

Mortgage Application

1. APPLICANT DETAILS

(Note: If you proceed with a mortgage with the Society after receiving an illustration, the First Applicant will be the person named first in the Society's records in respect of the mortgage. Only the first named will be entitled to voting rights in respect of the mortgage subject to being a borrowing member.)

	Applicant ONE	Applicant TWO
If you are an existing customer of the Society then please enter ONE of your account numbers		
Surname and title: (eg Mr/Mrs/Miss/Ms/Other)		
First Name(s):		
Any previous name(s):		
Date of birth: (dd/mm/yyyy)	/ /	/ /
NI Number:		
Nationality:		
Marital Status:		
Current Address: <i>(If less than 3 years at current address, please provide previous address below. If you have more than one previous address within 3 years then please provide additional address details within the additional comments section).</i>		
How long have you been at your current address:	years months	years months
Previous address:		
How long were you at your previous address:	years months	years months
Are you a first time buyer:	YES / NO	YES / NO
What is your residential status:	Owner / Tenant / Living with others / Living with parents	Owner / Tenant / Living with others / Living with parents
Contact Details:	Home	Home
	Work	Work
	Mobile	Mobile
	Email	Email
Details of dependants:	Name DOB	Name DOB
Do you currently, or have you ever, held a senior position of public trust in the UK or elsewhere (i.e. as a politician, councillor, or judge whether full or part time, paid or unpaid) or are/were you closely connected to anyone that does or did hold one of these positions?	YES / NO Please enter full details in the additional comments section	YES / NO Please enter full details in the additional comments section

2. EMPLOYED APPLICANT DETAILS

	Applicant ONE	Applicant TWO
What is your occupation:		
What is your employment status:	Full Time / Part Time / Retired / Student / Other	Full Time / Part Time / Retired / Student / Other
If other please state here:		
Expected retirement age:		
What is your annual gross basic income:	£	£
Any guaranteed bonus/overtime:	£	£
Any non-guaranteed bonus/overtime:	£	£
Current employer details:	Name:	Name:
	Address:	Address:
	Tel: Fax:	Tel: Fax:
Time with your current employer:	years months	years months
How long have you been in your current role:	years months	years months
Previous employer details:	Name:	Name:
	Address:	Address:
	Tel: Fax:	Tel: Fax:
Time with your previous employer:	years months	years months
Are you aware of any impending changes to your employment conditions: <i>If yes, provide details in the additional comments section.</i>	YES / NO	YES / NO
Are you in a probationary period: <i>If yes, provide details in the additional comments section.</i>	YES / NO	YES / NO
Is your current employment permanent: <i>If no, provide details in the additional comments section.</i>	YES / NO	YES / NO
Is this a family business? <i>If yes, provide company accountant details in section 3.</i>	YES / NO	YES / NO
Do you hold shares in this or any other company: <i>If yes, provide details in the additional comments section with % shareholding</i>	YES / NO	YES / NO

3. SELF-EMPLOYED APPLICANT DETAILS

	Applicant ONE	Applicant TWO
Title in company:		
What is your trading name and address:	Name:	Name:
	Address:	Address:
	Tel: Fax:	Tel: Fax:

What is your percentage shareholding/share in the business:

How long has the business been trading:

Expected retirement age:

Net profit last year:

Net profit previous year:

Net profit the year before last:

Name of your accountant:

Accountants Qualification:

		%			%
		years	months		
				years	months
		£			£
		£			£
		£			£
		Address:		Address:	
		Tel:	Fax:	Tel:	Fax:

4. CREDIT HISTORY

Mortgages and other secured loans - (where more space is required please provide further details within the additional comments section).

Lender	Address against which the loan is secured: number, road name and postcode essential	Account number	Outstanding term	Outstanding balance	Monthly payment	To be repaid
						YES / NO
						YES / NO
						YES / NO

Unsecured loans - (where more space is required please provide further details within the additional comments section).

Lender	Address against which the loan is registered number, road name including postcode	Account number	Outstanding term	Outstanding balance	Monthly payment	To be repaid
						YES / NO
						YES / NO
						YES / NO

Have you ever had a mortgage or loan application refused?

Have you ever had a County Court Judgement for debt or a loan default registered?

Have you ever been declared bankrupt or been subject to an Individual Voluntary Arrangement (IVA)?

Have you ever entered into any arrangements with your creditors or are you party to a voluntary arrangement?

Have you had a court order/decreed made against you for debt or is there any such action pending?

	Applicant ONE	Applicant TWO
	YES / NO	YES / NO
	YES / NO	YES / NO
	YES / NO	YES / NO
	YES / NO	YES / NO
	YES / NO	YES / NO

Have you ever (voluntarily or otherwise) had a property repossessed by a lender or entered into any arrangements for mortgage arrears?

YES / NO

YES / NO

If the answer is Yes to any of the above, please enter full details below. If further space is needed please provide details in the additional comments section.

1st/2nd/Joint	Type	Date	Amount	Date satisfied/still outstanding

5a. INCOME AND EXPENDITURE (Budget Planner)

MONTHLY INCOME

Total monthly take home pay (applicant 1):

£

Total monthly take home pay (applicant 2):

£

Child Benefit / Child Tax Credit:

£

Any other income:

£

Please state source of other income:

£

TOTAL MONTHLY INCOME:

£

EXPENDITURE PER MONTH

Budget for new monthly mortgage payment:

£

Loan payments:

£

Credit card payments (minimum):

£

Utility charges (gas, electricity, water):

£

Council Tax:

£

Ground rent / Service Charge (leasehold):

£

Food/housekeeping:

£

Alimony / Child Maintenance Payments:

£

Nursery / Childminder / School Fees:

£

TV Licence / Sky:

£

Broadband / Telephone / Mobile Phone:

£

Car Loan / Hire Purchase / Lease Hire:

£

Motor Insurance / MOT / Car Tax / Car Maintenance:

£

Petrol / Diesel / Bus / Rail Fares:

£

Entertainment / Socialising / Eating Out:

£

Smoking:

£

Hobbies / Gym / Club Membership Fees:

£

Holidays:

£

Christmas & Birthdays:

£

Clothes:

£

Household goods, repairs and personal goods:

£

Other Regular Miscellaneous Payments:

£

Life/Critical Illness Insurance:

£

Mortgage Protection / ASU Insurance / Income Protection:

£

Home Insurance:

£

Other Insurance (Pet / Dental / Private Health etc):

£

Pension / AVCs / Endowments:

£

Cost of funding repayment vehicle

£

Other regular savings e.g.ISA:

£

TOTAL MONTHLY EXPENDITURE:

£

Net disposable income:

£

5b. INCOME AND EXPENDITURE (Buy to Let Applicants Only)

(INCOME) BUY TO LET ONLY:

Monthly rental: £

(EXPENDITURE) BUY TO LET ONLY:

Monthly Letting Agency fees: £

6. LOAN REQUIREMENTS

Product required / Scheme number

Key Facts Illustration number

Term (years)

Amount

£

To be repaid as:

Repayment / Interest only / Part repayment - Part interest only

Where part repayment - part interest only, please state the amount you require on an interest only basis

£

If any element is interest only, please provide evidence as requested in section 13

Where you have requested an interest only mortgage, it is your responsibility to ensure you have sufficient funds to repay the mortgage at the end of the term.

PURCHASE ONLY - please confirm the source of your deposit (savings/gifted deposit/equity):

7. DETAILS OF PROPERTY TO BE MORTGAGED

Address of property to be mortgaged:

Property type / Style:

House / Flat / Bungalow

Detached / Semi detached / Terraced

Construction type:

Standard / Non-Standard

Date of construction:

Purchase price (or estimated value if remortgage):

£

Tenure of property:

Leasehold / Freehold / Commonhold

Term of lease remaining: years

Service charge and ground rent:

Service Charge £

Ground Rent £

Name of Vendor/Builder:

Who should the valuer contact to gain access to the property:

Agent/Name:

Tel:

Type of report required

Mortgage Valuation / Home Buyers

Is there any incentive or discount being offered by the builder/developer/seller: (If yes, please provide details within the additional comments section)

YES / NO

Total number of floors in building: Garage: YES NO

Number of: Reception rooms: Bedrooms: Bathrooms: Kitchen:

If BUY-TO-LET, will any occupier be a family member: If yes, please provide details in the additional comments section, including their relationship to you

YES / NO

REMORTGAGES ONLY

How long have you had your current mortgage on this property:

years months

How long have you owned the property:

years months

(We require applicants to have owned their property for over 6 months prior to completion of a new mortgage)

Is the property unencumbered:

YES NO

If yes, for how long: years months

What was the original purchase price:

£

How much of the new loan is required for:

Home Improvements (Please provide details in the additional comments section):

£

Repayment of Outstanding Mortgage(s):

£

Debt Consolidation (Please provide details in the additional comments section):

£

Capital Raising (Please provide details in the additional comments section):

£

Please complete ALL questions below

Will there be any people aged over 17, who will live in the property? (If yes, please supply their names, dates of birth and relationship to you, in the additional comments section)

YES / NO

Will any of the property be used for purposes other than your own residence?

YES / NO

If yes, will your residential use exceed 40% of the overall area of the property?

YES / NO

Please supply further details in the additional comments section, detailing the purpose for which the property will be used.

Are you aware of any planning restriction(s)?

YES / NO

Is vacant possession of the property being obtained on completion of the purchase and/or mortgage?

YES / NO

Do you intend to occupy the property immediately on completion?
If no, please supply further details in the additional comments section.

YES / NO

Will you be providing all of the monies required in addition to this loan to enable you to purchase the property?

YES / NO

Will any additional borrowing be secured against the property by a second charge?

YES / NO

Will the loan be for the direct financial benefit and advantage of all applicants?
If no, please supply further details in the additional comments section.

YES / NO

8. SOLICITOR / CONVEYANCER DETAILS

Chorley Building Society can select a Solicitor / Conveyancer to act for you and the Society in this transaction. The Society operates a limited solicitors panel in collaboration with LMS (Legal Marketing Services Ltd). Details of the LMS conveyancing service and fees can be found on our website at www.chorleybs.co.uk/mortgages or on request from a Society mortgage advisor or from any of our branches.

If you choose to use your own Solicitor/Conveyancer then the chosen firm is required to have a minimum of 4 partners registered with the Law Society (<http://www.lawsociety.org.uk/find-a-solicitor>). The Society will also instruct a Solicitor/Conveyancer in this instance to act on the Society's behalf and a fee will be payable to cover Solicitors costs. The fee will be payable to the Society's Solicitor on completion. Please refer to the 'Separate Representation' section of the 'LMS Conveyancing Leaflet' for details of fees. This can be found at <http://www.chorleybs.co.uk/legalservices.html> or on request from one of our Mortgage Advisers or available at any of our branches.

Please tick the box if you wish the Society to instruct a Solicitor on your behalf.

Please tick the box if you wish to instruct your own Solicitor and incur the cost of both yours and the Society's Solicitors.

If you wish to use your own Solicitor/Conveyancer then please complete the following information.

Name of Solicitor Firm:

Address:

Postcode:

Name of person acting:

Telephone Number:

Email Address:

VALUATION REPORT

- The Society will instruct an external surveyor to prepare a valuation report on the property to be mortgaged. The scope of the report is limited; it is not a Homebuyers Report or a Building Survey. The valuation report is prepared for the Society's purposes only. If the Society releases a copy of the report to me I acknowledge this is for information only and that I have no agreement with the valuer.
- Neither the Society nor the valuer will warrant, represent or give any assurance to me that the statements, conclusions and opinions expressed or implied in the report will be accurate and valid. I acknowledge neither the Society nor the valuer have any responsibility to me (if I base my decisions on the report) even if the valuer has been negligent.

9. INSURANCES

We recommend you consider mortgage life assurance and critical illness cover, particularly in view of the financial commitment a mortgage represents. Should you die during the policy term, then life assurance may help by providing a lump sum to repay your outstanding mortgage.

Mortgage payment protection insurance (not available on buy-to-let)

Please delete which **doesn't** apply:

Cover understood but not required

Cover arranged elsewhere

Please contact me for a quote

Household Insurance

Chorley Building Society is able to offer a household insurance product that provides protection for your buildings and contents, together with the flexibility to add optional covers to suit different or changing lifestyles.

Please delete which **doesn't** apply:

Please contact me for a quote

Cover arranged elsewhere

Contact details for insurance quotes

If you have indicated that you require a quote from the Society, please indicate below which of the contact numbers provided in this application form you would prefer us to use:

HOME

WORK

MOBILE

10. PRIVACY POLICY

Privacy Commitment

The Chorley & District Building Society is committed to protecting your privacy and keeping your personal information secure. When you register an enquiry, or complete an application form you are authorising the Society to collect your personal information in accordance with Money Laundering Regulations 2007, and also to process and operate your account(s).

Telephone conversations are recorded and may be monitored to help the Society to improve customer service and to offer additional security. Access to these recordings is restricted and carefully controlled.

Data Sharing

When the Society has collected your personal information we may share your data with fraud prevention and credit reference agencies to protect both you and ourselves against fraud. You have the right to request from the Society details of the reference agency we have utilised and can apply directly to the agency for details of information they hold about you. The agency may require a statutory fee to action your request.

The Society is also obliged to share your data with regulatory bodies, the Inland Revenue, appointed Auditors and law enforcement authorities if legally bound.

In order to send mailings to you the Society occasionally use specialist mailing companies to process data on our behalf, we ensure they meet our stringent security requirements and comply with the Data Protection Act 1998.

The Society is required to share your personal information with either, surveyors, solicitors, a transferee, guarantor, Mortgage Indemnity Guarantee (MIG) provider, your Independent Financial Advisor or Insurance companies, whichever is applicable.

Should your mortgage account experience a payment shortfall, this default will be shared with credit reference agencies and other relevant third parties.

Data Protection

The Data Protection Act 1998 aims to protect the rights of individuals about whom personal information is processed. In order to comply with the Act the Society is required to be registered with the Information Commissioners Office which is an independent UK Parliament authority that enforces and oversees the Data Protection Act 1998.

The Society maintains security of your personal data in line with industry standards and practices, however if you suffer loss or damage because we do not comply with the Data Protection Act 1998, you may be entitled to compensation. You may request information from the Information Commissioners Office and obtain an assessment of the processing carried out by any company. Contact details can be obtained from www.ico.org.uk or by contacting the Society's Data Protection Officer.

Our legal obligations to you

The Society must ensure that your personal information is:

- Processed fairly and lawfully and only processed if certain conditions are met.
- Obtained only for one or more specified and lawful purpose(s), and not further processed.
- Adequate, relevant and not excessive in relation to the purpose(s) for which it is processed.
- Accurate and, where necessary, kept up to date.
- Kept for no longer than is necessary for the purpose(s) for which it was collected, in accordance with the Society's Document Retention Policy.
- Processed in accordance with your rights under the Data Protection Act 1998.
- Protected by appropriate technical and organisational measures against unauthorised or unlawful processing or accidental loss, destruction or damage.
- Not transferred to a country or territory outside the European Economic Area unless there is an adequate level of protection, with your consent or where permitted by the Data Protection Act 1998.

10. PRIVACY POLICY (Continued)

Your obligations

It is your responsibility to update the Society if any of your personal information changes; in addition you should periodically review your personal data held by the Society by checking your passbook and/or mortgage statement. If you identify that the data we hold is inaccurate you are obliged to advise the Society to make amendments to your personal data records.

Your rights

You may obtain a copy of the personal information the Society holds about you during your membership and after your membership ceases for up to 6 years, this is a right under the Data Protection Act 1998 called a Data Subject Access Request. To action this right you are required to complete the Society's Data Subject Access Request form, which you can obtain from any of the Society's branches, by writing to the Society's Data Protection Officer or from the Society's website www.chorleybs.co.uk. There is a maximum statutory £10 fee required to process a Data Subject Access Request.

Your rights to marketing preferences

Occasionally, we may send you information about new services offered by the Society, you have the right to choose not to receive direct marketing from us; your marketing preferences are requested at the account opening stage and a reminder of your right sent to you at least every three years. You may change your marketing preference instructions at any time by writing to us quoting your account number.

Please note, should you choose to opt out of receiving direct marketing that regulatory mailings and notice of the Society's Annual General meeting, if you are eligible, are mandatory mailings as a member of the Society.

The Society does not disclose your data to any other organisation for marketing or promotional purposes.

11. GENERAL AND MEMBERSHIP DECLARATIONS

I apply for a loan, which I understand will be secured on my property on the basis of the information I have supplied.

If I am an individual I apply to be a Borrowing Member according to the Rules of the Society, copies of which are available from the Society's Principal Office or any branch. If this is a joint application by individuals I understand that the First Applicant will be the person named first in the Society's records in respect of the mortgage and will be the Representative Joint Borrower according to the Rules (provided that individual is a Borrowing Member).

I understand that if I am a Body Corporate or am applying as a bare trustee for a Body Corporate, that a Body

Corporate cannot be a Borrowing Member of the Society and so no person will enjoy voting rights in respect of the mortgage under the Rules.

I consent to the Society at any time transferring or otherwise disposing of the benefit of any loan, mortgage or any other security for the loan to any third party, whether or not a building society or associated body of a building society, without any further reference to me. If I am a Borrowing Member at that time I acknowledge that such a transfer will lead to the termination of my borrowing membership of the Society and the loss of my rights as a Borrowing Member of the Society.

PERSONAL ASSOCIATIONS

- Information held about me by the credit reference agencies may already be linked to records relating to one or more of my partners. For the purposes of this application we may be treated as financially linked and my application will be assessed with reference to any 'associated' records of my partners. By stating a financial association with another party, I also declare that the Society is entitled to disclose information about my joint applicant and/or anyone else referred to by me; also search, link and/or record information at credit reference agencies about me and/or anyone else referred to by me;
- An 'association' between joint applicants and/or any individual identified as my financial partner, will be created at credit reference agencies which will link our financial records. I and anyone else with whom I have a financial link understand that each other's information will be taken into account in all future applications by either or both of us. This linking will continue until one of us successfully files a 'disassociation' at the credit reference agencies.

MARKETING CONSENT

I consent to receiving details of other products and services and confirm that I understand that:

I can request not to receive any details from the Society about products and services by writing at any time to the Society at Key House, Foxhole Road, Chorley PR7 1NZ or by ticking the box:

	Applicant ONE	Applicant TWO
Do NOT send me any details by post	<input type="checkbox"/>	<input type="checkbox"/>
I can request not to receive any details by telephone about the Society's products by ticking this box:		
Do NOT telephone	<input type="checkbox"/>	<input type="checkbox"/>
I can request not to receive details of the Society's products and services by email:		
I DO NOT consent to you emailing me	<input type="checkbox"/>	<input type="checkbox"/>

PERSONAL DECLARATIONS

- I am over 18 years of age;
- There are no existing loans or mortgages in my name with the Society or any other lender other than declared on this application form;
- I have never been convicted of any criminal offence nor is any prosecution pending, excluding motoring or 'spent' offences by virtue of the Rehabilitation of Offenders Act 1974 or the Rehabilitation of Offenders Act (Northern Ireland) Order 1978;
- Any person interested now or in the future in the loan may rely upon the truth and accuracy of the information given and in any supporting documentation or information supplied by me;
- If any of the information I have given changes before the mortgage is completed, I shall advise the Society immediately.

12. SIGNATURE AND AUTHORITY TO OBTAIN REFERENCES / INFORMATION AND PROCESS DATA

This is our standard mortgage application upon which we intend to rely. For your own benefit and protection you should read the declarations carefully before signing this application. If you do not understand any point please ask for further information.

I confirm that I have received the Key Facts Illustration (KFI) for the mortgage I am applying for prior to completing this form.

I confirm that I have read all answers including those completed in other than my own handwriting and confirm that all answers are correct and complete.

To the best of my knowledge and belief the statements in this application are true and correct. Any mortgage agreement made by Chorley Building Society will be based on these statements.

I authorise you to take up references and check my identity in such ways that are deemed necessary.

I understand a Tariff of Charges is available on request.

I understand the arrangements for solicitor/conveyancer set out in section 8, and that I will be liable for the Society's costs in this respect.

I hereby authorise Chorley Building Society to receive and process my information in accordance with the Privacy Policy stated section 10 of this form.

If my application does not proceed to completion, my customer data may be held by the Society and be used for statistical analysis.

Declarations to be signed by all applicants. If you have any questions please ask your adviser.

Signature(s) of Applicant(s)	
Applicant ONE	Applicant TWO
Date: / /	Date: / /

13. DOCUMENTATION REQUIRED

To ensure we can provide you with the best possible service, please ensure the correct documentation is submitted with the fully completed application form. Please contact one of our Mortgage Advisers on 01257 235001 or email mortgages@chorleybs.co.uk if you require more information

Documentation required (tick if document is enclosed)

Item	Requirement	Additional Information	✓
Proof of Identification	For all applicants	See acceptable identification criteria at www.chorleybs.co.uk/mortgages	
Proof of Income (employed)	All wage slips from the most recent 3 months		
Proof of Income (employed)	Latest P60	Latest P60 required from the most recent tax year end.	
Proof of Income (Self employed)	Last 3 years accounts from a qualified accountant*	SA302's accepted if accounts are not acceptable or for any years where accounts are not available.	
Proof of Income (Self employed)	Last 3 years SA302's	Only required as replacement for missing/non-qualifying accounts.	
Business Bank Statements (Self employed)	Latest 6 months statements	Statements to be provided for all business bank accounts in use.	
Personal Bank statements (all)	Latest 3 months statements	Statements to be provided for all bank accounts in use.	
Current Lenders latest annual statement	For all secured borrowing against current residential property	Not required if information is shown on the Society's credit search. Please check with the Society if a statement is required.	
Interest Only Repayment Vehicles	Evidence of a clearly understood and credible repayment vehicle must be provided at application. The repayment vehicle will have to be sufficient to cover all interest only borrowings	Repayment Vehicle Include - • ISA/PEP • Pension • Endowment • Savings • Premium Bonds • UK FTSE Listed Equities • Sale of secondary property (subject to available equity)	
Proof of Deposit (Purchase Only)	For saved deposits - Bank Statement or equivalent to show savings balance.	Bank statement or suitable equivalent is required to evidence the source of deposit monies.	
	For gifted deposits - • Letter of gift • Identification for person providing the gift • Evidence of deposit monies (as above)	Letter of gift to be signed by the person providing the gift and should confirm the following - • The gifted Amount (£) • That the gift is non-refundable • That no interest will be acquired in the security property	
Assets & Liability Statement (Buy to let applicants only)	A statement documenting all owned property including - • Property Address • Property Value (Estimated) • Amount of outstanding borrowing (£) • Monthly Mortgage Payment (£) • Rental Income (£)		
Rental Assessment/Copy of tenancy agreement (Buy to let applicants only)	• Copy of tenancy agreement required if property already tenanted. • A rental assessment should be provided from a reputable estate agent for new purchases.		

* Registered bookkeepers are not allowed. Acceptable Accountants qualifications: ACA, ACCA, FCA, CIMA, FCCA, CIBA & CIPFA.

Fees Paid on Application

Application Fee (if applicable) Can be paid by cheque or card by calling 01257 235001	£
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Please note the **valuation fee** will be collected directly by the Society's nominated valuer. Please ensure that correct contact details are provided in section 1 of the application form. The valuation fee scale can be found at www.chorleybs.co.uk/mortgages

Solicitor/Conveyancing Services to be paid by the Society (Where the Mortgage Product provides for)

The Society will cover all basic legal costs. Additional disbursements, non-standard legal fees and Stamp Duty should be paid directly to the Solicitor.

Other Fees

Please note that any fees that you choose to add will become part of, and be charged interest with, your loan.

ADDITIONAL COMMENTS
