to be mortgaged including postcode	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>		
31. Purpose	Purchase <input type="checkbox"/> Remortgage or remortgage with capital raising <input type="checkbox"/>		
32. Loan	Loan amount	£ <input type="text"/>	
	Purchase Price (if applicable)	£ <input type="text"/>	Estimated value £ <input type="text"/>
33. Product	Product code	<input type="text"/>	Interest rate <input type="text"/> %
34. Loan Term	Loan Term (years)	<input type="text"/>	
35. a) Method of repayment:	Interest only	Loan Amount	£ <input type="text"/>
	Repayment (capital and interest)	Loan Amount	£ <input type="text"/>
<b>IMPORTANT: Where all or part of the loan is arranged on an interest only facility, it is the borrowers responsibility to ensure adequate funds are available to repay the loan at the end of the term.</b>			
36. Is the onward residential purchase being fully or partially funded by a mortgage?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	

**IMPORTANT: Question 38 is mandatory if the application is a Let to Buy**

## 9. House Purchase – Only complete this section if you are purchasing the security property

37. Please state the source(s) of deposit:	UK Savings <input type="checkbox"/>	Amount	£ <input type="text"/>
	Equity/sales proceeds <input type="checkbox"/>	Address of property	<input type="text"/>
		Amount	£ <input type="text"/>
	Inheritance <input type="checkbox"/>	Amount	£ <input type="text"/>
	Non repayable gift <input type="checkbox"/>	from	<input type="text"/>
		Amount	£ <input type="text"/>
	UK stocks/shares <input type="checkbox"/>	Amount	£ <input type="text"/>
	Overseas savings/stocks/shares <input type="checkbox"/>	Amount	£ <input type="text"/>
	Business/company <input type="checkbox"/>	Amount	£ <input type="text"/>
	<b>Please provide details:</b>		
	Business / Company name <input type="text"/>		
	Name of Accountant <input type="text"/>		
Accountant email address <input type="text"/>			
Vendor cashback* <input type="checkbox"/>	Amount	£ <input type="text"/>	
Builders cashback* <input type="checkbox"/>	Amount	£ <input type="text"/>	
*Only one may be selected			
38. Is full vacant possession being obtained on completion?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If no, TMW is unable to offer a mortgage
39. Is the vendor a limited company?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, please provide details: <input type="text"/>
Are you connected to this limited company? No <input type="checkbox"/>			
Yes <input type="checkbox"/>			

## 10. Remortgage – Only complete this section if you are the current legal owner of the security property

40. Original purchase price.	£ <input type="text"/>	Date of purchase	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
41. Please confirm the purpose of this remortgage:	To repay existing mortgage <input type="checkbox"/>	Amount	£ <input type="text"/>
	Amount of capital raising (if applicable):		£ <input type="text"/>
	Please confirm purpose of capital raising:		
	Debt consolidation <input type="checkbox"/>	Amount	£ <input type="text"/>
	Home Improvements (Security Address) <input type="checkbox"/>	Amount	£ <input type="text"/>
	Home Improvements (Other Property) <input type="checkbox"/>	Amount	£ <input type="text"/>
	Purchase of property <input type="checkbox"/>	Amount	£ <input type="text"/>
	Purchase of land <input type="checkbox"/>	Amount	£ <input type="text"/>
	Transfer of equity <input type="checkbox"/>	Amount	£ <input type="text"/>
	Purchase of final share (shared ownership)	Amount	£ <input type="text"/>
	Other <input type="checkbox"/>	Amount	£ <input type="text"/>
	If other please provide details:	<input type="text"/>	
42. Will a party be removed from the title deeds as part of the application?	No <input type="checkbox"/> Yes <input type="checkbox"/>		
43. Name of the party being removed (if applicable)	<input type="text"/>		
44. Reason for the transfer of equity	<input type="text"/>		

## 11. Porting – Only complete this section if you are porting

45. Mortgage account number for the product to be ported	<input type="text"/>		
46. Loan	Loan amount	£ <input type="text"/>	
	Loan amount to be ported	£ <input type="text"/>	Loan term (years) <input type="text"/>
	Additional borrowing amount	£ <input type="text"/>	Loan term (years) <input type="text"/>
	Additional borrowing product code	<input type="text"/>	

## 12. Property Description

47. Type of property:	House <input type="checkbox"/> Detached <input type="checkbox"/> Semi-detached <input type="checkbox"/> Bungalow <input type="checkbox"/> End of terrace <input type="checkbox"/> Terraced <input type="checkbox"/> Purpose built flat/maisonette <input type="checkbox"/> Converted flat/maisonette <input type="checkbox"/> Studio flat <input type="checkbox"/> <b>(The Mortgage Works does not currently lend on studio flats with an internal area of less than 30 square metres and studio flats without a separate bathroom)</b>
48. Tenure	Freehold <input type="checkbox"/> Leasehold <input type="checkbox"/> Ownership (Scotland) <input type="checkbox"/> Commonhold <input type="checkbox"/>
49. Leasehold property	If leasehold – unexpired lease term: <input type="text"/>
50. Is the property a new build?	Yes <input type="checkbox"/> No <input type="checkbox"/> Year built <input type="text"/>
51. Is the property of standard construction?	No <input type="checkbox"/> Yes <input type="checkbox"/> If no, please provide details: <input type="text"/>
52. Accommodation (specify number of rooms)	Reception rooms <input type="text"/> Bedrooms <input type="text"/> Kitchen <input type="text"/> Number of lettable rooms <input type="text"/> Garage 1. No Garage <input type="checkbox"/> 2. Single <input type="checkbox"/> 3. Single integral <input type="checkbox"/> 4. Double <input type="checkbox"/> 5. Double integral <input type="checkbox"/> 6. Other <input type="checkbox"/> Others (please specify) <input type="text"/>

53. How many storeys?	<input type="text"/>
54. Has the property ever been owned by the Local Authority?	No <input type="checkbox"/> Yes <input type="checkbox"/>
55. How does your client intend to let the property?	Short Assured Tenancy <input type="checkbox"/> Assured Shorthold Tenancy <input type="checkbox"/> Non-Standard <input type="checkbox"/>
Duration of the tenancy (years/months)	<input type="text"/> / <input type="text"/>
Is the existing tenant to remain in the property after completion has taken place? (house purchase applications only)	No <input type="checkbox"/> Yes <input type="checkbox"/>
56. Is any part of the property or land to be used for business purposes?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, is the proportion greater than 60% No <input type="checkbox"/> Yes <input type="checkbox"/> Type of business: <input type="text"/>
57. Please state estimated gross monthly rental income (based on unfurnished figure)	£ <input type="text"/> a) If remortgage of existing BTL property please state existing gross monthly rent £ <input type="text"/>
58. Does the property have an agricultural occupation restriction?	No <input type="checkbox"/> Yes <input type="checkbox"/>

### 13. Valuation/Survey Requirements

59. Access details for the valuer. Please provide name of agency (if applicable), contact name and telephone number (inc. area code)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Secondary contact telephone number <input type="text"/> Is this the selling agent? No <input type="checkbox"/> Yes <input type="checkbox"/> Is this the managing agent? No <input type="checkbox"/> Yes <input type="checkbox"/> If no, please provide the following details for the selling/ managing agent Company Name: <input type="text"/> Town: <input type="text"/> Telephone Number: <input type="text"/> <b>NOTE: This information may help us with gaining access to the property to carry out the valuation</b>
60. Type of valuation/survey required:	Valuation for mortgage purposes <input type="checkbox"/> Homebuyers survey and valuation <input type="checkbox"/> Full buildings survey <input type="checkbox"/>
61. Amount of valuation fee enclosed (if applicable)	£ <input type="text"/>

### 14. Your Solicitor/Conveyancer's Details

62. Name and Address of solicitors/ conveyancer (including area code)	Contact name Company name Address Tel Email	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Fax <input type="text"/>
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### 15. Notes on Solicitors/Conveyancers

We will normally use the same firm that you have nominated. If we are unable to use them we will instruct a separate firm to act on our behalf and deduct their costs from the loan. Licensed conveyancers and solicitors with less than two partners will not be eligible to process applications for The Mortgage Works unless they are on our approved panel.

We will require solicitors to act on our behalf in the following circumstances:

1. House purchase or remortgage;
2. If there is a second or subsequent charge on the property;
3. If there is an amendment to the title or security (i.e. buying additional land to add to the plot or an additional property etc);
4. Transfer of Equity;
5. If the property is classified as a House in Multiple Occupation (HMO).

16. Continuation section – (Please cross reference your answers with the relevant question numbers)


Question Number

Detail

Question Number	Detail

Please use the back page and/or a continuation sheet if necessary

## 17. 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](http://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. Nationwide charges a fee for this service.

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](http://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.

## 18. 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.

**Mortgages are secured on your home. You could lose your home if you do not keep up payments on your mortgage.**

TMW Customers aren't allowed to live in the Buy to Let property at any time and will be in breach of the terms and conditions of the mortgage contract should they choose to do so. Where this is the case, TMW's policy is to give the customer a period of time in which to vacate the property, or instead remortgage to a residential loan. If a customer fails to comply with these terms, this may lead to legal action being taken against them, which could ultimately result in TMW taking possession of the property.

**All applicants must sign here.**

**PLEASE ALSO COMPLETE THE DIRECT DEBIT MANDATE ON PAGE 15**

<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Signature</p>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Signature</p>
Date <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	Date <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>

## 19. Borrower's Declaration statement

The Borrower's Declaration statement below must be accepted where an application is a non-Consumer Buy to Let.

**Definition of a Consumer:** A borrower with no other let properties wishing to obtain a mortgage (or remortgage) on a property that has either been inherited or has previously been occupied by the borrower or related person at any time.

**I hereby confirm and declare that:**

1. I am/ We are wholly or predominantly taking out the Mortgage on a dwelling that will be occupied on the basis of a rental agreement.
2. I / We understand that the benefit of protection and remedies that would be available to the borrower under the Mortgage Credit Directive Order (2015) assuming the Mortgage contract were a Consumer BTL, will not be available.
3. I am/ We are aware that if in any doubt as to the consequences of the agreement not being regulated by the Mortgage Credit Directive Order (2015), the borrower should seek independent legal advice.

**Please sign below if the application is a non-Consumer BTL.**

<b>First Applicant</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Signature</p>	<b>Second Applicant</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Signature</p>
Date <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	Date <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>

Please fill in the whole form using a ball point pen and send it to:

The Mortgage Works  
 Portman House  
 Richmond Hill  
 Bournemouth  
 BH2 6EP

Name(s) of account holder(s)


Bank/Building Society account number

--	--	--	--	--	--	--	--	--	--	--	--

Branch sort code

--	--	--	--	--	--	--	--	--	--

Name and full postal address of your Bank or Building Society

To the Manager
Bank/Building Society
Address
Postcode

Reference

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

## Instruction to your Bank or Building Society to pay by Direct Debit

Service User Number

4	2	3	7	2	0
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<b>Mortgage Account (Reference) Number</b>																				
<table border="1" style="width: 100%; height: 18px;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>																				

Instruction to your Bank or Building Society

Please pay The Mortgage Works (UK) plc Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with The Mortgage Works (UK) plc and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

**Banks and Building Societies may not accept Direct Debit Instructions for some types of account.**



### This guarantee should be detached and retained by the Payer

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit The Mortgage Works (UK) plc will notify you five working days in advance of your account being debited or as otherwise agreed. If you request The Mortgage Works (UK) plc to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by The Mortgage Works (UK) plc or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when The Mortgage Works (UK) plc asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

**Please do not write on the back of the Direct Debit mandate**









## Application Checklist

To prevent any delays with the processing of your application, please ensure that the following information has been completed or included prior to returning your application form.

### Please tick to confirm you have:

- Completed all relevant sections of this application form
- Read and signed the declaration
- Signed the Direct Debit instruction

### Included fee(s) (where applicable) as follows:

- Valuation Fee / Application Fee
- For the above payment please complete the Valuation PDQ payment form found on the TMW internet site
- Checked that your chosen solicitor is on TMW's Panel?
- Enclosed copies of ID (where applicable)
- Included current product code

**Please ensure you return your original application form signed as copies are not accepted**

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.

**The Mortgage Works (UK) plc** (Company No. 2222856) is a wholly owned subsidiary of Nationwide Building Society and is authorised and regulated by the Financial Conduct Authority (FCA) under registration number 189623. You can confirm our registration on the FCA's website [www.fca.org.uk](http://www.fca.org.uk) or by contacting the FCA on 0800 111 6768.

**The Mortgage Works (UK) plc** also acts as agent and mortgage administrator for Derbyshire Home Loans Ltd (Company No. 2628265, FCA No. 302586) and for E-Mex Home Funding Ltd (Company No. 02124900, FCA No.305370). All three companies are wholly owned subsidiaries of Nationwide Building Society, are registered in England and Wales with their registered office at Nationwide House, Pipers Way, Swindon SN38 1NW and are authorised and regulated by the FCA.

Most buy-to-let mortgages are not regulated by the FCA.

The Mortgage Works (UK) plc, Portman House  
Richmond Hill, Bournemouth BH2 6EP.

Telephone: **08000 30 40 60**