

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 applicants/directors, please make sure they have seen 'How The Mortgage Works and Nationwide use your information' by visiting tmwdirect.co.uk/privacy

Clients'/Directors' Personal Details		
	First Applicant/Director	Second Applicant/Director
Title		
First name		
Middle name(s)		
Surname		
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of birth		
Marital status	Single <input type="checkbox"/> Married/Civil Partner <input type="checkbox"/> Widow/er <input type="checkbox"/> Divorced <input type="checkbox"/>	Single <input type="checkbox"/> Married/Civil Partner <input type="checkbox"/> Widow/er <input type="checkbox"/> Divorced <input type="checkbox"/>
Nationality		
Does your client have dual nationality?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, which country? (the dual nationality country must be different to nationality)		
Country of birth		
What type of buyer are you?	First time landlord <input type="checkbox"/> Experienced landlord <input type="checkbox"/>	First time landlord <input type="checkbox"/> Experienced landlord <input type="checkbox"/>
If 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 <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has client ever been known by another name in the last three years?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please state below Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> Other (specify) <input type="text"/> Forenames <input type="text"/> Surname <input type="text"/> From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please state below Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> Other (specify) <input type="text"/> Forenames <input type="text"/> Surname <input type="text"/> From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Clients'/Directors' Current Address Details		
	First Applicant/Director	Second Applicant/Director
Address		
Postcode		
Country		
Residential status at current address	Joint tenant <input type="checkbox"/> Single tenant <input type="checkbox"/> Owner with mortgage <input type="checkbox"/> Owner without mortgage <input type="checkbox"/> Living with friends <input type="checkbox"/> Living with partner <input type="checkbox"/> Living with relatives <input type="checkbox"/>	Joint tenant <input type="checkbox"/> Single tenant <input type="checkbox"/> Owner with mortgage <input type="checkbox"/> Owner without mortgage <input type="checkbox"/> Living with friends <input type="checkbox"/> Living with partner <input type="checkbox"/> Living with relatives <input type="checkbox"/>
Date moved in MM/YYYY	Month <input type="text"/> Year <input type="text"/>	Month <input type="text"/> Year <input type="text"/>
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	£ <input type="text"/>	
Type of property	House detached <input type="checkbox"/> House semi-detached <input type="checkbox"/> House mid-terrace <input type="checkbox"/> House end-terrace <input type="checkbox"/> Bungalow detached <input type="checkbox"/> Bungalow semi-detached <input type="checkbox"/> Bungalow mid-terrace <input type="checkbox"/> Bungalow end-terrace <input type="checkbox"/>	Flat purpose built <input type="checkbox"/> Flat converted <input type="checkbox"/> Flat studio <input type="checkbox"/> Maisonette purpose built <input type="checkbox"/> Maisonette converted <input type="checkbox"/>
Number of bedrooms		
Outstanding mortgage balance	£ <input type="text"/>	

Clients'/Directors' Current Address Details (continued)

	First Applicant/Director	Second Applicant/Director
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 a 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"/>
Email address	<input type="text"/>	<input type="text"/>
Preferred method of contact	<input type="text"/>	<input type="text"/>
Do the applicant(s) prefer correspondence in a special format?	Audio CD <input type="checkbox"/> Braille <input type="checkbox"/> Large Print <input type="checkbox"/>	Audio CD <input type="checkbox"/> Braille <input type="checkbox"/> Large Print <input type="checkbox"/>
Are the applicants' or directors' current addresses to be used as their correspondence address? If the answer is no, please give the correspondence address below, along with the reason.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Address		
Postcode		
Country		
Reason		
Home phone number	<input type="text"/>	<input type="text"/>
Work phone number	<input type="text"/>	<input type="text"/>
Mobile phone number	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>
Preferred method of contact	<input type="text"/>	<input type="text"/>

Please tell the applicant we'll sometimes use this email address and/or phone number(s) to get in touch with them about their application, or tell them something important about their account.

Please provide a full 3 year address history, dating back 3 calendar years, starting with the most recent address.

Previous address and postcode		
Date moved in MM/YYYY	Month <input type="text"/> Year <input type="text"/>	Month <input type="text"/> Year <input type="text"/>
Residential status at previous address	Joint tenant <input type="checkbox"/> Single tenant <input type="checkbox"/> Owner with mortgage <input type="checkbox"/> Owner without mortgage <input type="checkbox"/> Living with friends <input type="checkbox"/> Living with partner <input type="checkbox"/> Living with relatives <input type="checkbox"/>	Joint tenant <input type="checkbox"/> Single tenant <input type="checkbox"/> Owner with mortgage <input type="checkbox"/> Owner without mortgage <input type="checkbox"/> Living with friends <input type="checkbox"/> Living with partner <input type="checkbox"/> Living with relatives <input type="checkbox"/>
Previous address and postcode		
Date moved in MM/YYYY	Month <input type="text"/> Year <input type="text"/>	Month <input type="text"/> Year <input type="text"/>
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Income Details

	First Applicant/Director	Second Applicant/Director
Gross annual rental income	£ <input type="text"/>	£ <input type="text"/>
Does the applicant receive an income from any sources other than rental? If Yes please provide the annual income from this source	Yes <input type="checkbox"/> No <input type="checkbox"/> £ <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> £ <input type="text"/>
Employment status	Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Retired <input type="checkbox"/> House person <input type="checkbox"/> Not working <input type="checkbox"/>	Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Retired <input type="checkbox"/> House person <input type="checkbox"/> Not working <input type="checkbox"/>

Employed Applicants/Directors								
	First Applicant/Director	Second Applicant/Director						
Employers name								
Job role								
Industry								
Gross annual income from employment	£ <input type="text"/>	£ <input type="text"/>						
Job Title								
Employers Address								
Length of employment	Years <input type="text"/> Months <input type="text"/>	Years <input type="text"/> Months <input type="text"/>						
Self-employed Applicants/Directors								
	First Applicant/Director	Second Applicant/Director						
Name of business								
Job role								
Industry								
Annual income from self employment	£ <input type="text"/>	£ <input type="text"/>						
Please only complete these questions if you are a Director:								
How many directorships do you currently hold?								
Please provide the taxable income figure	£ <input type="text"/>	£ <input type="text"/>						
If accountant's reference selected please provide your accountant's name								
Please provide accountants email								
Retired Applicants/Directors								
	First Applicant/Director	Second Applicant/Director						
Annual pension income	£ <input type="text"/>	£ <input type="text"/>						
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 in all cases.								
Company name								
Registered office								
Will this be your correspondence address?	Yes <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/> If Yes, please answer question xx							
Note: to confirm a company's nature of business, each company will have one or more Standard Industrial Classification (SIC) code(s) associated with it. TMW only accepts SPV's with one or more of 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 <input type="checkbox"/> No <input type="checkbox"/>							
Does the SPV have any commercial property/ assets within it?	Yes <input type="checkbox"/> No <input type="checkbox"/>							
Nature of Business								
Date incorporated								
Please list all directors of the company and list the percentage of issued shares they hold	<table border="0"> <tr> <td>1. <input type="text"/></td> <td><input type="text"/></td> <td>%</td> </tr> <tr> <td>1. <input type="text"/></td> <td><input type="text"/></td> <td>%</td> </tr> </table>		1. <input type="text"/>	<input type="text"/>	%	1. <input type="text"/>	<input type="text"/>	%
1. <input type="text"/>	<input type="text"/>	%						
1. <input type="text"/>	<input type="text"/>	%						
Portfolio Details								
	First Applicant/Director	Second Applicant/Director						
Please confirm the number of Buy to Let properties on completion of this mortgage including: – Those held in a limited company – Any TMW purchase or let-to-buy application in progress	Number of properties on completion: Mortgaged <input type="text"/> Unencumbered <input type="text"/> These can be held by the applicant(s) solely or jointly, or with a 3rd party not linked to this application.	Number of properties on completion: Mortgaged <input type="text"/> Unencumbered <input type="text"/> These can be held by the applicant(s) solely or jointly, or with a 3rd party not linked to this application.						
Total estimated value of portfolio	£ <input type="text"/>							
Total borrowing secured against the portfolio	£ <input type="text"/>							

Mortgage Details	
Is this application for a regulated mortgage?	Regulated <input type="checkbox"/> Non regulated/ Consumer Buy to Let <input type="checkbox"/>
Loan purpose	House purchase <input type="checkbox"/> House purchase <input type="checkbox"/> Remortgage <input type="checkbox"/> Remortgage <input type="checkbox"/> Remortgage capital raising <input type="checkbox"/> Remortgage capital raising <input type="checkbox"/>
Loan amount required	£ <input type="text"/>
How do you want to pay the product fee?	Add to loan <input type="checkbox"/> Deduct from advance <input type="checkbox"/>
Product	Product code <input type="text"/> Interest rate <input type="text"/>
Loan term (years)	
Repayment basis	Repayment <input type="checkbox"/> £ <input type="text"/> Interest only <input type="checkbox"/> £ <input type="text"/>
Purchase applications	
Purchase price of the security	£ <input type="text"/>
Estimated value	£ <input type="text"/>
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"/> Inheritance <input type="checkbox"/> Amount £ <input type="text"/> Non repayable gift <input type="checkbox"/> from <input type="text"/> <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"/> Please provide details: Business / company name <input type="text"/> Intercompany loan <input type="checkbox"/> Amount £ <input type="text"/> Name of the Company providing funds <input type="text"/> Vendor cashback* <input type="checkbox"/> Amount £ <input type="text"/> Builder's cashback* <input type="checkbox"/> Amount £ <input type="text"/> <small>*only one may be selected</small>
Is the property vendor a limited company?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the property being sold via an estate agent?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the property isn't being sold via an estate agent, please provide the following details: Does the vendor intend to reside in the property after completion?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What's the clients relationship to the vendor?	
Will the property be purchased at full market value?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How was the property sourced?	
Is full vacant possession being obtained on completion?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the vendor a limited company?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
Remortgage/ Remortgage with capital raising applications	
Date of purchase	
Original Purchase Price	£ <input type="text"/>
Was the property purchased from a Limited Company?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please provide the name of the Limited Company.) <input type="text"/> Are you connected to this limited company? Yes <input type="checkbox"/> No <input type="checkbox"/>
Estimated value of the security	£ <input type="text"/>
Total value of existing mortgage to be repaid (please include all lending secured against the property)	£ <input type="text"/>
Is this a let to buy application?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please confirm the amount of capital raising (if applicable):	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"/> Provide a description of the improvements <input type="text"/> Home improvements (other property) <input type="checkbox"/> Amount £ <input type="text"/> Provide a description of the improvements <input type="text"/> Property purchase <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"/>

Let to Buy - only complete this section for Let to Buy applications

Does the applicant have an onward residential address?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the onward residential purchase being fully or partially funded by a mortgage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
The Let to Buy onward residential address:	
Please confirm the purchase price of the onward residential purchase	£ <input type="text"/>
Selling agent's name	

Porting - only complete this section if you are porting

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 <input type="checkbox"/> No <input type="checkbox"/>
Will the director(s) be renting their onward residential address?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Onward Residential address	
Purchase price of the onward residential address	£ <input type="text"/>
Selling agents name	

New Company Address

Is the property purchase address currently used as the company's registered address?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/> The Mortgage Works requires private rented properties to have a valid Energy Performance Certificate (EPC). Please visit the website themortgageworks.co.uk for further information.																																
Property address																																	
Is the property an HMO?	Yes <input type="checkbox"/> No <input type="checkbox"/>																																
Type of property	<table border="0"> <tr> <td>House detached</td><td><input type="checkbox"/></td> <td>Flat purpose built</td><td><input type="checkbox"/></td> </tr> <tr> <td>House semi-detached</td><td><input type="checkbox"/></td> <td>Flat converted</td><td><input type="checkbox"/></td> </tr> <tr> <td>House mid-terrace</td><td><input type="checkbox"/></td> <td>Flat studio</td><td><input type="checkbox"/></td> </tr> <tr> <td>House end-terrace</td><td><input type="checkbox"/></td> <td>Maisonette purpose built</td><td><input type="checkbox"/></td> </tr> <tr> <td>Bungalow detached</td><td><input type="checkbox"/></td> <td>Maisonette converted</td><td><input type="checkbox"/></td> </tr> <tr> <td>Bungalow semi-detached</td><td><input type="checkbox"/></td> <td></td><td></td> </tr> <tr> <td>Bungalow mid-terrace</td><td><input type="checkbox"/></td> <td></td><td></td> </tr> <tr> <td>Bungalow end-terrace</td><td><input type="checkbox"/></td> <td></td><td></td> </tr> </table>	House detached	<input type="checkbox"/>	Flat purpose built	<input type="checkbox"/>	House semi-detached	<input type="checkbox"/>	Flat converted	<input type="checkbox"/>	House mid-terrace	<input type="checkbox"/>	Flat studio	<input type="checkbox"/>	House end-terrace	<input type="checkbox"/>	Maisonette purpose built	<input type="checkbox"/>	Bungalow detached	<input type="checkbox"/>	Maisonette converted	<input type="checkbox"/>	Bungalow semi-detached	<input type="checkbox"/>			Bungalow mid-terrace	<input type="checkbox"/>			Bungalow end-terrace	<input type="checkbox"/>		
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Tenure	<table border="0"> <tr> <td>Freehold</td><td><input type="checkbox"/></td> <td>Leasehold</td><td><input type="checkbox"/></td> </tr> <tr> <td>Ownership Scotland</td><td><input type="checkbox"/></td> <td>Commonhold</td><td><input type="checkbox"/></td> </tr> </table>	Freehold	<input type="checkbox"/>	Leasehold	<input type="checkbox"/>	Ownership Scotland	<input type="checkbox"/>	Commonhold	<input type="checkbox"/>																								
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Ownership Scotland	<input type="checkbox"/>	Commonhold	<input type="checkbox"/>																														
If leasehold - unexpired lease term - annual ground rent - annual service charge	<input type="text"/> £ <input type="text"/> £ <input type="text"/>																																
Is the property a new build?	Yes <input type="checkbox"/> No <input type="checkbox"/>																																
Year built																																	
Standard construction	Yes <input type="checkbox"/> No <input type="checkbox"/>																																
Was the property ever owned by a local authority or housing association?	Yes <input type="checkbox"/> No <input type="checkbox"/>																																
Does the property have agricultural ties?	Yes <input type="checkbox"/> No <input type="checkbox"/>																																
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 <input type="checkbox"/> Single <input type="checkbox"/> Single integral <input type="checkbox"/> Double <input type="checkbox"/> Double integral <input type="checkbox"/> Other <input type="checkbox"/>																																
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 <input type="checkbox"/> No <input type="checkbox"/>
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Has the property ever been owned by the Local Authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Tenancy Details

What is the actual or anticipated monthly rental income?	£ <input type="text"/>
Is this a corporate let?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> Short Assured Tenancy <input type="checkbox"/> Occupation Contract <input type="checkbox"/> Non-Standard <input type="checkbox"/> Private Residential Tenancy <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>

Valuation and Access Details

Type of valuation required	Valuation for mortgage <input type="checkbox"/> Home Survey Level 2 and Valuation <input type="checkbox"/> Home Survey Level 3 <input type="checkbox"/> Specialist Security Valuation <input type="checkbox"/>
Property access contact	
Address	
Contact telephone number	
Secondary contact telephone number	
Valuation / access (other contact details)	Is this the selling agent? Yes <input type="checkbox"/> No <input type="checkbox"/> Is this the managing agent? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please provide the following details for the managing / selling agent Company name: <input type="text"/> Address/postcode: <input type="text"/> Telephone number: <input type="text"/> NOTE: This information may help us with gaining access to the property to carry out the valuation

The Mortgage Works (UK) plc. is a wholly owned subsidiary of Nationwide Building Society and is authorised and regulated by the Financial Conduct Authority (FCA) under registration number 189623. Most buy to let mortgages aren't regulated by the FCA. You can confirm our registration on the FCA's website [fca.org.uk](https://www.fca.org.uk)

Registered office: Nationwide House, Pipers Way, Swindon, SN38 1NW. Registered in England.
Company Registration Number 222856.

[themortgageworks.co.uk](https://www.themortgageworks.co.uk)

Telephone: 0345 606 40 60

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