



# Buy To Let Mortgage Application Form

Branch of Issue

## What do you need to submit with your application form?

For Office Use Only

Name(s) \_\_\_\_\_

Address to be mortgaged

Date received by Mortgage Processing

A number of documents are required with your mortgage application form. Please ensure that these are submitted when returning the completed form so that we may process your application as quickly as possible.

The information should be supplied for each applicant and we do require original documentation.

For applications submitted by a Mortgage Intermediary copy documents will be acceptable. All copies must be individually certified by the Mortgage Intermediary.

Please see below for details of what is required and tick the relevant box to indicate which documents have been enclosed.

Personal Identification	Address Identification	Proof of Earnings	Proof of Mortgage Payments/Rental Income
Current valid full Passport <input type="checkbox"/>	Domestic Utility Bill * (not mobile telephone) <input type="checkbox"/>	<b>Employed</b>	<b>Proof of Mortgage Payments/Rental Income</b>
Current (old style) full UK Driving Licence <input type="checkbox"/>	Current Council Tax Bill <input type="checkbox"/>	Last 3 monthly payslips or 6 weekly payslips <input type="checkbox"/>	Most recent mortgage statement plus proof of payment from last statement date <input type="checkbox"/>
Current full UK Photocard Driving Licence <input type="checkbox"/>	Bank / Building Society / Credit Card Statement * <input type="checkbox"/>	Last 3 Months Bank Statements <input type="checkbox"/>	Proof of Rental Income <input type="checkbox"/>
State / Local Authority funded benefit statement <input type="checkbox"/>	State / Local Authority funded benefit statement <input type="checkbox"/>	P60 <input type="checkbox"/>	Details of existing property portfolio and any property to be purchased <input type="checkbox"/>
Inland Revenue Documentation <input type="checkbox"/>	Inland Revenue Documentation * <input type="checkbox"/>	<b>Self Employed</b>	
	Council Rent Book <input type="checkbox"/>	Latest year's accounts <input type="checkbox"/>	
	Current (old style) full UK Driving Licence <input type="checkbox"/>	Latest year's HMRC Tax Assessment (SA302) and corresponding Tax Year Overview documents <input type="checkbox"/>	<b>Proof of Deposit</b>
	Current full UK Photocard Driving Licence <input type="checkbox"/>	Last 3 Months Bank Statements <input type="checkbox"/>	Proof of Deposit <input type="checkbox"/>

\* Items must not be more than 3 months old

Please complete in BLOCK LETTERS and ensure that all sections are completed

# For Completion by a Mortgage Intermediary Only

## Mortgage Intermediary

Please ensure that you complete the client verification form below and enclose certified copies of the client identification.

Name \_\_\_\_\_

Firm \_\_\_\_\_

Address of Broker \_\_\_\_\_

FCA Reference No. of principal / network (If appropriate)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Consumer Buy to Let permissions  Yes  No

FCA Reference No. \_\_\_\_\_

Name of principal / network (If appropriate)

Telephone No. \_\_\_\_\_

\_\_\_\_\_

Fax No. \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

Has the applicant been seen face to face?  Yes  No

\_\_\_\_\_

Advice at point of sale  Execution only

Mortgage Club \_\_\_\_\_

Broker fee	£	Payable on application / completion
Other	£	Payable on application / completion

State here the date you issued a European Standardised Information Sheet (ESIS) to your client(s) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Client Verification

This section is for the verification of client identity in accordance with the requirements of the FCA Money Laundering Rules, The Money Laundering Regulations 2017 and the Proceeds of Crime Act 2017.

Proof of identity must be obtained for all applicants. One item from lists A and B is required for each applicant. Please tick the appropriate boxes to indicate what has been used to verify the customer. Please supply copies of the documents used. Copies should be certified, dated and signed "original seen". \* Items must not be more than 3 months old.

A - Personal	Applicant 1	Applicant 2
Current valid full Passport	<input type="checkbox"/>	<input type="checkbox"/>
Current (old style) full UK Driving Licence	<input type="checkbox"/>	<input type="checkbox"/>
Current full UK Photocard Driving Licence	<input type="checkbox"/>	<input type="checkbox"/>
State / Local Authority funded benefit statement	<input type="checkbox"/>	<input type="checkbox"/>
Inland Revenue Documentation	<input type="checkbox"/>	<input type="checkbox"/>

B - Address	Applicant 1	Applicant 2
Domestic Utility Bill * (not mobile telephone)	<input type="checkbox"/>	<input type="checkbox"/>
Current Council Tax Bill	<input type="checkbox"/>	<input type="checkbox"/>
Bank / Building Society / Credit Card Statement *	<input type="checkbox"/>	<input type="checkbox"/>
State / Local Authority funded benefit statement	<input type="checkbox"/>	<input type="checkbox"/>
Inland Revenue Documentation *	<input type="checkbox"/>	<input type="checkbox"/>
Council Rent Book	<input type="checkbox"/>	<input type="checkbox"/>
Current (old style) full UK Driving Licence	<input type="checkbox"/>	<input type="checkbox"/>
Current full UK Photocard Driving Licence	<input type="checkbox"/>	<input type="checkbox"/>

## Arrangement of Insurance

The Society acts as an introducer for the purpose of selling and advising on general insurance products. If you are not authorised for the purposes of advising or arranging on general insurance you should simply pass on details of the customer and we will act in accordance with ICOB.

## Mortgage Intermediary Submission Checklist

It is important that this application form is fully completed and signed before being sent to us for assessment and processing.

To enable us to process it efficiently we require the application to be supported by all relevant documentation at the outset. Failure to provide this may result in delays in processing the application or the application being returned to you.

The standard documentation required in all cases is indicated on the front page of this application form; however there may be additional information and/or documentation that is needed.

Please use the following checklist to ensure that you provide all relevant documentation when submitting the application to us:

Affordability Calculator _____	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Personal Identification (for all applicants) _____	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Address Identification (for all applicants) _____	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Proof of earnings (for all applicants) _____	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Proof of rental income _____	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Proof of any other income (if applicable) _____	YES <input type="checkbox"/>	NA <input type="checkbox"/>
3 Months Full Bank Statements (for all applicants) _____	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Proof of deposit (if applicable) _____	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Latest Mortgage Statement (if remortgage application) _____	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Plans/planning permission (if applicable) _____	YES <input type="checkbox"/>	NA <input type="checkbox"/>

## Declaration

This is to be completed by the Mortgage Intermediary, who has undertaken verification of identity.

**I confirm that the firm is authorised by the Financial Conduct Authority and has appropriate permissions to advise on and / or arrange regulated mortgage contracts.**

**I enclose signed and dated copies of the forms of identification which I have seen in order to comply with the Money Laundering Regulations and Guidance.**

**I certify that the copies are true copies of the originals which I have seen and checked.**

SIGNED: X	DATE: / /
PRINT NAME:	
NAME OF INTERMEDIARY FIRM:	

## Welcome to the Melton

Thank you for choosing Melton Mowbray Building Society. Our aim is to make the process of applying for a mortgage as simple as possible for you. Our staff will be more than happy to help you fill in this form and answer any questions you may have.

We aim to issue a mortgage offer as promptly as possible, however our ability to do this is dependent on us receiving the information we require from you at an early stage and a timely response to references requested.

If you have a specific completion date in mind, it is important that you tell us at the application stage. It is also important to tell your solicitor so that he / she can ensure that their part in the process is undertaken in time to meet your requirements.

## Assistance is only a call away

We understand that a mortgage can be daunting for many people and would like to offer our assistance in taking away any concerns. Help can be sought at any stage by telephoning **01664 414141**. We look forward to being of service.

# 1 Fees

Do you wish to pay fees by: (please tick)

Cheque

(Cheques should be made payable to Melton Mowbray Building Society)

Credit / Debit card

If paying by Credit / Debit card, a member of staff will contact you to take payment upon receipt of your application.

NOTE: IF APPLICATION/VALUATION FEES ARE NOT PAID PROMPTLY THERE MAY BE A DELAY IN THE PROCESSING OF YOUR APPLICATION.

Contact details for collection of Application & Valuation fees

Application Fee	£ <input type="text"/>	Contact telephone number	<input type="text"/>
Valuation Fee	£ <input type="text"/>	Best time to contact	<input type="text"/>

# 2 Your Mortgage Needs

Purchase price / approximate value of property	£ <input type="text"/>
Total Loan required	£ <input type="text"/>
Term of Loan	<input type="text"/> years

Please indicate whether:

Home purchase

Remortgage

Capital Raising

## House Purchase

How much of the loan is for

House Purchase? £

New home improvements £

If in joint names, the loan is for the benefit of both parties  Yes  No

## Other Information

Is the deposit for this loan coming from your own resources?  Yes  No

## Remortgage

Repay an existing loan for house purchase £

Repay an existing loan for home improvements £

Additional amount for home improvements £

If No, please provide full details on the **additional information sheet**

Date completion is scheduled  /  /

Other (please provide full details)

£

If already owned please state Year of Purchase

Original purchase price £

## Mortgage product required

If a completion fee is payable, do you wish to add this the loan?  Yes  No

**Type of Buy to Let** We rely on the information provided below to classify the type of buy to let application:

• **Consumer Buy to Let** - this is when you have lived in the property as your main residence or you inherit a property that was a main residence and then due to a change in circumstances you choose to let the property and will receive no other rental income

• **Regulated Buy to Let** - this is when you or a member of your family will at some stage be a tenant (this also applies to Holiday Buy to Let where you or a family member expect to rent the property at some stage)

• **Business Buy to Let** - this is where the transaction does not merit either of the criteria above and is purely a business transaction to generate income and yield

Repayment method required Interest Only\*  Repayment  Part and Part

\* If Interest Only, please specify how the loan will be repaid.

Currency of repayment strategy.

If using a combination of the above please specify types and values.

Type	£ <input type="text"/>	Type	£ <input type="text"/>
------	------------------------	------	------------------------

### 3 Your Personal Details

#### APPLICANT 1

#### APPLICANT 2

Title Mr  Mrs  Miss  Ms  Other

First Name(s)

Surname and Previous name  /

Maiden name

Present Address

Post Code

Email Address

Telephone Nos Home

Daytime (if Different)

Lived there since Month  Year

Will this be your address on completion?  Yes  No  If no, please provide details on additional information sheet

Previous Address

Post Code

Lived there since Month  Year

(Please provide address details for the last 3 years on the additional information sheet )

Age and Date of Birth  /  /

National Insurance No.

Marital Status Single  Married  Civil Partnership   
Divorced  Widowed  Separated

Smoker / Non-Smoker

Nationality

Dependents Number  Ages

Mr  Mrs  Miss  Ms  Other

First Name(s)

Surname and Previous name  /

Maiden name

Present Address

Post Code

Email Address

Telephone Nos Home

Daytime (if Different)

Lived there since Month  Year

Will this be your address on completion?  Yes  No  If no, please provide details on additional information sheet

Previous Address

Post Code

Lived there since Month  Year

(Please provide address details for the last 3 years on the additional information sheet )

Age and Date of Birth  /  /

National Insurance No.

Marital Status Single  Married  Civil Partnership   
Divorced  Widowed  Separated

Smoker / Non-Smoker

Nationality

Dependents Number  Ages

### 4 Your Current Residence

#### APPLICANT 1

#### APPLICANT 2

Are you:- The Owner  A Tenant  Living with family / friends

Are you a first time buyer?  Yes  No

Do you currently have a mortgage?  Yes  No

**If you have a mortgage on any additional properties please provide details on a separate sheet of paper stating property address, value of property, outstanding mortgage amount and name of lender.**

If no, have you had a mortgage in the last 3 years?  Yes  No

Name and Address of current lender / landlord

Account Number of Mortgage

Balance Outstanding  £

Account Holder(s)

Date Started  /  /

Monthly Payment  £

Are you selling the present property?  Yes  No  £

The Owner  A Tenant  Living with family / friends

Are you a first time buyer?  Yes  No

Do you currently have a mortgage?  Yes  No

**If you have a mortgage on any additional properties please provide details on a separate sheet of paper stating property address, value of property, outstanding mortgage amount and name of lender.**

If no, have you had a mortgage in the last 3 years?  Yes  No

Name and Address of current lender / landlord

Account Number of Mortgage

Balance Outstanding  £

Account Holder(s)

Date Started  /  /

Monthly Payment  £

Are you selling the present property?  Yes  No  £

**DETAILS OF ANY PREVIOUS LENDER OR MORTGAGE WITH A SECOND LENDER OTHER THAN DECLARED IN THIS APPLICATION FORM SHOULD BE DETAILED ON THE ADDITIONAL INFORMATION SHEET**

## 5 Occupation, Income and Expenditure

### If Employed

#### APPLICANT 1

#### APPLICANT 2

Post Held		
Company Name		
Company Address		
Contact Name		
Company Telephone / Fax No.	Tel	Fax
	Month	Year
Employed there since		
Payroll Number		
Basic Wage / Salary	£ gross per annum	
Overtime / Bonus / Commission	£ gross per annum	
	Guaranteed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fixed Term Contract	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Permanent Contract	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Income currency		

Post Held		
Company Name		
Company Address		
Contact Name		
Company Telephone / Fax No.	Tel	Fax
	Month	Year
Employed there since		
Payroll Number		
Basic Wage / Salary	£ gross per annum	
Overtime / Bonus / Commission	£ gross per annum	
	Guaranteed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fixed Term Contract	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Permanent Contract	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Income currency		

### Previous Occupation

Post Held		
Company Name		
Company Address		
Contact Name		
Start Date	Month	Year
	Month	Year
End Date	Month	Year
	Month	Year

Post Held		
Company Name		
Company Address		
Contact Name		
Start Date	Month	Year
	Month	Year
End Date	Month	Year
	Month	Year

(If less than 2 years please supply previous employers on the additional information sheet provided)

### If Self Employed or a Company Director

Trading Name		
Company Address		
Trading Since	Month	Year
	Month	Year
Nature of Business		
Company Telephone / Fax No.	Tel	Fax
	Month	Year
Personal Profit: Last 3 years and projection	£	£
	£	£
Accountants Name		
Accountants Address		
Accountants Qualifications		
Telephone / Fax No.	Tel	Fax
	Month	Year
If you are a company director please state percentage of shareholding		%

Trading Name		
Company Address		
Trading Since	Month	Year
	Month	Year
Nature of Business		
Company Telephone / Fax No.	Tel	Fax
	Month	Year
Personal Profit: Last 3 years and projection	£	£
	£	£
Accountants Name		
Accountants Address		
Accountants Qualifications		
Telephone / Fax No.	Tel	Fax
	Month	Year
If you are a company director please state percentage of shareholding		%

### Details of any other income

Source		
	£ gross per annum	
Source		
	£ gross per annum	
If maintenance, is this by court order	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Source		
	£ gross per annum	
Source		
	£ gross per annum	
If maintenance, is this by court order	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

If rental income, please provide details on a separate sheet stating property address, value of property and outstanding mortgage amount.

## 5 Occupation, Income and Expenditure (continued)

### APPLICANT 1

Do you have any savings accounts with the Society?  Yes  No

If Yes please provide details of account number(s)

Do you have a pension?  Yes  No

Intended/Expected Retirement Age

Do you have a will?  Yes  No

### APPLICANT 2

Yes  No

Yes  No

Yes  No

### Income (Annual)

#### APPLICANT 1

#### APPLICANT 2

	APPLICANT 1	APPLICANT 2
Basic Salary / Earnings	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
Guaranteed Overtime / Bonus / Allowance	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
Regular Overtime / Bonus / Second Job	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
Pension Income	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
Invalidity / Disability Benefits	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
Maintenance	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
Rental Income	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>

### Monthly Expenditure after completion committed Expenditure

Payslip Deductions Applicant 1	£ <input style="width: 100%;" type="text"/>
Payslip Deductions Applicant 2	£ <input style="width: 100%;" type="text"/>
Total Monthly Loan/Rent Payments	£ <input style="width: 100%;" type="text"/>
Total Credit Card/Mail Order Balance	£ <input style="width: 100%;" type="text"/>
<b>Applicant 1</b> - Maximum Overdraft Balance within last 3 months	£ <input style="width: 100%;" type="text"/>
<b>Applicant 2</b> - Maximum Overdraft Balance within last 3 months	£ <input style="width: 100%;" type="text"/>

### Monthly Expenditure

Council Tax	£ <input style="width: 80%;" type="text"/>	This is the tax levied on the household by the Local Authority. The rate is set according to the estimated value of the property and the number of people living in it. Where the annual charge is paid over 10 months, please provide the monthly average.
Utilities	£ <input style="width: 80%;" type="text"/>	This should be a combination of your utilities, e.g. Gas, Electric, Water, Telecoms.
Insurances	£ <input style="width: 80%;" type="text"/>	This should include the monthly equivalents for any insurances held e.g. Household, Accident, Sickness and Unemployment, Life Assurance, Car Insurance and Pet Insurance.
Lifestyle Expenditure	£ <input style="width: 80%;" type="text"/>	Monthly amount paid for lifestyle choices, e.g. food, clothes, socialising, club memberships etc.
Endowments/Term Assurance/ Fixed Investments	£ <input style="width: 80%;" type="text"/>	Payments made into investments, requiring sustained or fixed term funding.
Pension Contributions (other than those deducted direct from salary)	£ <input style="width: 80%;" type="text"/>	This should only include private pension contributions and additional pension payments which are not collected through PAYE (Pay As You Earn). Any pension payable through your salary/PAYE should be ignored.
Travel Expenses	£ <input style="width: 80%;" type="text"/>	This should include any monthly costs incurred for public and private travel expenses, e.g. fuel, rail tickets, car parking, season ticket, bus pass etc.
Education and Childcare	£ <input style="width: 80%;" type="text"/>	This includes any education and childcare fees. We require a monthly figure, so if you pay by a different frequency or per term, please provide the monthly average. Do not include childcare vouchers which are deducted from your salary.
Ground Rent/Service Charge	£ <input style="width: 80%;" type="text"/>	This includes any service charge and/or ground rent that is payable at the property. We require a monthly figure, so if you pay by a different frequency, please provide the monthly average.
Other	£ <input style="width: 80%;" type="text"/>	This should include any other monthly out goings.

## 6 Unsecured Credit Commitments (personal loans, hire purchase, credit cards, maintenance etc.)

DETAILS OF OTHER LOANS / MAINTENANCE PAYMENTS / CHILD CARE COSTS / OTHER COMMITMENTS / BALANCE OUTSTANDING ON CREDIT CARDS ETC.

If there are no other financial commitments please state NONE

Name Lender / Recipient	Amount Outstanding	Monthly Payment	Name(s) Held In	To be repaid by this mortgage?	
				Yes	No
	£	£		Yes	No
	£	£		Yes	No
	£	£		Yes	No
	£	£		Yes	No
	£	£		Yes	No
	£	£		Yes	No
	£	£		Yes	No
	£	£		Yes	No
	£	£		Yes	No
	£	£		Yes	No
	£	£		Yes	No

Tick as appropriate

	Tick as appropriate			
	Applicant 1		Applicant 2	
1. Have you ever been party to insolvency proceedings, bankruptcy or made a formal agreement with your creditors, or is there an outstanding bankruptcy petition against you? (if yes bankruptcy registration/discharge date and certificate is required)	Yes	No	Yes	No
2. Have you ever entered into a Voluntary Arrangement? (IVA or VA or trust deed)? (If yes IVA arrangement/completion date and name & address of IVA supervisor is required)	Yes	No	Yes	No
3. Have you ever had County Court Judgements (or decrees) registered against you?	Yes	No	Yes	No
4. Have you ever been party to a mortgage where possession or voluntary surrender took place? (If yes, provide an explanation including dates and actions taken by the lender to recover the shortfall)	Yes	No	Yes	No
5. Have you ever been refused a mortgage on the property to be mortgaged or any other property?	Yes	No	Yes	No
6. Have you ever failed to keep up the payments on any existing or previous mortgage or secured loan within the last 12 months?	Yes	No	Yes	No
7. Have you had a cumulative total of three months or more arrears on any secured or unsecured loan at anytime in the last two years?	Yes	No	Yes	No
8. Have you, or anyone normally resident with you been convicted of, or have any prosecution pending, for any offence (other than motoring offences)?	Yes	No	Yes	No
9. Are there any matters that should be brought to the attention of the lender?	Yes	No	Yes	No
10. Have you applied for any other mortgage in the last 12 months? If yes, please provide full details	Yes	No	Yes	No

IF YOU HAVE ANSWERED YES TO ANY OF THE ABOVE QUESTIONS YOU MUST PROVIDE FULL DETAILS AND AN EXPLANATION OF CIRCUMSTANCES LEADING TO ANY ADVERSE CREDIT YOU HAVE INCURRED IN THE ADDITIONAL INFORMATION SECTION



## 7 Property to be Mortgaged

Address of the Property for which the loan is required

Post Code

Do you already own this property?  Yes  No

If Yes, do you have an outstanding mortgage secured on it?  Yes  No

Name and Address of current lender

Account number	
Balance outstanding	
Account holder(s)	
Date started	Monthly Payment £

Vendors Name / Telephone No*	Name	Tel
Agents Name / Telephone No*	Name	Tel

*\*(if applicable)*

Type of Property    House     Bungalow     Purpose Built Flat     Other

Is the Property    Detached     Semi Detached     Mid Terraced     Other

Tenure    Freehold     Leasehold\*  for \_\_\_\_\_ years, from \_\_\_\_\_    Ground Rent £ \_\_\_\_\_ PA

\*If Leasehold, please supply details of Landlord / Management Company.

If a purpose built flat, how many story's high is the block  and on which floor is the subject flat  Service Charge £ \_\_\_\_\_ PA

Age of Property  years    No. of Bedrooms

Is the property attached to commercial premises?  Yes  No

Is the Property of Traditional Construction  Yes  No    Other

Construction

Walls:    Brick     Stone     Other

Roof:    Tile     Slate     Flat     Other

Is the Property Ex Local Authority  Yes  No    Right to Buy  Yes  No

Is the Property covered by a    NHBC Certificate  Yes  No    Professional Consultants Certificate  Yes  No

Any other Guarantee     Please specify

Occupancy and use of the Property

Will the property be let on an Assured Short hold Tenancy of not more than 12 months?  Yes  No

What will the anticipated rental income be from this property per month?    £

Will the property be let to a family member?  Yes  No

If 'yes' please provide full details.    Is the property multi occupancy?  Yes  No


## 8 Your Property Valuation

I / We require (please tick):

Basic Mortgage Valuation  RICS Homebuyer Survey  Building Survey

I / We understand that a basic mortgage valuation is of limited scope and may not reveal defects which might exist in the property. If we need to access your property any report will be prepared by an independent surveyor on whose behalf the Society accepts no liability.

I / We understand that the relevant fee for my/our selected valuation type is payable at the time of application and that once the valuation/survey has been instructed this fee is non-refundable.

## 9 Your Life Insurance Cover

Do you have sufficient life cover to protect your new mortgage?  Yes  No

Please give details of all life policies to be used in conjunction with this loan.

Life Assurance Company	Type of Policy	Minimum Death Benefit	Policy No.	Maturity Date	Name(s) of Life Assured
				/ /	
				/ /	
				/ /	

I / We understand that you can introduce me / us to Wren Sterling for advice on life insurance, pensions and investments.

I am / we are interested in discussing my / our life protection requirements with an advisor.  Yes  No

## 10 Household Insurance

Melton Mowbray Building Society require you to have adequate Buildings Insurance cover in place with a reputable insurer as a condition of your mortgage. Evidence of this cover will be required prior to completion of your mortgage.

We also strongly recommend that you consider protecting your home contents.

I am / we are interested in discussing my / our household insurance requirements with an advisor.  Yes  No

Current Insurance Arrangements

Name of Insurer	<input type="text"/>	Policy Number	<input type="text"/>
Sum Insured	<input type="text"/>	Renewal Date	<input type="text"/>

Please advise the best times for an insurance advisor to telephone you, if you have indicated that you require a quotation.

### HOUSEHOLD INSURANCE

Preferred Time\*:

Contact Number:

\* Opening times are 9.00am to 6.00pm Monday to Friday and 9.00am to 12.00 Noon Saturday.

## 11 Your Solicitor / Conveyancer

You can instruct a Solicitor/Conveyancer through our partner, Legal Marketing Services Ltd (LMS). LMS manages a nationwide panel of accredited Solicitors/Conveyancers and is one of the principal providers of Conveyancing services. For further information and a quotation for this service, please speak with your mortgage advisor. If you would like to use this service please tick here.

Information for intermediaries can be obtained from our Broker Support Team.

If you wish to appoint your own Solicitor/Conveyancer, please complete their details below:

Name of individual	Name of Firm		
Address			
			Post Code
Tel No.		Fax No.	
		OFFICE USE ONLY	Panel No.

**Note: If your Solicitor/Conveyancer is not on the Society's Panel we cannot guarantee that they may be added. You should check whether your Solicitor/Conveyancer is on the Society's Panel. If not, the Society may instruct a separate solicitor to act for it and additional cost will be incurred for which you will be liable.**

## 12 Declaration

We will rely on our Terms and Conditions and Rules. For your own benefit and protection you should read these carefully before signing your agreement to them. If you do not understand any point please ask for further information.

### a. Valuations

I / We understand that if an inspection is carried out by a Valuer for or on behalf of the Society it is not a structural survey and there may be defects in the property which a more detailed inspection would reveal. I / We appreciate that the appropriate valuation fee incurred will have to be paid whether or not the Society grants an advance.

I / We understand that I / we should arrange my / our own survey at our own cost if I / we wish to assess the condition of the property. The Society may be able to arrange this on my / our behalf.

I / We understand that the making of a loan by the Society will not imply any warranty by the Society as to the reasonableness of the purchase price / value, the soundness of construction or state of repair of the property, (or the standard or condition of any works carried out).

### b. Personal Information

I understand that by applying for a mortgage with the Melton Mowbray Building Society any information supplied will be processed and retained on computer and other records until six years after the mortgage redeems. Mortgage records are disposed of securely, usually six years after the mortgage redeems, unless still required for any of the purposes below.

Personal information may be processed in a number of ways, including (but not restricted to):

- To verify your identity;
- To make a lending decision;
- To communicate information about your mortgage and any other service in which you have expressed an interest;
- To collect repayment of your mortgage;
- To otherwise administer your mortgage account;
- To prevent fraud and financial crime;
- To investigate and resolve a complaint;
- To carry out statistical analysis and regulatory reporting; and
- For audit purposes.

Telephone calls may be monitored or recorded for service quality and security purposes.

I/We understand that the Society may share information with other companies or organisations for the purposes described above, including (but not restricted to):

- Your solicitor, financial adviser, building insurance provider or other professional advisers;
- Any individual or company who carries out a valuation of the property for mortgage purposes;
- Mortgage indemnity companies;
- Credit reference agencies;
- Fraud prevention agencies and law enforcement agencies
- Organisations that may assist with processing or administering the mortgage;
- Our auditors;
- Our regulators;
- Debt collection agencies or a receiver of rents; or
- Any third party to whom we transfer the interest in the mortgage loan.

I/We have been provided with the Society's Privacy Notice, which provides more information about how the Society collects and processes your personal data. It is also available via [www.themelton.co.uk/privacy-policy](http://www.themelton.co.uk/privacy-policy) or call 01664 414141 for a copy to be sent in the post.

For the purposes of the General Data Protection Regulation (GDPR), the Melton Mowbray Building Society is the Data Controller responsible for processing my/our data.

I/We understand that I/we have a right to access the personal information held and to have incorrect information corrected. For access to the personal information held please write to Melton Mowbray Building Society, Mutual House, Leicester Road, Melton Mowbray, Leicestershire LE13 0DB. Further information on your rights under the GDPR are available at [www.themelton.co.uk/gdpr](http://www.themelton.co.uk/gdpr)

If you have a complaint which we have not been able to resolve, you have the right to refer the matter to the Financial Ombudsman Service or to the Information Commissioner's Office.

## 12 Declaration (continued)

### c. Credit Searches

The Society will make searches about you at credit reference agencies who will supply us with credit information, as well as information from the Electoral Register. The agencies will record details of the search whether or not this application proceeds. We may use credit scoring methods to assess this application and to verify your identity. Credit searches and other information which is provided to us and / or the credit reference agencies, about you and those with whom you are linked financially may be used by Melton Mowbray Building Society and other companies if credit decisions are made about you, or other members of your household. This information may also be used for debt tracing and the prevention of money laundering as well as the management of your account.

I / We understand and agree that Melton Mowbray Building Society may search the files of a credit reference agency at any time during the processing of my /our application through to the end of the mortgage term.

An 'association' between the joint applicants and / or any individual identified as your financial partner, 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 further applications by either or both of you. This linking will continue until one of you successfully files a 'disassociation' at the credit reference agencies.

Where you borrow or may borrow from us, we may give details of your account and how you manage it to credit reference agencies. If you borrow and do not repay in full and on time, we may tell credit reference agencies who will record the outstanding debt.

You have the right of access to your personal records held by credit agencies. We will supply their names and addresses upon request to Melton Mowbray Building Society, Mutual House, Leicester Road, Melton Mowbray, Leicestershire LE13 0DB.

### d. Fraud Prevention

It is important that all information given by you in this application should be accurate, honest and correct to the best of your belief.

In order to prevent or detect fraud, the information provided in this application will be checked with and recorded by a fraud prevention agency.

The Society will make searches for similar applications made by you to other Members and that if fraud is suspected other relevant details will be shared with those Members.

Information may be used by other Members in making decisions about you if you apply to them for a mortgage.

You can find out which fraud prevention agency is used by the Society by writing to Melton Mowbray Building Society, Mutual House, Leicester Road, Melton Mowbray, LE13 0DB or telephoning our Group Lending Department on 01664 414141.

### e. Insurance

I / We authorise you to share information about me / us with insurance companies where appropriate (but not for marketing purposes).

I / We understand that the Society requires all properties under mortgage to be insured and that it is my / our responsibility to ensure that such insurance is in place to provide adequate cover. In respect of household insurance, I / we understand and undertake to:

- Accept sole responsibility for the choice of insurer, the sum insured, the extent of cover and the financial consequences of any terms, conditions or excess imposed;
- Ensure the sum insured is not less than the rebuilding figure given in the valuation report and is index-linked annually;
- Ensure that the cover provided by the policy includes financial protection against loss or damage to the property for all major insurable perils, including but not restricted to: Fire, Flood, Storm, Theft, Escape of Water, Malicious Damage, subsidence, Landslip and Heave and Legal Liability;
- Request that the interest of Melton Mowbray Building Society is noted on the policy;
- Pay all premiums as they fall due to maintain the policy cover for the life of the mortgage.

I / We understand that Melton Mowbray Building Society accept no responsibility for any loss suffered to me / us in connection with the insurance of the property.

I / We understand the Society's arrangements for providing cover for my / our mortgage payments in the event of unemployment or disability and, if I / we have not indicated that I/we wish to discuss my/our requirements with you, that I am / we are satisfied with our present arrangements and ability to continue our mortgage repayments in such circumstances.

### f. Marketing

At Melton Mowbray Building Society we take your privacy very seriously and always treat your personal details with the utmost care. We promise to keep your information safe and secure and never share this with other companies for marketing purposes.

You can read more about how we collect and process your personal data in our privacy policy which is available at [www.themelton.co.uk/privacy-policy](http://www.themelton.co.uk/privacy-policy) or call 01664 414141 for a copy to be sent in the post.

We would like to keep in touch with you about carefully selected products, services and offers that may be of interest and benefit to you

Yes, I agree to you contacting me for these marketing purposes and would like to be contacted via:

Telephone  Letter / Direct Mail  E-mail  SMS Text

You can withdraw your consent at any time, simply visit your local branch, call us on 01664 414141 or you can do this via your online account. If you do not consent to marketing, we will still contact you periodically to administer your products and services, as required by law. For example, we will continue to send you statements and statutory notices.

## 12 Declaration (continued)

### g. General

I / We understand that borrowers are members of the Society and are bound by its rules.

I / We will pay the costs incurred by the Society in dealing with the application, whether or not the loan is completed.

I / We understand that specific details of early repayment charges in respect of the mortgage product selected will be provided in the European Standardised Information Sheet (ESIS) and Mortgage Offer.

I / We acknowledge receipt of the following information in relation to how my personal data is processed which I/we have read and understood:

- Melton Mowbray Building Society Privacy Notice
- Identity and Fraud Prevention Checks - What information we process and share for identity and fraud checks
- Credit Reference Agency Information Notice (CRAIN)

I / We acknowledge receipt of our disclosure document; 'about our mortgage services' (direct applicants only) and the European Standardised Information Sheet (ESIS) relating to this application which I / we have read and understood.

I / We understand the contents of this completed application and I / We declare that the information given is, to the best of my / our knowledge and belief correct and complete.

I / We acknowledge receipt of our disclosure document; 'about our mortgage services' (direct applicants only) and the European Standardised Information Sheet (ESIS) relating to this application which I / we have read and understood.

I / We understand the contents of this completed application and I / We declare that the information given is, to the best of my / our knowledge and belief correct and complete.

I / We authorise any existing or previous lender, employer, landlord, accountant, where relevant, to provide references or other information to Melton Mowbray Building Society, upon request by the Society.

If the application is for a remortgage, I / we authorise Melton Mowbray Building Society, their instructed solicitors, representatives or agents to write to our existing lender to obtain our title deeds, together with the amount to pay off our existing mortgage(s).

I / We agree to pay any charges made by our existing lender for this (where appropriate). In addition, I / we authorise Melton Mowbray Building Society, their instructed solicitors, representatives or agents to contact any named occupier of the property, in person, so that the occupier can provide a written declaration postponing any rights of occupation to Melton Mowbray Building Society.

ANY PROPERTY USED AS SECURITY, WHICH MAY INCLUDE YOUR HOME, MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE

Are you related to, or do you have a business relationship with, any employee of the Society?  Yes  No

Do you have any other loans with the Society be it in your own name or business name?  Yes  No

Is there any other information which could be relevant to your application which you have not disclosed?  Yes  No

If answering YES to any of the above questions, please provide details on a separate sheet.

It is important that you read and understand this Declaration before signing below:

Form completed by:

SIGNED: X	DATE: / /
PRINT NAME:	

Signature Applicant 1

SIGNED: X	DATE: / /
PRINT NAME:	

Signature Applicant 2

SIGNED: X	DATE: / /
PRINT NAME:	

The Society may, at any time before any offer of mortgage is completed, withdraw, revise or cancel the offer. Please check to ensure the application form has been signed and that the Direct Debit Form is fully completed.

## Buy to Let Portfolio

Please provide details below of any existing Buy to Let properties that you own.

PROPERTY 1	
Address	
Lender	
Account Number	
Date Purchased	
Purchase Price	£
Mortgage Balance	£
Mortgage Payment	£ Per month
Rental Income	£ Per month

PROPERTY 2	
Address	
Lender	
Account Number	
Date Purchased	
Purchase Price	£
Mortgage Balance	£
Mortgage Payment	£ Per month
Rental Income	£ Per month

PROPERTY 3	
Address	
Lender	
Account Number	
Date Purchased	
Purchase Price	£
Mortgage Balance	£
Mortgage Payment	£ Per month
Rental Income	£ Per month

PROPERTY 4	
Address	
Lender	
Account Number	
Date Purchased	
Purchase Price	£
Mortgage Balance	£
Mortgage Payment	£ Per month
Rental Income	£ Per month

PROPERTY 5	
Address	
Lender	
Account Number	
Date Purchased	
Purchase Price	£
Mortgage Balance	£
Mortgage Payment	£ Per month
Rental Income	£ Per month

PROPERTY 6	
Address	
Lender	
Account Number	
Date Purchased	
Purchase Price	£
Mortgage Balance	£
Mortgage Payment	£ Per month
Rental Income	£ Per month

## Additional Information Sheet

**Details of previous addresses resided in during the past 3 years (Section 3)**

**Details of residential address on completion of mortgage (Section 3)**

**Details of previous employers within the past 2 years (Section 5)**

**Details of Mortgage, Rent or loan arrears or county court Judgements (Section 6)**

**Details of previous lender(s) within the past 3 years (Section 4)**

**Any other Additional Information**



### principal office

Mutual House  
Leicester Road  
Melton Mowbray  
Leicestershire  
LE13 0DB

Tel: 01664 414141

### branch offices

18 Nottingham Street, Melton Mowbray, LE13 1NW. Tel: 01664 480214

48 High Street, Grantham, Lincs, NG31 6NE. Tel: 01476 564528

23 High Street, Oakham, Rutland, LE15 6AH. Tel: 01572 757911

[www.themelton.co.uk](http://www.themelton.co.uk)

Melton Mowbray Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority

MMBS3922



## Direct Debit



# DIRECT Debit



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



Please fill in the form and send to: Melton Mowbray Building Society, Leicester Road, Melton Mowbray, Leicestershire LE13 0DB

Bank / Building Society account number

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

Bank Sort Code

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

Name and full postal address of your Bank or Building Society

To: The Manager	Bank or Building Society
Address	
Postcode	

Name(s) of Account Holder(s)

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Reference Number (to be inserted by the Society)

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Originators Identification Number

9	4	0	1	1	0
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**FOR MELTON MOWBRAY BUILDING SOCIETY - OFFICIAL USE ONLY**

This is not part of the instruction to your Bank or Building Society.  
All payments are normally taken on the 1st of the Month.

**Instruction to your Bank or Building Society**

Please pay Melton Mowbray 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 Melton Mowbray Building Society and, if so, details will be passed electronically to my Bank / Building Society.

Signature(s)

X
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Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

This guarantee should be detached and retained by the Payer.



## 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, Melton Mowbray Building Society will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Melton Mowbray 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 Melton Mowbray 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 Melton Mowbray 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.