

Commercial Mortgage Application Form



Effective 1st December 2009

CONFIRMATION OF VERIFICATION OF IDENTITY, FOR CORPORATE AND OTHER NON-PERSONAL ENTITIES (FOR USE WHEN INTRODUCED BY AN FSA-REGULATED FIRM)

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"/>

Money Laundering - To be completed by a regulated UK intermediary

Was the verification taken: Face to face or Non face to face

Details of Individual

Applicant 1

Applicant 2 / Guarantor

Name	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
Date of Birth	<input type="text"/>	<input type="text"/>

Confirmation

I/we confirm that

(a) the information above 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).

Signed	<input type="text"/>
Name	<input type="text"/>
Position	<input type="text"/>
Date	<input type="text"/>

Details of Introducing Firm (or Sole Trader)

Full name of Regulated Firm (or Sole Trader)	<input type="text"/>
FSA Reference Number	<input type="text"/>

BUSINESS DETAILS

PLEASE PROVIDE THE FOLLOWING INFORMATION ON YOUR BUSINESS

Trading/Business name

Date your business started

Nature of Business - Please tell us the main activities the business is involved in eg, Public House, Care Home, Retail Unit etc.

Business address

Postcode

Correspondence address (if different to business address)

Postcode

Phone number (including area code)

Fax number (including area code)

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)

Sole Trader	<input type="checkbox"/>	Other	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	Number of Partners	<input type="text"/>
SIPPS or SSAS	<input type="checkbox"/>	Number of Beneficiaries	<input type="text"/>
Limited Company	<input type="checkbox"/>	Number of Directors	<input type="text"/>

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

If this application is for a further advance, have there been any changes to: partners, directors, shareholders or any other changes to the business since the original application? Please give details

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

Name and address of your accountant

Postcode

How long has he/she acted for you?

 years

MORTGAGE DETAILS

Applicants must be at least 18 years of age. If there are more than two applicants, please request supplementary personal details form for each additional applicant.

If you have any queries whilst filling in this form please contact us.

Amount of loan requested

 £

Payment term required

 years

Interest only period required

 years

Purpose of mortgage (please tick the appropriate box below)

Purchase

Re-Finance

Capital raising

Further Advance

Re-finance/capital raise

Names(s) in which the mortgage will be held

If capital raising how will the funds be used?

If you are purchasing a property for investment, who will occupy the property

You

Your business

Other

Please provide details

Solicitors Information

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

Name

Address

Postcode

Phone number (including area code)

Email address

Intermediary Section

If you are dealing through an intermediary, please provide their contact details

Company name

Contact name

Phone number (including area code)

Email address

INSURANCE DETAILS - Please note that the insurance MUST be acceptable to Monmouthshire Building Society

Insurance provider

Amount of cover

 £

Monthly premium

 £

Insurance commences

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Renewal Date

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As a condition of any loan, the Society will insist that the property is fully insured against all normal risks. Appropriate cover must be in force and details supplied to the Society prior to the completion of the loan.

Would you like the Society to arrange insurance cover?

Yes No

Do you wish the Society to arrange quotations?

Yes No

This section MUST be completed for all parties involved in the mortgage

APPLICANT 1

APPLICANT 2

Surname

Forenames

Title Mr Mrs Miss Ms Other

Marital Status

Nationality

Date of Birth

Previous names (last 3 years)

Email Address

Telephone Number Day Mobile Evening

Number of dependents and their ages No. Age(s)

Present Address
If at this address for less than 2 years please provide previous addresses in the additional information section

Post Code

Mr Mrs Miss Ms Other

Day Mobile Evening

No. Age(s)

Post Code

How long have you lived at this address? Years Months

Basis of Occupation Owned outright
 Owned subject to mortgage
 Rented
 With Parents / Relatives / Other Please state

Years Months

Owned outright
 Owned subject to mortgage
 Rented
 With Parents / Relatives / Other Please state

Lender's / Landlord's Name

Lender's / Landlord's Address
 Post Code

Post Code

Loan / Rent Account No.

Monthly Payment / Rent £

Approximate balance outstanding (Mortgage only) £

Sale Price / Value £

£

£

£

APPLICANT 1

Employment

Please provide details of any employment outside of the business

Name of employer

Job title

Total yearly salary/income

Will this employment continue?

Yes

No

Security Questions

To allow us to identify you when you telephone us and enable us to comply with the Data Protection Act 1998 please provide the following:

Place of birth

Name of school

Mothers maiden name

Have you ever

Been bankrupt?

Yes

No

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

Yes

No

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

Yes

No

Had a property repossessed?

Yes

No

Had a court order for debt registered against you?

Yes

No

Broken any credit agreements?

Yes

No

Been associated with a business that has failed to keep up repayments on a mortgage, credit card or other financial arrangement, been insolvent or had a court order for debt registered against it?

Yes

No

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

APPLICANT 2

Employment

Please provide details of any employment outside of the business

Name of employer

Job title

Total yearly salary/income

Will this employment continue?

Yes

No

Security Questions

To allow us to identify you when you telephone us and enable us to comply with the Data Protection Act 1998 please provide the following:

Place of birth

Name of school

Mothers maiden name

Have you ever

Been bankrupt?

Yes

No

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

Yes

No

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No

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Had a court order for debt registered against you?

Yes

No

Broken any credit agreements?

Yes

No

Been associated with a business that has failed to keep up repayments on a mortgage, credit card or other financial arrangement, been insolvent or had a court order for debt registered against it?

Yes

No

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

● PRINCIPAL SECURITY DETAILS

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

Address

Postcode

Description

Tenure

Freehold

Leasehold

Vacant possession on completion?

Yes

No

IF LEASEHOLD, PLEASE PROVIDE DETAILS

Unexpired term

Ground rent

If property is let or to be let, please complete additional schedule

Rental income

Rent review date

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 are purchasing the property please complete this section

Purchase price

Current value (if different)

Deposit

Is VAT payable on purchase price?

Yes

No

If yes, is VAT included in purchase price?

Yes

No

Source of deposit, please detail where all funds are from (The Society may ask for proof).

Gift loan/Family loan

Cash/Savings

Other finance

Other

Please provide payment details (if some or all of the deposit is being borrowed)

If you already own the property please complete this section

Date property acquired

Purchase price

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

About the mortgage valuation report

Why we carry out the report

The Society is required to obtain a mortgage valuation report to help it decide what loan, if any, to make secured on the property.

Who will carry it out

The Society usually instructs one of its approved valuers to carry out the report.

What will it show

The mortgage valuer will only make a limited visual inspection of the property and will not carry out a building survey. There may well be defects, including serious structural defects that are either not noticed or not referred to you.

Arranging your own comprehensive survey

We strongly recommend that, to protect your own interests, you arrange an independent comprehensive survey of the property. If you do not arrange a comprehensive survey, you purchase the property at your own risk. If in doubt, you should seek professional advice.

Limitations of Report

The valuation report is for mortgage purposes on the property, and is not a structural survey and must not be treated or relied upon as such. The valuation given is for mortgage purposes only and may not represent the open market value of the property or its particular value to you.

Any retention figure set out in the mortgage offer is for our purposes only. It does not indicate the actual cost of remedying any items of disrepair referred to.

● ADDITIONAL SECURITY DETAILS

PLEASE PROVIDE DETAILS OF ANY ADDITIONAL SECURITY YOU ARE OFFERING

Address

Postcode

Description

Tenure

Freehold

Leasehold

If leasehold, please give

Unexpired term

Ground rent

IF PROPERTY IS LET, OR TO BE LET, PLEASE COMPLETE ATTACHED SCHEDULE

Rental income

Rent review date

Most recent valuation

Date of valuation

Vacant possession on completion?

Yes No

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

Name

Phone number (including area code)

Email address

If you are purchasing the property please complete this section

Purchase price

Current value (if different)

Deposit

Source of deposit, please detail where all funds are from

Gift loan/Family loan

Cash/Savings

Other finance

Other

Please provide payment details (if some or all of the deposit is being borrowed)

If you already own the property please complete this section

Date property acquired

Purchase price

Outstanding mortgage

Most recent valuation

Date of valuation

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

DIRECT DEBIT (This section MUST be completed)

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
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Reference Number (office use only)

8	0	0	1	-															
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2 - Name(s) of Account Holder(s)

3 - Bank/Building Society Account Number

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4 - Branch Sort Code

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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

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.

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



Head Office:
Monmouthshire House, John Frost Square,
Newport NP20 1PX, South Wales.
Tel: 01633 844360 Fax: 01633 844445
DX: 33240

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 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.

● SCHEDULE OF TENANCIES

1 - Property address

Postcode

Tenant Name

Lease Commencement Date and Term

Date of Break Clause

Current Rent

Date of Next Rent Review

Type of Lease FRI/IRI/AST/ Licence

Type of property offices/retail/industrial/residential

2 - Property address

Postcode

Tenant Name

Lease Commencement Date and Term

Date of Break Clause

Current Rent

Date of Next Rent Review

Type of Lease FRI/IRI/AST/ Licence

Type of property offices/retail/industrial/residential

3 - Property address

Postcode

Tenant Name

Lease Commencement Date and Term

Date of Break Clause

Current Rent

Date of Next Rent Review

Type of Lease FRI/IRI/AST/ Licence

Type of property offices/retail/industrial/residential

4 - Property address

Postcode

Tenant Name

Lease Commencement Date and Term

Date of Break Clause

Current Rent

Date of Next Rent Review

Type of Lease FRI/IRI/AST/ Licence

Type of property offices/retail/industrial/residential



DECLARATION

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 a 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 the 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 made insolvent, bankrupt, made any voluntary arrangements with creditors or been involved in any court proceedings for debt?

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?

No Yes 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.

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

Data Protection Act 1998 ("the Act")

How we will use the Information you provide:

The Society will also use, record and disclose the information which you provide and which we obtain from our enquiries in the following ways:

- to instruct the valuer who will prepare the mortgage valuation report and the conveyancer(s) who will act on our behalf in relation to the mortgage
- to comply with any requests for information received from the Financial Services Authority or any appropriate regulatory body
- to administer your account with us and for research
- to assist in tracing and pursuing debtors
- to allow us to provide you, by post or telephone, with details of any products or services that we provide or which companies within the Group provide which we think may be of interest to you

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.

I understand that the information I give you will be used by the Society and its subsidiaries to provide and manage my account, make lending decisions, collect debts, trace debtors and prevent fraud and money laundering. The information may also be used by the Society and its subsidiaries for its own use in respect of business analysis. I understand that all of my records will be updated when I inform you of a change to my personal details, unless I advise otherwise.

You will make searches about me at credit reference agencies who will supply you with credit information as well as information from the Electoral Register, for the purpose of verifying my identity. The agencies will record details of the search whether or not this application proceeds. Credit searches and other information which is provided to you and/ or the credit reference agencies, about me and those with whom I am linked financially may be used by the Society and other companies if credit decisions are made about me, or other members of my household. Any of this information may also be used for debt tracing and the prevention of money laundering as well as the management of my account.

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

I understand that you may disclose information about me, my application and any subsequent loan to your external auditors and regulatory bodies including the Financial Services Authority, Financial Ombudsman Service, agents and service providers.

I have a right of access to my personal data held by you and credit agencies upon payment of a fee. I can ask for a description of the data, the purpose for which it is processed and to whom it may be disclosed. I also have a right to have data corrected.

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 its insurers.

I confirm that the deposit towards 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 consent to the information on this form being passed to any guarantor of my loan or to his/her legal advisor.

I authorise the Society to supply a copy of the Mortgage Offer and to provide any other information about my application and any subsequent loan advanced by the Society to an insurer, where any general, life or pension policy forms part of the loan agreement or any intermediary who submits this application on my behalf if so requested by them.

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

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

I 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 consent and instruct such other person or body to give a full and accurate reply to the Society.

If I give you false or inaccurate information and you suspect fraud, you will record this. You may pass information to organisations involved in fraud prevention to protect yourselves and your customers from theft and fraud.

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 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 checked 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.

If I am the applicant, I authorise the Society, for credit assessment purposes, to make enquiries of my current and any previous employer, banker, accountant, financial adviser, the Inland Revenue, the DSS or any other government body or any other person or entity in order to check the information that I have given or which has been given on my behalf or to obtain further information about me which is relevant to this application.

I declare that if I have been convicted of, or cautioned for (or charged but not yet tried with) fraud, theft, arson, robbery or any other criminal offence (other than a motoring offence), I have given full particulars in this application form. I also declare that, if I am aware of any other person who will live in the property after completion of the mortgage has been convicted of, or cautioned for (or charged but not yet tried with) any such offence, particulars have also been given in this application form.

If I have disclosed that I have ever been convicted of, or cautioned for (or charged but not yet tried with) fraud, theft, arson, robbery or any other criminal offence (other than a motoring offence), I give my explicit consent to the Society using the information that I have provided in this respect (the sensitive personal information) for the purposes of deciding whether or not to offer a mortgage. I understand that the Society will keep a record of this information in its filing systems. I also give my explicit consent to the Society disclosing the sensitive personal information to insurers in order that they might consider whether to offer insurance and, if so, upon what terms.

In the event of the Society obtaining possession of the property, details will be provided to the Council of Mortgage Lenders Possessions Register and credit reference agencies. These details may be used by other lenders of credit assessment, prevention of fraud or tracing of debtors.

I consent to the information given in this application form and which the Society obtains from its enquiries being disclosed to insurers, underwriters, loss adjusters, and any insurance claims assistance or processing service used from time to time and to the Claims and Underwriting Exchange register, run by Insurance Database Services Ltd.

I acknowledge that telephone calls may be monitored and recorded to help with staff training, customer service and for the purpose of security and fraud prevention.

Keeping in contact with you

Monmouthshire Building Society and its group companies take your privacy very seriously and we will never pass on your details to third parties without your express consent. We would like to contact you by post, telephone or email using the contact details which I have provided in this form, with details of the Monmouthshire Group's products and services which may be of interest to you / or help to improve your financial situation. By signing and returning this application I agree to my information being used in this way.

Only tick the following boxes if you do not wish to be contacted by:

Applicant 1

Post
Telephone
E-mail

Applicant 2

Post
Telephone
E-mail

Signature(s)

Date

Date

DOCUMENTATION REQUIRED - (if a Buy To Let Mortgage, please refer to product guide)

The following documents/information must be provided. Please enclose these with your completed application together with any other supporting evidence you may feel relevant. Please tick the appropriate boxes if enclosed.

1. Details of trading activities/business plan.
2. Two years audited accounts of existing business.
3. Two years audited accounts of the business being purchased (if appropriate).
4. *Administration fee. Amount: £
5. Existing or proposed tenancy agreements (if applicable).
6. Budgets and cashflow forecasts.
7. 3 months' personal statements.
8. Where renovations/improvements are to be carried out to the property, copies of estimates or invoices relating to these.
9. If not currently trading, please enclose details of current annual income, employment and your intention regarding this employment.
10. Sales particulars.
11. Management Accounts.
12. Six months business bank statements.

If the applicant is a body corporate:

13. Memorandum and Articles of Association.
14. Certificate of Incorporation.
15. Details of the company and parent/subsidiary relationships (if any) including copies of last two years audited accounts.

*N.B. Administration Fee if applicable must be included with the application.
A Valuation Fee will be advised and collected in due course.

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:

Signature(s)	Applicant 1	Applicant 2/Guarantor *
	<input type="text"/>	<input type="text"/>
	Date	Date
	<input type="text"/>	<input type="text"/>



Monmouthshire Building Society

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

T: 01633 844 444 F: 01633 844 445

Monmouthshire Building Society is authorised and regulated by the Financial Services Authority