# The mortgage works

# **Offline Data Capture**

This form is for intermediaries' internal use only and is not approved for issuing to customer(s). The information on this form may be used to assist the intermediary if an application is made to The Mortgage Works. Before you complete this form for the applicant, please make sure they have seen 'How The Mortgage Works and Nationwide use your information' by visiting **themortgageworks.co.uk/cookies-privacy** 

This section to be completed by the Introducer (if applicable	This section to	be completed I	by the Introducer	(if applicable
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First name			Panel number (if known)	
Surname			Telephone number	
Company name			Email Address	
Address			Firm FCA/PRA ref. no.	
			Appointed representative	s No Yes
			Name of principal	
Postcode			Principal FCA/PRA	
Network/Club if			firm ref. no.	
applicable			Address of principal	
Packager if applicable				
Amount of booking fee	being collected?			
(if applicable)		£	Postcode	
Amount of valuation fee	e being collected?	£	Email Address	
When is fee payable?	On application	On completion	Telephone number	
Will you be charging th	e applicant(s) a fee?	Yes No		
Amount of fee?		£		
When is the fee payabl	e?			
On application	On offer On co	ompletion		
Is the fee refundable?	Yes No			
Amount of fee refundal	ble? £			
	· ·	a fee for arranging this n the fee is payable on ap		If yes, please state below the fee under which terms a refund will be made:
Fee	£		Fee	£
Organisation			Organisation	
When payable			When payable	
Refund terms			Refund terms	
Are procuration fees to	be shared with any	other person or organis	sation? Yes	No
If yes please state amo	unt £		and name/organisation	
	£			
Have you met the appl	icant(s)?	Yes No		
Has mortgage advice b		Yes No		
Who provided the advi	-			
		ommunication is not 100	)% secure. However. mv clie	
processing documenta				
I confirm that I have/my	company has the n	ecessary permissions fr	om the FCA/PRA to advise	(where applicable), complete and submit
this application on beh	alf of my/our clients.			
				copies or photographic images of the
-	-		priate) my client(s) have auth	norised me to take and provide you with
photographic images of			traduction of the mertage	Lean confirm that I have referred to The
				I can confirm that I have referred to The all eligibility criteria have been met.
Signature of Introduc	er			YY

Clients'/Directors' Personal Details		
	First Applicant/Director	Second Applicant/Director
Title		
First name		
Middle name(s)		
Surname		
Gender	Male 🗌 Female 🗌	Male 🗌 Female 🗌
Date of birth		
Marital status	Single   Married/Civil Partner     Widow/er   Divorced	Single Married/Civil Partner
Nationality		
Does your client have dual nationality?	Yes No	Yes No
If yes, which country? (the dual nationality country must be different to nationality)		
Country of birth		
What type of buyer are you?	First time landlordImage: Constraint of the second sec	First time landlordImage: Constraint of the second sec
If a first time landlord (and not a Let to Buy application) or an experienced landlord and they solely/jointly own only 1 mortgaged BTL property and no unencumbered properties, is the property inherited?	Yes No	Yes No
If a first time landlord (and not a Let to Buy application) or an experienced landlord and they solely/jointly own only 1 mortgaged BTL property and no unencumbered properties, have you or a related person ever lived in the property?	Yes No	Yes 🗌 No 🗌
Has client ever been known by another name in the last three years?	Yes       No       If yes, please state below         Mr       Mrs       Miss       Other         Other (specify)	Yes       No       If yes, please state below         Mr       Mrs       Miss       Other         Other (specify)
Clients'/Directors' Current Address Details		
	First Applicant/Director	Second Applicant/Director
Address		

	Postcode	Postcode	
Country			
Residential status at current address	Joint tenant	Joint tenant	
	Single tenant	Single tenant	
	Owner with mortgage	Owner with mortgage	
	Owner without mortgage	Owner without mortgage	
	Living with friends	Living with friends	
	Living with partner	Living with partner	
	Living with relatives	Living with relatives	
Date moved in MM/YYYY			

## Clients'/Directors' Current Address Details (continued)

First Applicant/Director

Second Applicant/Director

If 'owner with mortgage' or 'owner without mortgage' and purchasing a new property, please complete the following 4 questions:

Current property value of this address	£	
Type of property	House detached	Flat purpose built
Number of bedrooms		
Outstanding mortgage balance	£	
Telephone numbers (including area code)	Work Home Mobile	Work Home Mobile
Please state a convenient time to contact	am _ pm _ at home _ at work _	am _ pm _ at home _ at work _
Email address		
Preferred method of contact		
Do the applicant(s) prefer correspondence in a special format?	Audio CD Braille Large Print	Audio CD Braille Large Print
Are the applicants' or directors' current addresses to be used as their correspondence address?	Yes No	Yes No
If the answer is no, please give the correspondence address below, along with the reason.		
Address	Postcode	Postcode
Country		
Reason		
Home phone number		
Work phone numbe		
Mobile phone number		
Email address		
Preferred method of contact		
Please tell the applicant we'll sometimes use thi application, or tell them something important ab		get in touch with them about their
Please provide a full 3 year address history, d	ating back 3 calendar years, starting with	the most recent address.

Previous address and postcode		
	Postcode	Postcode
Date moved in MM/YYYY	MMYYYY	MMYYYY

Clients'/Directors' Current Address Details (co	ontinued)					
	First Applicant/Director	Second Applicant/Director				
Residential status at previous address	Joint tenant Single tenant Owner with mortgage Owner without mortgage Living with friends Living with partner Living with relatives	Joint tenantSingle tenantOwner with mortgageOwner without mortgageLiving with friendsLiving with partnerLiving with relatives				
Previous address and postcode	Postcode	Postcode				
Date moved in MM/YYYY	MMYYYY	MMYYYY				
Residential status at previous address	Joint tenant Single tenant Owner with mortgage Owner without mortgage Living with friends Living with partner Living with relatives	Joint tenant				
Income Details						
	First Applicant/Director	Second Applicant/Director				
Gross annual rental income	£	٤				
Does the applicant receive an income from any sources other than rental?	Yes No	Yes 🗌 No 🗌				
If Yes please provide the annual income from this source	£	£				
Employment status	EmployedSelf-employedRetiredHouse personNot working	EmployedSelf-employedRetiredHouse personNot working				
Employed Applicants/Directors						
	First Applicant/Director	Second Applicant/Director				
Employers name						
Job role						
Industry						
Gross annual income from employment	£	£				
Job Title						
Employers Address						
Length of employment	Postcode       Months     Years	Postcode				

#### Self-employed Applicants/Directors

	First Applicant/Director	Second Applicant/Director		
Name of business				
Job role				
Industry				
Annual income from self employment	£	٤		
Please only complete these questions if you ar	e a Director:			
How many directorships do you currently hold?				
Please provide the taxable income figure	£	٤		
If accountant's reference selected please provide your accountant's name				
Please provide accountants email				
Retired Applicants/Directors				
Annual pension income	£	٤		
Name of previous employer				
Previous employer's business type (e.g. financial services/construction/public sector)				
Previous job title				

### 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.

Company name			
Registered office			
Will this be your correspondence address?	Yes	No	If no please give details in section xx
Trading address			
If the registered and trading addresses are different, please provide an explanation			
Company registration number			
Telephone number (inc. area code)			
Is the company a Special Purpose Vehicle (SPV) set up solely for the purpose of buying, letting and selling of residential property?	Yes	No	If Yes, please answer question xx
			y will have one or more Standard Industrial Classification (SIC) code(s) f the following SIC codes: 68100, 68201, 68209, 68320
Does the SPV only have one or more of the above SIC codes associated with it?	Yes	No	
Does the SPV have any commercial property/ assets within it?	Yes	No	
Nature of Business			
Date incorporated			
Please list all directors of the company and list the percentage of issued shares they hold			%

#### Portfolio Details

	First Applicant/Director		Sec	ond App	licant/Director	
Please confirm the number of Buy to	Number of properties on completion:			nber of	properties on completion:	
Let properties on completion of this	Mortgaged	· ·		tgaged		
mortgage including:	Unencumbered		Une	encumbe	ered	
- Those held in a limited company	These can be held by the a	pplicant(s)	The	se can	be held by the applicant(s)	
<ul> <li>Any TMW purchase or let-to-buy application in progress</li> </ul>	solely or jointly, or with a 3rd linked to this application.	d party not			ntly, or with a 3rd party not is application.	
Total estimated value of portfolio	£					
Total borrowing secured against the portfolio	£					
Mortgage Details						
		lated/ Care		uto Lot		
Is this application for a regulated mortgage?		Ilated/ Cons		-		
Loan purpose	House purchase Remortgage			ise purc hortgage		
Loan paipose	Remortgage capital raising				e capital raising	
Loan amount required	£					
How do you want to pay the product fee?	Add to Ioan Deduct fr	om advanc	e			
Product	Product code		Intere	est rate		
Loan term (years)						
Repayment basis	Repayment £		Intere	est only	£	
Purchase applications						
Purchase price of the security	£					
Estimated value	£					
Please state the source(s) of deposit	UK Savings Amount		Amount	£		
	Equity / sales proceeds					
	Address of property		•			
	Inheritance Amount		Amount	£		
	Non repayable gift		from			
			Amount			
	UK stocks / shares Amount Overseas savings /		Amount	£		
	stocks / shares		Amount	£		
	Business / company		Amount	£		
	Please provide details:					
	Business / company name		A			
	Intercompany Ioan Amount Name of the Company prov	idina funds	Amount	£		
	Vendor cashback*		Amount	ç		
	Builder's cashback*		Amount	L		
	*only one may be selected			~		
Is the property vendor a limited company?	Yes No					
Is the property being sold via an estate agent?	Yes No					
If the property isn't being sold via an estate age	ent, please provide the follow	ing details:				
Does the vendor intend to reside in the property after completion?	Yes No					
What's the clients relationship to the vendor?						
Will the property be purchased at full market value?	Yes No					
How was the property sourced?						

Is full vacant possession being obtained on completion?	Yes No			
Is the vendor a limited company?	Yes No			
If yes, what is the company name and company address				
Business Type (e.g financial services/construction/public sector)				
Are you connected to this company?	Yes No			
Remortgage/ Remortgage with capital raising a	pplications			
Date of purchase	DDMMYYYY			
Original Purchase Price	£			
Was the property purchased from a Limited Company?	Yes No (If yes, ple	ease provi	de the na	me of the Limited Company.
	Are you connected to this	limited co	mpany? Y	es No
Estimated value of the security	£			
Total value of existing mortgage to be repaid (please include all lending secured against the property)	£			
Is this a let to buy application?	Yes No			
Please confirm the amount of capital raising (if applicable):	Amount of capital raising (i Please confirm purpose of Debt consolidation Home improvements (security address)			£
	Provide a description of th Home improvements	e improve		
	(other property)		Amount	£
	Provide a description of th	e improve	ments	
	Property purchase		Amount	£
	Purchase of land		Amount	
	Transfer of equity Purchase of final share		Amount	£
	(shared ownership)		Amount	£
	Other		Amount	£
	If other, please provide de	tails		
Let to Buy - only complete this section for Let to	Buy applications			
Does the applicant have an onward residential address?	Yes No			
Is the onward residential purchase being fully or partially funded by a mortgage?	Yes 📃 No 🗌			
The Let to Buy onward residential address:				
Please confirm the purchase price of the onward residential purchase	£			
Selling agent's name				
Porting – only complete this section if you are p	orting			
Mortgage account number for the product to be ported				
Loan amount to be ported / loan term (years)				
Additional borrowing product code				
Additional borrowing amount / loan term (years)				

Director Residential Purchase	
Does the director(s) have an onward residential address?	Yes 🗌 No 🗌
Will the director(s) be renting their onward residential address?	Yes 🗌 No 🗌
Onward Residential address	
Purchase price of the onward residential address	٤
Selling agents name	
New Company Address	
Is the property purchase address currently used as the company's registered address?	Yes 🗌 No 🗌
New registered address for the company	
Property Details	
Does the property have a valid Energy Performance Certificate (EPC) that satisfies current regulation for a private rented property?	Yes No No Performance Certificate (EPC). Please visit the website themortgageworks.co.uk for further information.
Property address	
Is the property an HMO?	Yes No
Type of property	House detachedFlat purpose builtHouse semi-detachedFlat convertedHouse mid-terraceFlat studioHouse end-terraceMaisonette purpose builtBungalow detachedMaisonette convertedBungalow semi-detachedSuppalow red-terraceBungalow mid-terraceSuppalow end-terraceBungalow end-terraceSuppalow functionBungalow end-terraceSuppalow functionBungalow end-terraceSuppalow functionBungalow end-terraceSuppalow functionBungalow functionSuppalow functionBungalow functionSuppandow functi
Tenure	Freehold 🗌 Leasehold 🗌 Ownership Scotland 🗌 Commonhold 🗌
If leasehold – unexpired lease term	
– annual ground rent	£
– annual service charge	£
Is the property a new build?	Yes No
Year built	
Standard construction	Yes No .
Was the property ever owned by a local authority or housing association?	Yes 🗌 No 🗌
Does the property have agricultural ties?	Yes 🗌 No 🗌
Number of bedrooms (If number of bedrooms is zero (i.e. studio flat), input 1)	
Number of kitchens	
Number of reception and/ or communal rooms	
Type of garage	No garage Single Single integral Double Double integral Other
If the property is a flat or maisonette, please confirm the number of floors in the building	

Planned major works Please note, significant changes to the structure/configuration of the property such as an extension, changes to the internal walls, or any other works you think may be considered significant may impact our lending decision. You'll be asked to leave details of any planned works in the notes section at the end of the online application.	Yes 🗌 No 🗌	
Has the property ever been owned by the Local Authority?	Yes No	
Tenancy Details		
What is the actual or anticipated monthly rental income?	٤	
Is this a corporate let?	Yes No	
If this is a corporate let, please provide the name of the tenant		
How does your client intend to let the property?	Assured Shorthold Tenancy Short Assured Tenancy C Occupation Contract Non-Standard Private Residential Tenancy C	
Duration of the tenancy		
Direct Debit Details	First Applicant/Director	Second Applicant/Director
Account number		
Sort code (xx-xx-xx)		
Name(s) of account holder(s)		
Conveyancer Details		
Name of firm		
Address		
Name of contact		
E-mail address		
Telephone number		
Sole practitioner	Yes No	
Valuation and Access Details		
Type of valuation required	Valuation for mortgage Home Survey Level 2 and Valuation Specialist Security Valuation	
Property access contact		
Address		
Contact telephone number		
Secondary contact telephone number		
	Is this the selling agent Yes No Ves No Ves No Ves Ves No Ves	
Valuation / access (other contact details)	Company name:	
	Address/postcode:	
	NOTE: This information may help us with out the valuation	gaining access to the property to carry

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### themortgageworks.co.uk

#### Telephone: 0345 606 40 60

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