

# Limited Company Buy to Let: Porting Application Form

**Decisions in principle are not available. All fully completed application forms to be submitted by post.**  
**Please telephone 08000 30 40 40 if you have any queries or would like to discuss a new application with an underwriter.**  
**Credit scoring techniques may be used in assessing the application**

Purpose of loan Purchase  Remortgage   
 Type of Application Buy to Let  Let to Buy   
 Do you have an existing TMW account? No  Yes   
 Account number

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

First name  Panel number (if known)   
 Surname  Telephone number   
 Company name  Fax number   
 Address   
 Email Address   
 FCA/PRA firm ref. no.   
 Appointed representatives No  Yes   
 Postcode  Name of principal   
 Network/Club if applicable  Principal FCA/PRA firm ref. no.   
 Packager if applicable  Address of principal   
 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.

**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
- 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 client(s)

- 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 exclusion 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.

We will also need to verify the identity of the Limited Company which we will endeavour to carry out electronically, however if we are unable to do this we will need physical proof of documentation from the Limited Company.

## 1. Applicants' Personal Details

**All shareholders are required to be party to this mortgage application. Please photocopy sections 1, 3, 4 and 5 if more than two shareholders. Please note the maximum number of applicants acceptable for Limited Company applications is five.**

	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"/>	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"/>
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 Title 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 Title 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"/> <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 10	No <input type="checkbox"/> Yes <input type="checkbox"/> If no please give details in section 10
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"/>

	First Applicant	Second Applicant
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"/>
15. Date you moved in to your previous address Length at previous address	<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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
If you have had more than one previous address in the last three years, please give full details in section 10		
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 <input type="checkbox"/> Experienced landlord <input type="checkbox"/>	First time landlord <input type="checkbox"/> Experienced landlord <input type="checkbox"/>

## 2. Company Details (only for applications in company names – this section must be fully completed)

We only accept applications from UK limited companies where the Directors undertake to restrict the company's activities to the buying, selling and renting of residential investment properties. Layered companies are not eligible. Personal guarantees are required from all beneficial owners in all cases.

18. Name and trading address	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>	
19. Company registration number	<input type="text"/>	
20. Telephone number (inc. area code)	<input type="text"/>	
21. Fax number	<input type="text"/>	
22. Registered office	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>	
23. Nature of business	<input type="text"/>	
24. Date incorporated	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
25. Please list all directors	1. <input type="text"/> % 2. <input type="text"/> % 3. <input type="text"/> %	4. <input type="text"/> % 5. <input type="text"/> %
26. Please name the ultimate controllers/beneficial owner(s) of the company and list the percentage of issued shares they hold	1. <input type="text"/> % 2. <input type="text"/> % 3. <input type="text"/> %	4. <input type="text"/> % 5. <input type="text"/> %
27. Have you granted a debenture?	No <input type="checkbox"/> Yes <input type="checkbox"/>	

### 3. Employment 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
28. Are you	1. Employed (go to Section 4) <input type="checkbox"/> 2. Self-employed (go to Section 5) <input type="checkbox"/> 3. Company director (less than 20% share) (go to Section 5) <input type="checkbox"/> 4. Company director (20% or more share) (go to Section 5) <input type="checkbox"/> 5. Retired (go to Section 6) <input type="checkbox"/> 6. House person <input type="checkbox"/> 7. Not Working <input type="checkbox"/>	1. Employed (go to Section 4) <input type="checkbox"/> 2. Self-employed (go to Section 5) <input type="checkbox"/> 3. Company director (less than 20% share) (go to Section 5) <input type="checkbox"/> 4. Company director (20% or more share) (go to Section 5) <input type="checkbox"/> 5. Retired (go to Section 6) <input type="checkbox"/> 6. House person <input type="checkbox"/> 7. Not Working <input type="checkbox"/>

### 4. 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
29. Basic annual income	<input type="text"/>	<input type="text"/>
30. Job title	<input type="text"/>	<input type="text"/>
31. Employer's name	<input type="text"/>	<input type="text"/>

### 5. 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
32. Company name	<input type="text"/>	<input type="text"/>
33. Please provide the taxable income figure	<input type="text"/>	<input type="text"/>
34. How will your income be evidenced?	Self-assessment <input type="checkbox"/> Accountant's Reference <input type="checkbox"/>	Self-assessment <input type="checkbox"/> Accountant's Reference <input type="checkbox"/>
35. If accountant's reference selected please provide your accountant's name	<input type="text"/>	<input type="text"/>
36. Please provide your accountant's email	<input type="text"/>	<input type="text"/>

### 6. 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
37. Total annual pension income	<input type="text"/>	<input type="text"/>



## 7. Loan Requirements

38. Mortgage account number for the product to be ported	<input type="text"/>		
39. 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"/>	
40. Full postal address of property to be mortgaged including postcode	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>		
41. Method of repayment	Interest only	Loan Amount	£ <input type="text"/>
	Repayment (capital and interest)	Loan Amount	£ <input type="text"/>

## 8. House Purchase

42. Purchase price	£ <input type="text"/>		
43. Estimated value	£ <input type="text"/>		
44. Please state the source(s) of your deposit:	UK savings <input type="checkbox"/>	Amount	£ <input type="text"/>
	Equity <input type="checkbox"/>	Amount	£ <input type="text"/>
	Inheritance <input type="checkbox"/>	Amount	£ <input type="text"/>
	Gift <input type="checkbox"/>	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		
45. Is full vacant possession being obtained on completion?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
46. Is the vendor a limited company?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	

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

47. 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"/> <input type="text"/> <input type="text"/>
48. Was the property purchased from a limited company?	No <input type="checkbox"/> Yes <input type="checkbox"/>	If yes, please provide name of limited company <input type="text"/>	
	Are you connected to this limited company? No <input type="checkbox"/> Yes <input type="checkbox"/>		
49. 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) <input type="checkbox"/>	Amount	£ <input type="text"/>
	Other <input type="checkbox"/>	Amount	£ <input type="text"/>
	If other please provide details: <input type="text"/>		
50. Will a party be removed from the title deeds as part of the application?	No <input type="checkbox"/> Yes <input type="checkbox"/>	If yes, please provide name of the party being removed (if applicable) <input type="text"/>	
	Reason for the transfer of equity <input type="text"/>		

## 10. Property Description

51. 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>
52. Tenure	Freehold <input type="checkbox"/> Leasehold <input type="checkbox"/> Ownership (Scotland) <input type="checkbox"/> Commonhold <input type="checkbox"/>
53. Leasehold property	If leasehold – unexpired lease term: <input type="text"/>
54. Is the property a new build?	No <input type="checkbox"/> Yes <input type="checkbox"/> Year built <input type="text"/>
55. Is the property of standard construction?	No <input type="checkbox"/> Yes <input type="checkbox"/> If no, please provide details: <input type="text"/>
56. 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"/>
57. How many storeys?	<input type="text"/>
58. Has the property ever been owned by the Local Authority?	No <input type="checkbox"/> Yes <input type="checkbox"/>

59. 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"/>
60. 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"/>
61. 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"/>
62. Does the property have an agricultural occupation restriction?	No <input type="checkbox"/> Yes <input type="checkbox"/>

## 11. Valuation/Survey Requirements

63. 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>
64. 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"/>
65. Amount of valuation fee enclosed (if applicable)	£ <input type="text"/>

## 12. Your Solicitor/Conveyancer's Details

66. 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"/>	Fax <input type="text"/>
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### 13. Details of other property owned

Address (including postcode)	Date of purchase	Original purchase price £	Price paid £	Tenancy type	Monthly rent £	Estimated value now £	Amount of loan owing £	Name and full address of lender	Lender's Ref.
1 Owner(s)* Full names									
2 Owner(s)* Full names									
3 Owner(s)* Full names									
4 Owner(s)* Full names									
5 Owner(s)* Full names									
Owner(s)* Full names									

\* Please detail if not solely owned by the applicant(s)

### 13. Details of other property owned (continued)

67. Is/Are the other property/properties to be sold before completion of this new mortgage?

No  Yes

If yes, what is the selling price?

£

No  Yes

If yes, what is the selling price?

£

### 14. 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.

## 15. How We Use Your Personal Information

 Any information about me and my account may be shared within Nationwide and The Mortgage Works 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 and The Mortgage Works 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 and The Mortgage Works 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 The Mortgage Works 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 and The Mortgage Works 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).

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.

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.

## 16. 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. We may add to your loan amount all fees, costs and other sums associated with your loan application unless you pay them to us direct and interest will be charged on all sums added to your loan.
12. Fixed and tracker rates are limited offers and may be withdrawn at any time.
13. 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.
14. You have received The Mortgage Works Guide to Mortgages, the Tariff Guide, the Interest Rate Sheet, an Initial Disclosure Document or the 'Important information about our mortgage services' document and the illustration for the mortgage applied for.
15. You consent to the use of your personal information as described above.

**YOUR HOME MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE.**

All applicants must sign here – if there are more than two applicants, both application forms must be signed by all applicants.

**PLEASE ALSO COMPLETE THE DIRECT DEBIT MANDATE ON PAGE 16**

<input type="text"/>	<input type="text"/>
Signature	Signature
Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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

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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

9	4	8	9	0	4
---	---	---	---	---	---

**Mortgage Account (Reference) Number**

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

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**



**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**

YOUR HOME MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE

**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**