

# **Limited Company Buy-to-Let, Holiday Let, MUF & Semi-Commercial Mortgage Application Form**

Effective 3rd March 2021



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**● INTERMEDIARY USE ONLY - To be fully completed by the intermediary in all cases**

Intermediary Full Name	<input type="text"/>	Adviser's Full Name	<input type="text"/>
Firm Address	<input type="text"/>	Telephone No.	<input type="text"/>
		Mobile No.	<input type="text"/>
		Email Address	<input type="text"/>

Please note that the Society will use this email address to communicate with you in connection with the processing of the application unless you specifically advise us to the contrary

Network FCA number if applicable:	<input type="text"/>
Intermediary Firm FCA registration number:	<input type="text"/>
Mortgage Club (if applicable):	<input type="text"/>
Product Code (Must be completed) Please refer to the Mortgage Product Guide	<input type="text"/>
Amount of fee the applicant will pay you for arranging this mortgage (Enter nil if no fee is being charged)?	<input type="text"/> (Must be completed)
When is this fee payable?	<input type="checkbox"/> On application <input type="checkbox"/> On offer <input type="checkbox"/> On completion
On what basis was this mortgage arranged?	<input type="checkbox"/> Advised sale <input type="checkbox"/> Non-advised sale <input type="checkbox"/> Face to face <input type="checkbox"/> Non face to face

If terms have been discussed and agreed by the Society, please state with whom, the date and give details of the agreement

If a quotation has been produced for you by Monmouthshire Building Society please provide the reference number

**Details of Customer**

Full Name of Customer	<input type="text"/>
Type of entity (corporate, trust, etc)	<input type="text"/>
Location of Business (Full operating address)	<input type="text"/>
Registered Office in Country of Incorporation	<input type="text"/>
Registered Number if any (or appropriate)	<input type="text"/>
Relevant Company Registry or regulated market listing authority	<input type="text"/>
Names of Directors (or equivalent) and dates of birth, if known	<input type="text"/>
Names* of principal beneficial owners (over 25%) and dates of birth, if known	<input type="text"/>

\* Note that this certificate must be signed by the person who has seen the original documentary evidence

**Confirmation**

I/we confirm that

- (a) this information was obtained by me/us in relation to the customer;  
(b) the evidence I/we have obtained to verify the identity of the customer:  
(tick one only)

meets the standard evidence set out within the guidance for the UK Financial Sector issued by JMLSG ; or

exceeds the standard evidence (written details of the further verification evidence taken are attached to this confirmation).

<input type="checkbox"/>
<input type="checkbox"/>

**Adviser Declaration:**

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 I am acting on behalf of the applicant(s) and have their permission to access their information

I certify that all documents, whether electronically attached or posted, are genuine copies of the original documents which I have seen

I confirm that to the best of my knowledge, the information contained in this application is true and accurate

Adviser Name	<input type="text"/>
Adviser Signature	<input type="text"/>
Position	<input type="text"/>
Date	<input type="text"/>

**PLEASE PROVIDE THE FOLLOWING INFORMATION ON YOUR BUSINESS**

Trading/Business name

How long have the company been trading?

Years

Months

Business address

Postcode

Correspondence address (if different to business address)

Postcode

Email address

Business website if applicable

Registered address (Limited Companies)

Postcode

Company registration number (if applicable)

Date the company was incorporated

Type of business (please tick the type of business)

SIC Codes



Number of Beneficiaries

Limited Company

Number of Directors

Other

Please advise of the number of shareholders

and your percentage shareholding

%

%

%

%

**Has the business ever**

Made a composition with creditors (where they have accepted a proportion of a debt in full settlement including a Company Voluntary Arrangement (CVA))?

Yes ☐

No ☐

Had a property repossessed?

Yes ☐

No ☐

Had a court order for debt registered against it?

Yes ☐

No ☐

Failed to keep up repayments on a mortgage, credit card or other financial arrangement?

Yes ☐

No ☐

Broken any credit agreements?

Yes ☐

No ☐

Name and address of your accountant

Postcode

How long has he/she acted for you?

years

If yes to any of the questions opposite, please give details below

**This section MUST be completed for all parties involved in the mortgage**  
(Director / partner / Individual Application)

**Applicant 1**

Surname					
First name					
Middle names					
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>
Marital Status					
Nationality					
Are you an EEA national or UK National?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Do you have indefinite leave to remain within the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Are you a UK resident?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Date of Birth					
Previous names (last 3 years)					
Email Address					
Contact Telephone Number					
NI Number					

**3 Years Address History**

Current Address					
If at this address for less than 3 years please provide previous addresses					
	Postcode				
How long have you lived at this address?	From	/ /	to	/ /	

**If less than 3 Years at Current Address**

Previous Address 1 If less than 3 years at current address					
	Postcode				
How long have you lived at this address?	From	/ /	to	/ /	
Previous Address 2 If less than 3 years at current address and previous address 1					
	Postcode				
How long have you lived at this address?	From	/ /	to	/ /	
Previous Address 3 If less than 3 years at current address and previous address 1 & 2					
	Postcode				
How long have you lived at this address?	From	/ /	to	/ /	

**Residential Status**

Basis of Occupation at your present address	Owned outright <input type="checkbox"/>	Owned subject to mortgage <input type="checkbox"/>	
	Rented <input type="checkbox"/>	With Parents / Relatives / Other <input type="checkbox"/>	

**Details about your main residence**

Lender's / Landlord's Name					
Lender's / Landlord's Address					
	Postcode				
Loan / Rent Account No.					
Monthly Payment / Rent	£				
Approximate balance outstanding (Mortgage only)	£				
Sale Price / Value	£				

**Applicant 2**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>
Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Yes <input type="checkbox"/>	No <input type="checkbox"/>			

	Postcode			
From	/ /	to	/ /	

	Postcode			
From	/ /	to	/ /	

	Postcode			
From	/ /	to	/ /	

	Postcode			
From	/ /	to	/ /	

Basis of Occupation at your present address	Owned outright <input type="checkbox"/>	Owned subject to mortgage <input type="checkbox"/>	
	Rented <input type="checkbox"/>	With Parents / Relatives / Other <input type="checkbox"/>	

	Postcode			

£				
£				
£				

**Applicant 3**

Surname					
First name					
Middle names					
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>
Marital Status					
Nationality					
Are you an EEA national or UK National?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Do you have indefinite leave to remain within the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Are you a UK resident?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Date of Birth					
Previous names (last 3 years)					
Email Address					
Contact Telephone Number					
NI Number					

**3 Years Address History**

Current Address					
If at this address for less than 3 years please provide previous addresses					
	Postcode				
How long have you lived at this address?	From	/ /	to	/ /	

**If less than 3 Years at Current Address**

Previous Address 1 If less than 3 years at current address					
	Postcode				
How long have you lived at this address?	From	/ /	to	/ /	
Previous Address 2 If less than 3 years at current address and previous address 1					
	Postcode				
How long have you lived at this address?	From	/ /	to	/ /	
Previous Address 3 If less than 3 years at current address and previous address 1 & 2					
	Postcode				
How long have you lived at this address?	From	/ /	to	/ /	

**Residential Status**

Basis of Occupation at your present address	Owned outright <input type="checkbox"/>	Owned subject to mortgage <input type="checkbox"/>	
	Rented <input type="checkbox"/>	With Parents / Relatives / Other <input type="checkbox"/>	

**Details about your main residence**

Lender's / Landlord's Name					
Lender's / Landlord's Address					
	Postcode				
Loan / Rent Account No.					
Monthly Payment / Rent	£				
Approximate balance outstanding (Mortgage only)	£				
Sale Price / Value	£				

**Applicant 4**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>
Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Yes <input type="checkbox"/>	No <input type="checkbox"/>			

	Postcode			
From	/ /	to	/ /	

	Postcode				
From	/ /	to	/ /		

	Postcode				
From	/ /	to	/ /		

	Postcode				
From	/ /	to	/ /		

Owned outright <input type="checkbox"/>	Owned subject to mortgage <input type="checkbox"/>	
Rented <input type="checkbox"/>	With Parents / Relatives / Other <input type="checkbox"/>	

	Postcode			

£				
£				
£				

## ● Your Employment Details/Company Directors with No Shareholding

(If Self-Employed, please complete Section 4)

### Applicant 1

Occupation

Basis Employee ☐ Self Employed ☐  
Non-shareholding Director ☐ Director ☐

Anticipated retirement age

Are you employed by a relative? Yes ☐ No ☐

Is your employment Permanent ☐ Temporary ☐  
Fixed contract ☐ Sub contract ☐

Other  Please state

Employer's Name

Nature of the Business

Employer's Business Address

Post Code

Employer Tel. No.

Employer email address

How long have you been employed by this company?  Years  Months

If employed by this company for less than 2 years, please provide details of previous employment

Annual Basic Salary  £ Per annum

Overtime  £ Per annum

Commission  £ Per annum

Shift allowance  £ Per annum

Other pay  £ Per annum

Total gross income  £ Per annum

SOURCE:	AMOUNT:	
Other Income. e.g. pension, rents, maintenance etc.	<input type="text"/> £	Per annum
<input type="text"/>	<input type="text"/> £	Per annum
<input type="text"/>	<input type="text"/> £	Per annum

What is your Total NET monthly income (your income after tax is deducted)?  £ Per month

For Company Director's, please provide details of your company Accountant's name, address and contact details

Accountants name & Address

Post Code

Email Address

Telephone Number

### Applicant 2

Occupation

Basis Employee ☐ Self Employed ☐  
Non-shareholding Director ☐ Director ☐

Anticipated retirement age

Are you employed by a relative? Yes ☐ No ☐

Is your employment Permanent ☐ Temporary ☐  
Fixed contract ☐ Sub contract ☐

Other  Please state

Employer's Name

Nature of the Business

Employer's Business Address

Post Code

Employer Tel. No.

Employer email address

How long have you been employed by this company?  Years  Months

If employed by this company for less than 2 years, please provide details of previous employment

Annual Basic Salary  £ Per annum

Overtime  £ Per annum

Commission  £ Per annum

Shift allowance  £ Per annum

Other pay  £ Per annum

Total gross income  £ Per annum

SOURCE:	AMOUNT:	
Other Income. e.g. pension, rents, maintenance etc.	<input type="text"/> £	Per annum
<input type="text"/>	<input type="text"/> £	Per annum
<input type="text"/>	<input type="text"/> £	Per annum

What is your Total NET monthly income (your income after tax is deducted)?  £ Per month

Accountants name & Address

Post Code

Email Address

Telephone Number

**Applicant 3**

Occupation

Basis Employee ☐ Self Employed ☐  
Non-shareholding Director ☐ Director ☐

Anticipated retirement age

Are you employed by a Relative? Yes ☐ No ☐

Is your employment Permanent ☐ Temporary ☐  
Fixed contract ☐ Sub contract ☐

Other  Please state

Employer's Name

Nature of the Business

Employer's Business Address

Post Code

Employer Tel. No.

Employer email address

How long have you been employed by this company?  Years  Months

If employed by this company for less than 2 years, please provide details of previous employment

Annual Basic Salary  £ Per annum

Overtime  £ Per annum

Commission  £ Per annum

Shift allowance  £ Per annum

Other pay  £ Per annum

Total gross income  £ Per annum

SOURCE:	AMOUNT:	
Other Income. e.g. pension, rents, maintenance etc.	<input type="text"/> £	Per annum
<input type="text"/>	<input type="text"/> £	Per annum
<input type="text"/>	<input type="text"/> £	Per annum

What is your Total NET monthly income (your income after tax is deducted)?  £ Per month

For Company Director's, please provide details of your company Accountant's name, address and contact details

Accountants name & Address

Post Code

Email Address

Telephone Number

**Applicant 4**

Employee ☐ Self Employed ☐  
Non-shareholding Director ☐ Director ☐

Yes ☐ No ☐

Permanent ☐ Temporary ☐  
Fixed contract ☐ Sub contract ☐

Other  Please state

Post Code

Years  Months

£ Per annum

£ Per annum

£ Per annum

£ Per annum

£ Per annum

£ Per annum

SOURCE:	AMOUNT:	
	<input type="text"/> £	Per annum
<input type="text"/>	<input type="text"/> £	Per annum
<input type="text"/>	<input type="text"/> £	Per annum

£ Per month

Post Code



### Basis

### Applicant 3

### Applicant 4

Basis	Self-Employed <input type="checkbox"/>	Self-Employed <input type="checkbox"/>
	Director <input type="checkbox"/> - Please state % shareholding <input type="text"/> %	Director <input type="checkbox"/> - Please state % shareholding <input type="text"/> %
Anticipated retirement age	<input type="text"/> Years	<input type="text"/> Years
Company name, address and contact details	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>
	Post Code <input type="text"/>	Post Code <input type="text"/>
Telephone number	<input type="text"/>	<input type="text"/>
Nature of business	<input type="text"/>	<input type="text"/>
On what basis do you trade? (Sole Trader, Partnership etc)	<input type="text"/>	<input type="text"/>
If Limited company, please give details - i.e. company number	<input type="text"/>	<input type="text"/>
Date business started	<input type="text"/>	<input type="text"/>
Is this business currently solvent and trading as a going concern?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
What is your share of the Company's net taxable Profit for the last 2 tax / trading years?	£ <input type="text"/> Per annum yr ending <input type="text"/>	£ <input type="text"/> Per annum yr ending <input type="text"/>
	£ <input type="text"/> Per annum yr ending <input type="text"/>	£ <input type="text"/> Per annum yr ending <input type="text"/>
If you receive a salary in addition to your share of the net taxable profit, how much is this:		
a) <b>gross</b> per <b>year</b> ? (before tax)	£ <input type="text"/> Per annum	£ <input type="text"/> Per annum
b) <b>net</b> per <b>month</b> ? (after tax)	£ <input type="text"/> Per month	£ <input type="text"/> Per month
Other income	SOURCE: AMOUNT:	SOURCE: AMOUNT:
Pension	<input type="text"/> £ <input type="text"/> Per annum	<input type="text"/> £ <input type="text"/> Per annum
Rent	<input type="text"/> £ <input type="text"/> Per annum	<input type="text"/> £ <input type="text"/> Per annum
Maintenance	<input type="text"/> £ <input type="text"/> Per annum	<input type="text"/> £ <input type="text"/> Per annum
Other	<input type="text"/> £ <input type="text"/> Per annum	<input type="text"/> £ <input type="text"/> Per annum
Company Accountant's name, address and contact details	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>
	Post Code <input type="text"/>	Post Code <input type="text"/>
Accountant's qualifications	<input type="text"/>	<input type="text"/>
Company Accountant's email address	<input type="text"/>	<input type="text"/>
Telephone number	<input type="text"/>	<input type="text"/>
How long has your Accountant acted for you?	<input type="text"/>	<input type="text"/>
What is your TOTAL NET monthly income? (your income after tax is deducted)	£ <input type="text"/> Per month	£ <input type="text"/> Per month

## Financial Details

Please give details of all substantial financial commitments

	Applicant 1			Applicant 2			
	Amount outstanding	Monthly payments	To be repaid*	Amount outstanding	Monthly payments	To be repaid*	If joint please tick
Personal Loans*	£	£	£	£	£	£	<input type="checkbox"/>
Credit Cards*	£	£	£	£	£	£	<input type="checkbox"/>
Bank overdraft*	£	£	£	£	£	£	<input type="checkbox"/>
Hire Purchase*	£	£	£	£	£	£	<input type="checkbox"/>
Mortgage/Secured loans*	£	£	£	£	£	£	<input type="checkbox"/>
Child/maintenance/CSA	£	£	£	£	£	£	<input type="checkbox"/>

	Applicant 3			Applicant 4			
	Amount outstanding	Monthly payments	To be repaid*	Amount outstanding	Monthly payments	To be repaid*	If joint please tick
Personal Loans*	£	£	£	£	£	£	<input type="checkbox"/>
Credit Cards*	£	£	£	£	£	£	<input type="checkbox"/>
Bank overdraft*	£	£	£	£	£	£	<input type="checkbox"/>
Hire Purchase*	£	£	£	£	£	£	<input type="checkbox"/>
Mortgage/Secured loans*	£	£	£	£	£	£	<input type="checkbox"/>
Child/maintenance/CSA	£	£	£	£	£	£	<input type="checkbox"/>

### Anticipated changes

Might your income or expenditure change significantly in the near future? Yes ☐ No ☐

Do you anticipate moving or any other significant changes in the foreseeable future? Yes ☐ No ☐

Are you aware of any changes to your circumstances that are likely to impact on your ability to meet your monthly mortgage repayments? Yes ☐ No ☐

If 'Yes' to any of the above, please provide details:

## Credit History

	Applicant 1	Applicant 2
Have you ever owned a property which has been taken into possession by a lender, either as a result of a voluntary arrangement or Court Action?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever missed a payment, made a late payment or defaulted on any credit agreement?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever had a judgement for debt recorded against you (County Court Judgement)? Or, if Self-employed/controlling Director, against your company?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been party to insolvency proceedings, bankruptcy, IVA or made a formal arrangement with your creditors? Or is there an outstanding bankruptcy petition against you?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been involved in any court proceedings for debt or do you have any unspent convictions relating to money laundering, theft, fraud, tax evasion, robbery, bribery, drugs, fire arms or human trafficking?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you currently the subject of any criminal proceedings or allegations of involvement in money laundering, theft, fraud, tax evasion, robbery, bribery, drugs, fire arms or human trafficking?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever had a mortgage application declined/refused?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please complete the details below for all defaults and County Court Judgements registered against you (the certificate of satisfaction should be attached, where applicable)

Applicant 1	Applicant 2	Amount	Date Registered	Registered by whom	Date satisfied (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	£			
<input type="checkbox"/>	<input type="checkbox"/>	£			
<input type="checkbox"/>	<input type="checkbox"/>	£			
<input type="checkbox"/>	<input type="checkbox"/>	£			

Please explain the reasons for the financial difficulties:

## Purchase and Remortgage

Complete this section if you are either purchasing the security property or if you are the legal owner of the secured property

Is this a new purchase or remortgage?

Purchase ☐ Remortgage ☐

Purchase Price/Estimated Valuation

£

Estimated Value

£

Deposit (if applicable)

£

LOAN REQUIRED

£

Do you own the property outright with no current mortgage?

Yes ☐ No ☐

If No, please confirm name of current lender and amount of mortgage balance

Name of Lender

Mortgage Balance

£

Original purchase price

£

Date of Purchase

If you have selected any element of the loan on INTEREST ONLY, please give details of how you intend to repay the capital and state why interest only is required. Please note: you will be required to provide evidence.

Endowment ☐ Sale of mortgaged property ☐ Sale of another UK property ☐ Pension ☐ Savings ☐

Reason for additional borrowing:

Source of Deposit  
(The Society will require proof)

Savings/inheritance

£

Equity/sale proceeds

£

Non-refundable gift

£

Who the gift is coming from

Please indicate if any of the following discounts/incentives apply:

☐ Sale at undervalue i.e. Family discount ☐ Shared ownership ☐ Part Exchange/Builder's incentive  
☐ Vendor Cashback

Other (please explain)

Total incentive

£

Do you envisage carrying out any improvements to the property?

Yes ☐ No ☐

(if 'Yes' please give details of the improvements and how they will be funded)

Monmouthshire Building Society does not currently grant BTL mortgages on properties which cannot be immediately let upon legal completion.

Are you connected to the vendor or are they a family member?

Yes ☐ No ☐

If Yes, please provide details

Is the vendor a Ltd Co?

Yes ☐ No ☐

If Yes, are you connected to this Ltd Co?

Yes ☐ No ☐

PRODUCT CODE	Existing Borrowers only: Are you transferring this Product? Yes / No	£ Amount of loan on CAPITAL & INTEREST	£ Amount of loan INTEREST ONLY	£ TOTAL	MORTGAGE REPAYMENT TERM Years
<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Product fee  
(if applicable to the product terms)

If the product fee is to be added to the mortgage loan, has this been agreed by the applicant(s)

Yes ☐ No ☐

## Mortgage Details

If you have any queries whilst filling in this form please contact the Broker Help Desk 01633 844 380

Amount of loan requested	<input type="text"/>	
Repayment term required	<input type="text"/> years	<input type="text"/> months
Interest only period required (Subject to terms)	<input type="text"/> years	<input type="text"/> months

Purpose of mortgage (please tick the appropriate box below)

Purchase <input type="checkbox"/>	Remortgage <input type="checkbox"/>
Unencumbered/Capital raising <input type="checkbox"/>	Further Advance <input type="checkbox"/>
Remortgage/s Capital raise <input type="checkbox"/>	

If capital raising how will the funds be used?

### Solicitors Information

Please provide details of the solicitor/licensed conveyancer who will be acting for you in respect of this mortgage

Name

Address

Postcode

Phone number (including area code)

Email address

## Property Details

### PLEASE PROVIDE DETAILS OF THE FIRST OR PRINCIPAL PROPERTY TO BE OFFERED AS SECURITY

Full address of the property to be mortgaged

Post Code

Type of property

Detached ☐ Semi-detached ☐ End of Terrace ☐  
Terrace ☐ Purpose built Flat/maisonette ☐  
Converted Flat ☐ Maisonette ☐

If the flat/maisonette is in a block, please give details (Number of flats in block, Number of floors in block, On what floor is the flat)

Does the property have a garage?

Yes ☐ No ☐

If yes, does it form part of the title?

Yes ☐ No ☐

Is the property next to or above retail/business premises?  
If 'Yes', we may not be able to proceed with your application  
– please give details below:

Yes ☐ No ☐

Position of retail or business premises in relation to your property:

Type of premises

### Tenure

Freehold ☐ Leasehold ☐

Vacant possession on completion?

Yes ☐ No ☐

### IF LEASEHOLD, PLEASE PROVIDE DETAILS

Unexpected term

Ground rent

### Property Details (all property types)

What is the tenure of the property?

If leasehold, please give details on the additional information page

The Society will lend on leasehold properties with a minimum of 80 years remaining on the lease at the time of completion.

Leasehold ☐ Maintenance Charge ☐ Freehold ☐

Remaining term

Ground rent  
per year

A surveyor will need to value the property. Please let us know who to contact in order for the surveyor to gain access (see below)

Name

Phone number (including area code)

Email address

**If you already own the property please complete this section**

Date property acquired

Date purchased

Estimated value of bricks and mortar, ie. excluding goodwill trade fixtures and fittings and stock etc.

Outstanding mortgage

Name of current lender

Address of current lender

Postcode

Mortgage account number

Are there any other charges secured against the property (eg. overdraft)?

Yes ☐ No ☐

If yes, please give details

Will/do you also own the freehold/shares in the management company that owns the freehold?

Please give details of the accommodation.

Yes ☐ No ☐

Number of living rooms  Number of bedrooms  Number of kitchens

Number of bathrooms  Number of separate toilets  Number of outbuildings

Other

Are the walls and roof of a standard construction?

**For a comprehensive list of acceptable construction types, please visit [www.mbs-intermediaries.com](http://www.mbs-intermediaries.com).**

Yes ☐ No ☐

When was the property built? If you don't know the exact year, please give the approximate year that it was built

Does the property comprise more than one self-contained unit?

Yes ☐ No ☐ If Yes, how many units

Please confirm tenancy details

Single family unit ☐ Student Let ☐ Professional Individuals ☐

Others (please specify)  Number of tenants

Is the property currently let on, or will it be let on, an Assured Shorthold Tenancy?

Yes ☐ No ☐

If No, please advise the type of tenancy and the name of the tenant

Is the property currently defined, or will it be defined, as a house in multiple occupation (HMO) and subject to local authority licensing?

Yes ☐ No ☐

Please confirm the estimated gross monthly rental income.

Remortgage – state actual monthly rent received

If you intend collecting deposits from tenants in your capacity as landlord, please indicate which tenancy deposit scheme you will be using. Alternatively, please state which Letting Agent will deal with deposit and rent collection on your behalf

If this is a new build property, are you receiving any discounts or incentives as part of the package?  
If 'Yes', please give details:

Yes ☐ No ☐

Please give the name of the builders who built, or are building the property

Are these builders registered with the NHBC or Buildzone scheme?

Yes ☐ No ☐

If not NHBC or Buildzone, please state the scheme used

If no, please give details of the chartered architect or chartered surveyor who supervised, or are supervising the build

## Valuation and Inspection

The Society is legally obliged to obtain a Valuation Report to determine the value of your property for mortgage purposes. Since the valuer's inspection will be limited you are strongly advised, for your own protection, to obtain a fuller inspection and report. Details are provided in the Society's Mortgage Guide Leaflet and Tariff of Mortgage Charges. If you wish to obtain a fuller report, please indicate below the type required and we will arrange for the Valuer to contact you with a quotation. All applicants must pay the appropriate fee for the Society's Valuation Report for mortgage purposes.

Valuation and Report for Mortgage purposes ☐

Homebuyers Report & Mortgage Valuation ☐

Building Survey & Mortgage Valuation ☐

Please note: The Homebuyers Report or Building Survey Report are fuller inspection reports undertaken at your request by an appointed surveyor and this is a contract between you and the surveyor and not the Society.

Name of estate agent selling the property, or of the Seller if a private sale

Address of estate agent, or seller

Tel. No.

Post Code

Mobile No.

Email

### FEE PAYMENT

Valuation Fee

Administration Fee

Product Fee £

to be added to mortgage ☐

Fees

### PAYMENT METHOD

You can either pay by debit/credit card on our website at [www.monbs.com](http://www.monbs.com)

## Identity Verification - When not applying through a Mortgage Intermediary

To make the process as quick and easy as possible we use an electronic verification system to confirm your identity.

If we are unable to verify you electronically, you will need to supply us with identification documents. We will require two forms of identification for each applicant, one document as proof of name and one as proof of address.

If you are applying by post, online or via telephone, you can send a certified photocopy of your identification to us rather than taking it to a branch or agency. Please provide the details of these documents in the box below:

For further information, refer to our Proving Your Identity Guide on our website on this link: [https://www.monbs.com/media/1483/proving-your-identity-provid-06\\_19\\_1-no-crops.pdf](https://www.monbs.com/media/1483/proving-your-identity-provid-06_19_1-no-crops.pdf)

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

1 - Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Originator's Identification Number

9	4	1	2	6	7
---	---	---	---	---	---



Reference Number (office use only)

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

2 - Name(s) of Account Holder(s)


The account holder(s) names must match the applicant(s) names within section 1 of the application form. We are unable to accept Direct Debit instructions from a third party or business account

3 - Bank/Building Society account number

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

4 - Branch Sort Code

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

Please fill in the whole form using a ball point pen and return it to:  
Monmouthshire Building Society, Monmouthshire House,  
John Frost Square, Newport, South Wales, NP20 1PX.

5 - (This is not part of the instruction to your Bank or Building Society)

Preferred Payment Date (insert day between 1 and 28)

I/We wish to pay monthly on  or just after this date.

6 - Instruction to your Bank or Building Society

Please pay Monmouthshire Building Society 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 Monmouthshire Building Society 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



Head Office:

Monmouthshire House, John Frost Square,  
Newport, South Wales, NP20 1PX.

Tel: 01633 844444



### The Direct Debit Guarantee

- 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, Monmouthshire Building Society will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Monmouthshire Building Society 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 Monmouthshire Building Society 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 Monmouthshire Building Society 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.



Full name	Amount outstanding	Asset value	Liability amount	Net assets
			Total	

Full name	Amount outstanding	Asset value	Liability amount	Net assets
			Total	

Full name	Amount outstanding	Asset value	Liability amount	Net assets
			Total	

Full name	Amount outstanding	Asset value	Liability amount	Net assets
			Total	

**RESIDENTIAL USE DECLARATION**

I confirm that neither I nor any member of my immediate family currently occupies, or is intending to occupy as a dwelling, a property or properties (buildings and land) which will comprise 40% or more of the total property or properties (buildings and land) over which the Society has or will have first charge. I understand that immediate family means anyone who is a spouse, parent, brother, sister, child, grandparent or grandchild; or any other person whose relationship has the characteristics of the relationship between husband and wife.

**INSOLVENCY DECLARATION**

This must be completed by all individual applicant(s) and those completing applications on behalf of companies, other corporate bodies and trustees of pension schemes.

- Have you (or, in case of an applicant which is a company or other body corporate or pension scheme, any other person who is a director or other officer of the applicant) ever been insolvent, bankrupt, made any voluntary arrangements with creditors or been involved in any court proceedings for debt?
- Have you ever been involved in any court proceedings for debt or do you have any unsent convictions relating to money laundering, theft, fraud, tax evasion, robbery, bribery, drugs, fire arms or human trafficking?
- Are you currently subject of any criminal proceedings or allegations of involvement in money laundering, theft, fraud, tax evasion, robbery, bribery, drugs, fire arms or human trafficking?
- If you are a director or officer of a company or other corporate body, have you ever been a director or officer of a company or other corporate body which has been insolvent or entered into liquidation, whether compulsory or voluntary (except for the purpose of amalgamation or reconstruction of a solvent company), or had a receiver appointed of its undertakings or been involved in any court proceedings for debt?

Yes ☐ No ☐ If yes please provide full details in the additional information section.

This must be completed in all cases where the applicant is a company or other corporate body.

Has the company or other corporate body ever been insolvent or entered into liquidation, whether compulsory or voluntary (except for the purpose of amalgamation or reconstruction of a solvent company), or had a receiver appointed of its undertakings or been involved in any court proceedings for debt.

Yes ☐ No ☐ If yes please provide full details in the additional information section.

**USE OF MY DECLARATION**

I/we consent to the Society making enquiries with any other person or body which it considers necessary as part of its assessment and underwriting of this application, and I give my/our consent and instruct such other person or body to give a full and accurate reply to the Society.

I/we authorise the Society to supply a copy of the Offer of Advance and to provide any other information about my/our application and any subsequent loan advanced by the Society to an insurer.

I/we authorise my/our solicitor to disclose to the Society all information relevant to the Society's decision to lend and I/we waive any right to claim Solicitor/Client confidentiality or legal privilege in respect of such information.

The personal and business information we have collected from you will be shared with Fraud Prevention Agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment. Further details of how your information will be used by us and these Fraud Prevention Agencies, and your data protection rights, can be found in our Privacy Notice available from all branches and on our website at [www.monbs.com/privacy](http://www.monbs.com/privacy)

If you apply for a mortgage we will supply your personal and business information to Credit Reference Agencies and they will provide us with information about your financial situation and history. They will keep a record of each search, even if your application is not successful, and this could affect your ability to get credit from other organisations within a short period of time. The identities of the Credit Reference Agencies, their role also as Fraud Prevention Agencies, the data they hold, the ways in which they use and share personal information, their data retention periods and your data protection rights with them are explained in our 'Credit Reference Agency Information Notice' available from all branches and on our website at [www.monbs.com/privacy](http://www.monbs.com/privacy)

An "association" between the joint applicants and/or any individual identified as your financial associate, will be created at credit reference agencies which will link your financial records. You and anyone else with whom you have a financial link understand that each other's information will be taken into account in all future applications by either or both of you.

In making your application, you acknowledge that you have received and read the summary of our full Privacy Notice contained in our 'Important Information About Your Personal Data' leaflet. Our full Privacy Notices are available from all our offices and on our website at [www.monbs.com/privacy](http://www.monbs.com/privacy)

Information provided in this application form

I declare that the information that I have given or which has been given about me and/or the company is correct to the best of my knowledge and belief and acknowledge that the Society will rely upon it when deciding whether or not to offer any loan to be secured on the property.

OTHER DECLARATIONS

I understand that the payment of any fees relating to this application shall not bind the Society to making an advance and those fees are not refunded whether or not my application is successful.

I understand that the Society will keep any commission, fees or allowances that might become due to it from ts insurers.

I confirm that the deposit toward the purchase price, stamp duty, legal and other fees and charges will be provided by me without recourse to additional borrowing unless already known to and agreed in writing with the Society beforehand.

I understand that the first named applicant shall be the representative joint borrower entitled to exercise the rights of membership.

I undertake to notify the Society of any changes in my circumstances e.g. redundancy, change of employment etc. which arise following the completion of this form.

I confirm that all the payments made in respect of any loan granted will be made for and on behalf of all applicants detailed in this application form, whoever makes them.

I agree that, if I have given any information (or if any information has been given on my or on the company’s behalf) which I know to be incorrect or which I have not checkec and which is subsequently shown to be incorrect, I/the company will pay all reasonable fees, expenses and costs incurred by the Society in connection with processing this application and any resulting loan.

Marketing Preferences

The Society would like to provide you with offers and information about our products and services (your marketing preferences).

If you are happy to receive this information, please confirm this by opting in and ticking the relevant box below to confirm. Your preference will then be recorded, but please note that you can change your decision and opt out at any time. You can contact us in any of the following ways: Visit one of our branches or agencies. By phone: Savings Customer Services 01633 844 340 or Mortgage Customer Services on 01633 844 370,

By secure message: Using our ‘My Accounts’ service. Email: datarights@monbs.com

In writing: Monmouthshire Building Society, Monmouthshire House, John Frost Square, Newport, NP20 1PX.

Please also note your marketing preferences won’t stop you getting service messages – for example, information about changes to your account and annual statements.

Applicant 1: Post	<input type="checkbox"/>	Telephone	<input type="checkbox"/>	Email	<input type="checkbox"/>	SMS	<input type="checkbox"/>
Applicant 2: Post	<input type="checkbox"/>	Telephone	<input type="checkbox"/>	Email	<input type="checkbox"/>	SMS	<input type="checkbox"/>
Applicant 3: Post	<input type="checkbox"/>	Telephone	<input type="checkbox"/>	Email	<input type="checkbox"/>	SMS	<input type="checkbox"/>
Applicant 4: Post	<input type="checkbox"/>	Telephone	<input type="checkbox"/>	Email	<input type="checkbox"/>	SMS	<input type="checkbox"/>

All applicants to sign

Applicant 1

Signature

Print name in full

Date

Applicant 2

Signature

Print name in full

Date

Applicant 3

Signature

Print name in full

Date

Applicant 4

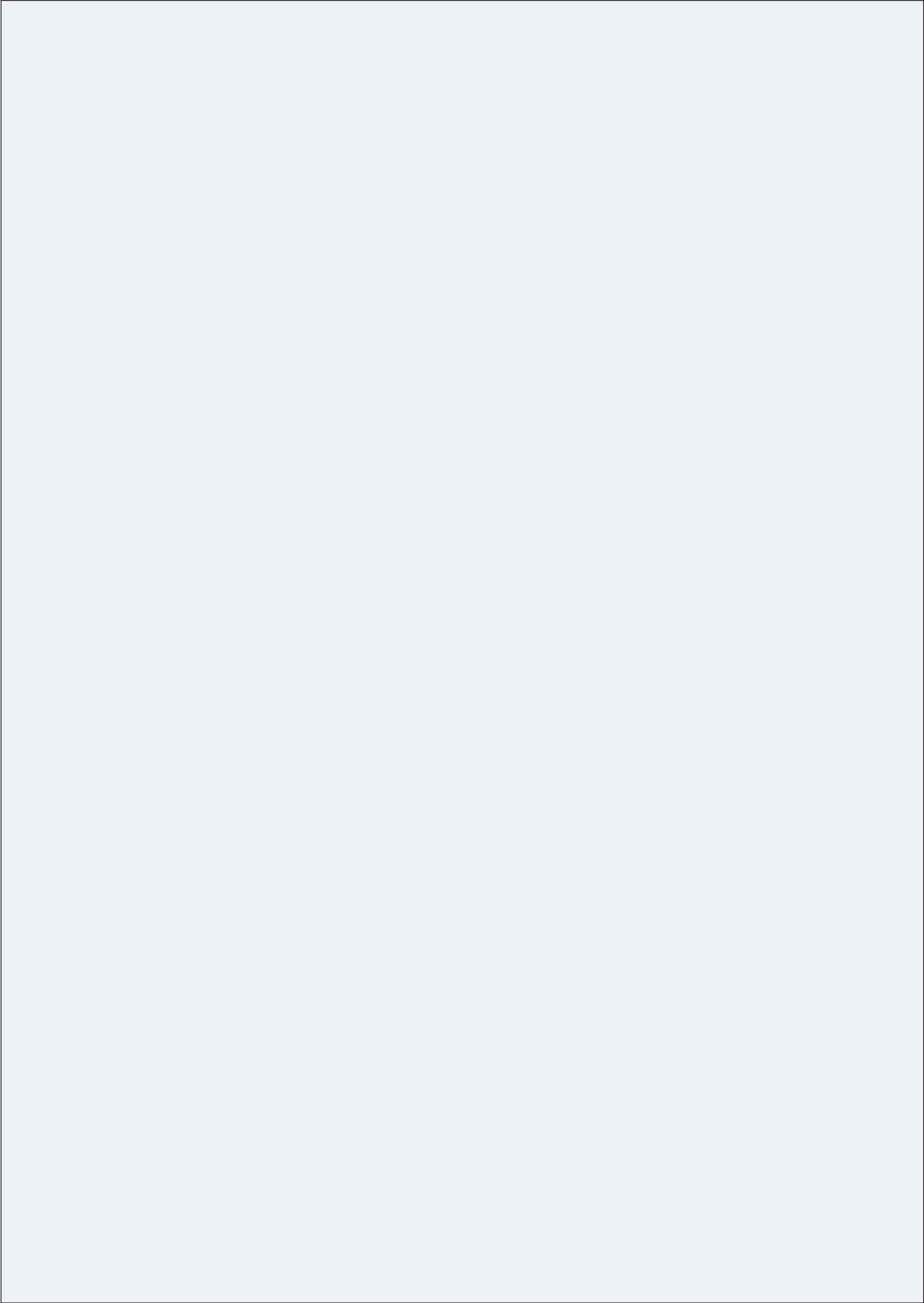
Signature

Print name in full

Date

## ● **ADDITIONAL INFORMATION**

Use this space to give any additional information requested in any of the questions and any information which you feel will help the Society in assessing your application:



IF YOU FAIL TO KEEP UP PAYMENTS ON YOUR MORTGAGE A 'RECEIVER OF RENT' MAY BE APPOINTED AND/OR YOUR RENTAL PROPERTY MAY BE REPOSSESSED



Head Office: Monmouthshire House, John Frost Square, Newport, South Wales, NP20 1PX. Tel: 01633 844444

Telephone calls may be monitored and/or recorded for security and training purposes.

To find out how we use your data, please visit [www.monbs.com/privacy](http://www.monbs.com/privacy), pop into a branch, call our Customer Services Department (01633 844340) or email [dataprotection@monbs.com](mailto:dataprotection@monbs.com)

Monmouthshire Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Financial Services Register Number: 206052.

Most Buy-to-Let Mortgages (investment type property loans) are not regulated by the Financial Conduct Authority