

# DATA- CAPTURE BUY TO LET.

This is a data capture form only – all applications must be made using our Online Mortgage Application Service

**NB** The order of questions on this form follows the data capture order in our online portal.

## INTERMEDIARY DETAILS

Intermediary Name		
Company Name		
FCA Status	Directly Authorised	Appointed Representative
FCA Number		
Registered Address		
Principal FCA Number/Name	/	
Is sale advised?	Yes	No
How was the sale made?	Face to face	Non face to face
Name of Network		
Name of Mortgage Club		

## PRE-REQUISITE QUESTIONS

Does the application meet the following minimum standards?	Tick boxes below		Notes
Has the applicant(s) previously been convicted of fraud, terrorism, organised crime, money laundering, arson or possession or supply of drugs?	Yes	No	
Is the property in Northern Ireland?	Yes	No	
Does the property require a stage build mortgage?	Yes	No	
Is the property subject to shared ownership/ shared equity?	Yes	No	
Does the property meet the security criteria?	Yes	No	
Is this a Consumer BTL Application?	Yes	No	
Do all Applicants have a valid work permit or statutory ability to be employed?	Yes	No	
Do any of the applicants have Diplomatic Immunity?	Yes	No	
Has the applicant(s) previously been party to a mortgaged property that has been repossessed?	Yes	No	

## LOAN DETAILS

Applicant Type	Individual	Ltd Co.	
Loan Type	BTL		
Loan Purpose	Purchase	Remortgage	
First-Time Landlord?	Yes	No	
Estimated Value/Purchase Price	£		
Loan Amount	£		
Anticipated Monthly Rental Income	£		
Term	Years	Months	
Repayment Type	Interest Only	Repayment	Part & Part
Interest Only Amount (if Part & Part)	£		
Are any of the applicants a higher rate tax payer?	Yes	No	
Product and Rate			

## SOURCE OF DEPOSIT

If purchase, please provide the source and amount of deposit								
Savings	Sale of Existing Property	Sale of Shares/ Investments	Inheritance	Family Gifted Deposit	Equity Gifted Deposit	Builder Vendor Deposit	Personal/ Secured Loan	Capital raising from another property
£	£	£	£	£	£	£	£	£
Other (if other, please provide details)								

If remortgage, how are funds being used?								
Debt Consolidation	Repay Existing Mortgage	Home Improvements	Holiday	Car Purchase	Invest in / Purchase Business	Buy to Let Investment	Holiday Home	Purchase Equity
£	£	£	£	£	£	£	£	£
Other (if other, please provide details)								

## LIMITED COMPANY BTL

Is this a Limited Company BTL? If so, please confirm Company Details.	
Limited Company Name	
Registered Number	
Trading Since (mm/yy)	
Company Registered Office Address:	
Company Correspondence Address:	

## APPLICANT DETAILS

	Applicant 1	Applicant 2	Applicant 3	Applicant 4
Title				
First Name				
Middle Name				
Surname				
Date of Birth	/ /	/ /	/ /	/ /
National Insurance Number				
Estimated Retirement Age				
Gender				
Nationality				
Permanent Right to Reside in the UK	Yes No	Yes No	Yes No	Yes No
Length of Residency	Years: Months:	Years: Months:	Years: Months:	Years: Months:
From Birth	Yes No	Yes No	Yes No	Yes No
Diplomatic Immunity	Yes No	Yes No	Yes No	Yes No

	Applicant 1	Applicant 2	Applicant 3	Applicant 4
Marital Status				
If any applicant has been known by another name in the last 6 years, please provide full details (including title)				

Limited Company app only				
Company Name				
Role within the Company				
% Shareholding				
Primary Contact?	Yes      No	Yes      No	Yes      No	Yes      No

## CONTACT DETAILS

	Applicant 1	Applicant 2
Home Telephone Number		
Work Telephone Number		
Mobile Telephone Number		
Email Address		
Preferred method of contact		
	Applicant 3	Applicant 4
Home Telephone Number		
Work Telephone Number		
Mobile Telephone Number		
Email Address		
Preferred method of contact		

## CURRENT AND PREVIOUS ADDRESSES APP 1 & 2

		Applicant 1	Applicant 2
Current Address	Address Line 1		
	Address Line 2		
	County		
	Postcode		
	Length of time at this address	Years:                      Months:	Years:                      Months:
	Residential Status at this address (choose one)	Owner with Mortgage	Owner with Mortgage
		Owner without Mortgage	Owner without Mortgage
		Renting - Private Landlord	Renting - Private Landlord
		Renting - Local Authority/ Social Landlord	Renting - Local Authority/ Social Landlord
		Renting - Letting Agent	Renting - Letting Agent
		Living with Relatives	Living with Relatives
		Living with Friends	Living with Friends

<b>Previous Address</b>	Address Line 1		
	Address Line 2		
	County		
	Postcode		
	Length of time at this address	Years:                      Months:	Years:                      Months:
	Residential Status at this address (choose one)	Owner with Mortgage	Owner with Mortgage
		Owner without Mortgage	Owner without Mortgage
		Renting - Private Landlord	Renting - Private Landlord
		Renting - Local Authority/ Social Landlord	Renting - Local Authority/ Social Landlord
		Renting - Letting Agent	Renting - Letting Agent
		Living with Relatives	Living with Relatives
		Living with Friends	Living with Friends
<b>Previous Address</b>	Address Line 1		
	Address Line 2		
	County		
	Postcode		
	Length of time at this address	Years:                      Months:	Years:                      Months:
	Residential Status at this address (choose one)	Owner with Mortgage	Owner with Mortgage
		Owner without Mortgage	Owner without Mortgage
		Renting - Private Landlord	Renting - Private Landlord
		Renting - Local Authority/ Social Landlord	Renting - Local Authority/ Social Landlord
		Renting - Letting Agent	Renting - Letting Agent
		Living with Relatives	Living with Relatives
		Living with Friends	Living with Friends
<b>Additional Address Information</b>			

<b>Additional Notes:</b>

## CURRENT AND PREVIOUS ADDRESSES APP 3 & 4

		Applicant 3	Applicant 4
<b>Current Address</b>	Address Line 1		
	Address Line 2		
	County		
	Postcode		
	Length of time at this address	Years:                      Months:	Years:                      Months:
	Residential Status at this address (choose one)	Owner with Mortgage	Owner with Mortgage
		Owner without Mortgage	Owner without Mortgage
		Renting - Private Landlord	Renting - Private Landlord
		Renting - Local Authority/ Social Landlord	Renting - Local Authority/ Social Landlord
		Renting - Letting Agent	Renting - Letting Agent
		Living with Relatives	Living with Relatives
		Living with Friends	Living with Friends



<b>Previous Address</b>	Address Line 1		
	Address Line 2		
	County		
	Postcode		
	Length of time at this address	Years:                      Months:	Years:                      Months:
	Residential Status at this address (choose one)	Owner with Mortgage	Owner with Mortgage
		Owner without Mortgage	Owner without Mortgage
		Renting - Private Landlord	Renting - Private Landlord
		Renting - Local Authority/ Social Landlord	Renting - Local Authority/ Social Landlord
		Renting - Letting Agent	Renting - Letting Agent
		Living with Relatives	Living with Relatives
		Living with Friends	Living with Friends
<b>Previous Address</b>	Address Line 1		
	Address Line 2		
	County		
	Postcode		
	Length of time at this address	Years:                      Months:	Years:                      Months:
	Residential Status at this address (choose one)	Owner with Mortgage	Owner with Mortgage
		Owner without Mortgage	Owner without Mortgage
		Renting - Private Landlord	Renting - Private Landlord
		Renting - Local Authority/ Social Landlord	Renting - Local Authority/ Social Landlord
		Renting - Letting Agent	Renting - Letting Agent
		Living with Relatives	Living with Relatives
		Living with Friends	Living with Friends
<b>Additional Address Information</b>			

<b>Additional Notes:</b>

## EMPLOYMENT

	Applicant 1		Applicant 2		Applicant 3		Applicant 4	
<b>Employed Occupation &amp; Income</b>								
<b>Full-time?</b>	Yes	No	Yes	No	Yes	No	Yes	No
<b>Occupation</b>								
<b>Start date of employment (mm/yy)</b>	/		/		/		/	
<b>Basic salary</b>	£		£		£		£	
<b>Overtime</b>	£		£		£		£	
<b>Commission</b>	£		£		£		£	
<b>Bonus</b>	£		£		£		£	
<b>Allowance</b>	£		£		£		£	

<b>Secondary Income (Employed)</b>								
<b>Full-time?</b>	Yes	No	Yes	No	Yes	No	Yes	No
<b>Occupation</b>								
<b>Start date of employment (mm/yy)</b>	/		/		/		/	
<b>Basic salary</b>	£		£		£		£	
<b>Overtime</b>	£		£		£		£	
<b>Commission</b>	£		£		£		£	
<b>Bonus</b>	£		£		£		£	
<b>Allowance</b>	£		£		£		£	

Secondary Income (Contract)				
Employment Status				
More than 25% shareholding of Company?				
Full-time?				
Fixed-contract?				
Has contract been previously renewed?				
Will contract be renewed or has alternative been secured?				

Primary Self-Employment - please provide your confirmed income for at least 1 years (please provide 2 years of confirmed income if available)				
Occupation				
Date Commenced Trading (mm/yy)				
Percentage of Business Owned	%	%	%	%
Earned income	£	£	£	£
Year Ending (mm/yy)	/	/	/	/
Earned income	/	/	/	/
Year Ending (mm/yy)	/	/	/	/

Secondary Self-Employment - please provide your confirmed income for at least 1 years (please provide 2 years of confirmed income if available)				
Occupation				
Date Commenced Trading (mm/yy)				
Percentage of Business Owned	%	%	%	%
Earned income	£	£	£	£
Year Ending (mm/yy)	/	/	/	/
Earned income	£	£	£	£
Year Ending (mm/yy)	/	/	/	/

## OTHER SOURCES OF INCOME

	Applicant 1	Applicant 2	Applicant 3	Applicant 4
Investment	£	£	£	£
Dividends/Drawings	£	£	£	£
Pension (Private)	£	£	£	£
Pension (Company)	£	£	£	£
Pension (State)	£	£	£	£
Maintenance	£	£	£	£
Other	£	£	£	£

## INCOME CHANGES

	Applicant 1	Applicant 2	Applicant 3	Applicant 4
Do the applicants foresee any changes in the level of their income or expenditure which may affect their ability to meet mortgage repayments?				
If yes, please provide details				

Current Employment Contact Details	Applicant 1	Applicant 2
Company Name		
Address 1		
Address 2		
Address 3		
Postcode		
Telephone Number		
Employed by a family member?	Yes	No

Current Employment Contact Details	Applicant 3	Applicant 4
Company Name		
Address 1		
Address 2		
Address 3		
Postcode		
Telephone Number		
Employed by a family member?	Yes	No

Self-Employment Contact Details	Applicant 1		Applicant 2	
Company Name				
Telephone Number				
Address Line 1				
Address Line 2				
Address Line 3				
Postcode				
Accountant used to prepare accounts?	Yes	No	Yes	No
Accountant Company				
Accountant Contact Name				
Accountant Qualification				
How long has the Accountant acted for the applicant?	Years	Months	Years	Months
Accountant Address				
Address Line 1				
Address Line 2				
Address Line 3				
Postcode				

Self-Employment Contact Details	Applicant 3	Applicant 4
Company Name		
Telephone Number		
Address Line 1		
Address Line 2		
Address Line 3		
Postcode		
Accountant used to prepare accounts?	Yes          No	Yes          No
Accountant Company		
Accountant Contact Name		
Accountant Qualification		
How long have the accountants acted for the applicant (years)?	Years          Months	Years          Months
Accountant Address		
Address Line 1		
Address Line 2		
Address Line 3		
Postcode		

## BTL PORTFOLIO

	Applicant 1	Applicant 2	Applicant 3	Applicant 4
Does the applicant own any investment/buy-to-let properties?				
Total number of properties				
Estimated value of portfolio	£	£	£	£
Total outstanding balance of mortgages	£	£	£	£
Total monthly portfolio rental income	£	£	£	£
Total monthly portfolio mortgage payments	£	£	£	£
Is the portfolio managed by an agent on the applicant's behalf?	Yes      No	Yes      No	Yes      No	Yes      No

## ADVERSE

IVA/Debt Management/Protected Trust Deed				
Applicant	Type (IVA/DMP/TD)	Date Registered	Amount	Date of Satisfaction
		/ /	£	/ /
		/ /	£	/ /
		/ /	£	/ /
		/ /	£	/ /
Bankruptcies				
Applicant	Date of Order		Date of Discharge	
	/	/	/	/
	/	/	/	/
	/	/	/	/
	/	/	/	/
Repossession or Property Surrender				
Applicant	Date of Repossession or Surrender		Date of Discharge	
	/	/	/	/
	/	/	/	/
	/	/	/	/
	/	/	/	/



## PROPERTY DETAILS

Property Address					
Address Line 1					
Address Line 2					
Address Line 3					
County					
Postcode					
Property Description					
House	Bungalow	Flat	Studio Flat	Maisonette	Other
Property Type					
Detached	Semi-detached	End Terraced	Mid Terraced	Back to Back	Other
Is property a new build?		Yes		No	
Year of construction					
Certificate Type (if less than 10 years old)					
NHBC	Zurich Municipal	Building Life Plan Scheme	Premier Guarantee	Architects Certificate	No Warranty
Other					
Rooms					
No. of Bedrooms		No. of Bathrooms		No. of Kitchens	
Tenure					
Freehold	Leasehold		Commonhold	Absolute Ownership	
Years remaining on lease (if applicable)					

Type of Sale (purchase only)						
Private	Purchase from Local Authority	Purchase from Housing Association	Purchase at Auction	Purchase from Landlord as Tenant	Purchase from Builder	Purchase from Relative
Number of storeys in building (Flats/Apartments)						
Floor number of flat (Flats/Apartments)						
Does property have a lift?			Yes		No	
Is the property connected to or above a commercial property? (If yes, please provide details)			Yes	Details		No
Is any of the property to be used for commercial purposes? (If yes, for what type of business?)			Yes	Details		No
Did the applicant(s) purchase the property as part of a Social Housing Scheme? If yes, what was the date of purchase? (mm/yy)			/		/	
Is the property ex-social housing?			Yes		No	
Does the property include more than three acres of land?			Yes		No	
What is the occupancy type?			Standard	HMO	Multi-Unit Block	
How many units are in the Multi-Unit Block? (if applicable)						
Is the property currently let?			Yes		No	
Are there any incentives, discounts or allowances applicable to the property?			Yes		No	
Details of incentives, discounts or allowances:						

## PROPERTY ACCESS

Arrangements for Property Access	
Provide details for the valuer to gain access to inspect the property:	
Contact Name	
Contact Type (Applicant, Builder, Vendor)	
Telephone Number	
Any additional access information	

## CONVICTIONS

	Applicant 1		Applicant 2		Applicant 3		Applicant 4	
Do the applicants have any criminal convictions other than those which are spent under the Rehabilitation of Offenders Act 1974 (or equivalent), or any pending prosecutions relation to any aspect of dishonesty, such as theft, robbery, fraud, or arson; which may have bearing on your future employment or likely conduct of the mortgage?	Yes	No	Yes	No	Yes	No	Yes	No

## SOLICITOR DETAILS

Does the applicant wish to use The Mortgage Lender appointed solicitor? If no, please provide the applicant's solicitor details below.	Yes	No
Solicitor's Firm Name		
Solicitor's Name		
Address Line 1		
Address Line 2		
Postcode		
Contact Telephone Number		
Fax Number		
Email Address		
DX Number		

## BANK DETAILS

Customer Direct Debit Details	
Direct Debit declaration accepted?	
Bank Sort Code:	
Account Number:	
Account Holder Name:	
Bank Name:	
Bank Address:	
Address Line 1	
Address Line 2	
Address Line 3	
Post Code	

## FEES

TML Fees		
Added or Deducted from Loan?	Yes	No
Completion Fee	Yes	No
Telegraphic Transfer Fee	Yes	No

Other Fees				
Fee Description	Fee Amount	How Payable	When Payable	Refundable Amount

## ADDITIONAL NOTES

**THANKS  
FOR YOUR TIME.**

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