

# Intermediary Mortgage Data Capture Form



Number of applicants

Is this a remortgage

Yes ☐ No ☐

Do you require a KFI from Halifax

Yes ☐ No ☐

Level of service for this application

Advised ☐ Non Advised ☐

Intermediary fees

Fee type

Fee 1

Fee 2

Fee 3

Amount of fee

£

£

£

How much of the fee is refundable

£

£

£

When payable

On application ☐  
Within 14 days completion ☐  
On cancellation ☐  
On completion ☐

On application ☐  
Within 14 days completion ☐  
On cancellation ☐  
On completion ☐

On application ☐  
Within 14 days completion ☐  
On cancellation ☐  
On completion ☐

## Personal details

Title Mr/Mrs/Miss/Ms/Dr/Other



Forename(s) – as shown on id



Surname



Gender

Male ☐ Female ☐

Male ☐ Female ☐

Date of birth



Marital status

Married ☐ Single ☐  
Widowed ☐ Separated ☐ Divorced ☐

Married ☐ Single ☐  
Widowed ☐ Separated ☐ Divorced ☐

Has your name ever changed

Yes ☐ No ☐

Yes ☐ No ☐

Previous first name



Previous middle name



Previous surname



How many dependent children do you have



Nationality



Country of residence



Do you have diplomatic immunity\*

Yes ☐ No ☐

Yes ☐ No ☐

Work telephone number



Home telephone number



Mobile



Preferred contact number



Email address



Special needs

Large print ☐ Braille ☐ Audio text ☐

Large print ☐ Braille ☐ Audio text ☐

Current address

  
  
  
 Postcode

  
  
  
 Postcode

Has your address changed in the last 3 years

Yes ☐ No ☐

Yes ☐ No ☐

Date moved into current address

## Customer information

Customer type

### Applicant 1

First time buyer ☐ Remortgage ☐  
Existing Halifax ☐ Home Mover ☐  
Borrower ☐  
Remortgage - own conveyancer ☐  
Yes ☐ No ☐

### Applicant 2

First time buyer ☐ Remortgage ☐  
Existing Halifax ☐ Home Mover ☐  
Borrower ☐  
Remortgage - own conveyancer ☐  
Yes ☐ No ☐

Residential status

Home owner - mortgage ☐ Renting ☐ Home owner - mortgage ☐ Renting ☐

Home owner (mortgage free) ☐ Home owner (mortgage free) ☐

Family/Friend ☐ Family/Friend ☐

Country of residence

First previous address in last 3 years

Postcode

Date moved into previous address

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Date moved out of previous address

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Residential status

Home Owner ☐ Renting ☐ Home Owner ☐ Renting ☐

Home Owner (owned outright) ☐ Home Owner (owned outright) ☐

Family/Friend ☐ Family/Friend ☐

Second previous address in last 3 years

Postcode

Date moved into previous address

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Date moved out of previous address

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Residential status

Home Owner ☐ Renting ☐ Home Owner ☐ Renting ☐

Home Owner (owned outright) ☐ Home Owner (owned outright) ☐

Family/Friend ☐ Family/Friend ☐

## Money laundering

Was the verification taken

Face to face ☐ Non Face to face ☐ Face to face ☐ Non Face to face ☐

Applicant's identification

### Applicant 1

### Applicant 2

Type of name verification provided

Document reference

Date of issue

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Issuing office/organisation

Type of name verification provided

Document reference

Date of issue

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Issuing office/organisation

Type of address verification provided

Document reference

Date of issue

Issuing office/organisation

Type of address verification provided

Document reference

Date of issue

Issuing office/organisation

### Employment details

What type of occupation are you in  
e.g. Sales, office, professional, trades

Employment type

Contract type

Start date of employment

Percentage of business owned

Anticipated age of retirement

Retirement annual income

Employer's/business telephone number

Name of employer/business

Employer's/business address

Do you have income from any  
other sources

Income

Gross annual income

Annual commission

Annual bonus

Annual overtime

If self-employed

Net profit - latest year

Net profit - previous year (£), if applicable

Net profit - 2nd previous year (£), if  
applicable

What year did you acquire an interest  
in the business

In what year was the business  
established

Does the business have  
accounts

Name of accountant's firm













Applicant 1

PAYE ☐ Self employed ☐

Permanent ☐ Probationary ☐

Piecework ☐ Sub-contract ☐

Seasonal/Temp ☐ Fixed/short term ☐

Agency ☐

 %

 £





 Postcode

Yes ☐ No ☐

(If 'Yes', please complete the 'Other Income' section on page 4.)

 £

 £

 £

 £

 £

 £

 £



Yes ☐ No ☐

Applicant 2

PAYE ☐ Self employed ☐

Permanent ☐ Probationary ☐

Piecework ☐ Sub-contract ☐

Seasonal/Temp ☐ Fixed/short term ☐

Agency ☐

 %

 £





 Postcode

Yes ☐ No ☐

 £

 £

 £

 £

 £

 £

 £



Yes ☐ No ☐

Accountant's address

Accountant's telephone number

What type of employment was this  
*e.g. Sales, office, professional, trades*

Start date of employment

End date of employment

### Other income

What type of income is this

Annual amount (£)

What type of income is this

Annual amount (£)

Scheme(s) required

### Shared equity

What equity stake will be held by the customer

Monthly Interest payments

### Shared ownership

What percentage share will be purchased

Monthly rental commitments

Name of shared ownership company

### Loan details

Purchase price/valuation

Market value (Right to buy)

Cost of improvements

Loan amount

Total value of cash incentives

Term (years)

Source of deposit

Repayment type

Interest only amount

*Give details of new or existing plans or policies to be used with the interest only part of this mortgage.*

Monthly premium

What is your preferred payment date

Postcode	Postcode

(If total employment history is still less than 18 months, please complete section 2 on page 11.)

#### Applicant 1

£		
£		
Building Mortgage <input type="checkbox"/>	Expatriate <input type="checkbox"/>	Lifetime Mortgage <input type="checkbox"/>
Right to Buy <input type="checkbox"/>	Second Home Loan <input type="checkbox"/>	Shared Equity <input type="checkbox"/>
Shared Ownership <input type="checkbox"/>		

#### Applicant 2

£
£

Builder/Seller <input type="checkbox"/>	Concessionary <input type="checkbox"/>	Equity <input type="checkbox"/>	Gift <input type="checkbox"/>
Homebuy <input type="checkbox"/>	Housing Assoc or RSL <input type="checkbox"/>	Loan <input type="checkbox"/>	Savings <input type="checkbox"/>
Tenants Incentive Scheme <input type="checkbox"/>	None <input type="checkbox"/>		

Interest only <input type="checkbox"/>	Repayment <input type="checkbox"/>	Part interest only and part repayment <input type="checkbox"/>
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ISA	Pension	Endowment	Other	Total
£	£	£	£	£

£	£	£	£	£
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## Personal finances (both applicants)

Credit commitments - all applicants

Total monthly credit commitments, (incl all mortgages)

Total monthly credit commitments, (incl all mortgages) to be repaid on or before completion of this mortgage

Commitments definition

Total monthly maintenance payments

## Product details

Product code (if known)

Type of product e.g. fixed, tracker

Interest rate charged

Product term/end date

Amount allocated to this product

## Property information

Postal address of the property

## Property

What type of property is this

Detachment type

No of bedrooms

If the property is a flat, number of floors in the block

Which floor is the flat on

Purchase type

Was the property built in the last 12 months

Year property built

Property to be occupied for the first time in its current state

Builders name

Commitment 1

Commitment 2

Commitment 3

£

£

£

£

£

£

Credit commitments are defined as - Unsecured loans, (e.g. Personal loans/HP agreements), 5% balance on credit/store cards. Also include any mortgages & buy now, pay later deals which will not be repaid on completion of this mortgage

Where credit/store cards are cleared monthly, the 5% balance must be entered into the commitments being repaid field.

£

£

£

Provide details of the products to be used with this application.

Product 1

Product 2

Product 3

(If there are more than 3 products, please use section 3 on page 8.)

Postcode

House ☐ Bungalow ☐ Converted flat ☐ Purpose built flat ☐

Detached ☐ Semi detached ☐ End terrace ☐ Mid terrace ☐ Other ☐

Normal ☐ Sitting tenant ☐ Inheritance ☐ Gift ☐ Other ☐ Local authority ☐

Yes ☐ No ☐

Yes ☐ No ☐

If a new property is being purchased, please confirm the building standards indemnity scheme

Who is selling the property

Do you currently own the property

Do you currently live at the property

Will anyone else (aged 17 or over) live at the property

Occupation within 12 months

Will business be carried out at this property

Legal title

What is the tenure of the property

How much will the following be (if applicable)

Entry date – Scotland only

Type of initial occupancy property

### Remortgage details

(only to be completed for remortgage applications)

Original purchase price

Lender's name

Mortgage account number

Outstanding mortgage amount

Please provide details of any improvements you have made to the property (including estimated costs)

Has your home or nearby building been damaged by subsidence, heave, landslip or does it show any signs of cracking or bulging of walls

### Accommodation

Please provide the following details about the property

Does the property have:

Central heating

Central heating type

A conservatory

NHBC

☐

Zurich Municipal

☐

Consultant Monitored

☐

Premier Guarantee/  
Liberty Legal

☐

Building Lifeplans/  
Allianz Global Risks

☐

CRL

☐

LABC New Homes  
Warranty

☐

LABC Hallmark  
Warranty

☐

Buildzone

☐

Other

☐

None

☐

Normal

☐

Local Authority

☐

New Town Corporation

☐

Housing Assoc.

☐

The Coal Authority

☐

Builder/  
developer

☐

Halifax selling  
as possessor

☐

Investment Club

Name

Yes ☐

No ☐

Yes ☐

No ☐

Yes ☐

No ☐

All ☐

Part ☐

None ☐

Yes ☐

No ☐

Freehold

☐

Leasehold

☐

Remaining term of lease (if leasehold)

☐

Common hold

☐

Feudal

☐

Annual ground rent

Annual service charge

Annual chief rent or feu duty  
(Scotland)

£

£

£

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New build

☐

Refurbishment

☐

Conversion

☐

£

£


Yes ☐

No ☐

Number of bedrooms

Number of bathrooms

Number of separate  
toilets

Number of living rooms

Number of habitable  
rooms

Full

☐

Part

☐

None

☐

Gas

☐

Electricity

☐

Oil

☐

Solid fuel

☐

Other

☐

Yes

☐

No

☐



How many cars can be garaged

Off road parking

Yes ☐ No ☐

A garden

Yes ☐ No ☐

No. of  
acres

Road charge liability

Yes ☐ No ☐

Is there any other secured lending  
on the property

Yes ☐ No ☐

Reason for remortgage

Remortgage only ☐

Remortgage & home improvements ☐

Remortgage & debt consolidation ☐

Remortgage, home improvements & debt consolidation ☐

Other ☐

### Other secured lending

Name of lender

Account number

To be repaid or postponed

Repaid ☐ Postponed ☐

Repaid ☐ Postponed ☐

Repaid ☐ Postponed ☐

Customer advised if deed of  
postponement or ranking  
agreement needed

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

### Other occupants

Please give the names of anybody aged seventeen or over and not party to the mortgage who will live at the property. This does not include your children or children of any person who will live with you at the property.

Forename(s)

Surname

Forename(s)

Surname

### Valuation details

Valuation type

Valuation ☐

Survey and Valuation ☐

Building Survey and Valuation ☐

Remortgage Property Assessment  
(Applies where product selected  
offers free valuation incentive)

☐

Remortgage Valuation

☐

Access to the property

The keys can be obtained from:

Name

Telephone number

Evening telephone number

Selling agent (if different)

Selling agent's telephone number

Extension

Other contact details

### Conveyancers details

Are you using your own conveyancer

Yes ☐

No ☐

Name of firm

Address

Postcode

Who is acting for you

Telephone number

Fax number

(For remortgage only)

Does the remortgage involve other additional services

Yes ☐ No ☐

Has the customer been advised of the fee to pay

Yes ☐ No ☐

Are there any early repayment charges applicable

Yes ☐ No ☐

If yes, is the loan sufficient to cover these fees

Yes ☐ No ☐

Is the property in the same names as the new mortgage

Yes ☐ No ☐

Has the customer been advised to pay for the transfers

Yes ☐ No ☐

Fee information

Application fees

What fees are to be added to the loan and not paid within 14 days of completion

Product fee

Yes ☐ No ☐

Higher lending charge

Yes ☐ No ☐

Insurance requirements

Would you like an a halifax home insurance quote

Quote  No Quote

Has insurance already been arranged

Buildings

Yes ☐ No ☐ Company

Contents

Yes ☐ No ☐ Company

Expatriate

Do you intend to occupy the property within 3 years

Yes ☐ No ☐

Date returning to the UK

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Reason for return to the UK


Supporting information

Section 1 Additional information on previous addresses

If you want to provide any additional information to support your application, please use the section below.


Section 2 Additional information on  
current/previous employers


Section 3 Any other information you  
feel we might need to know  
to help us assess your  
application for a mortgage,  
in particular, if the loan  
extends beyond retirement  
age. Please confirm how  
you intend to maintain  
payments.




Fee payment

You can pay by one of the following methods

Please debit my account with the amount of:

My card number is

My card expiry date is

My issue number is  
(Maestro and Solo only)

My card is valid from  
(Maestro and Solo only)

Signature of cardholder

Date

If you would like to pay your fee(s) by either credit or debit card, please complete the following details.





£

## Easy ways to make your payments

For your convenience monthly payments will be made from a bank/building society using direct debit. Please complete the section below.

### Payment mandate


	<b>Instructions to your bank or building society to pay direct debits</b>	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"><div style="display: flex; justify-content: space-between;"><div>To: The Manager</div><div>Bank or Building Society</div></div><div style="display: flex; justify-content: space-between;"><div>Address</div><div>Postcode</div></div></div>		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"><b>Originator's Identification Number</b> <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">8</div><div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">8</div><div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">3</div><div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">0</div><div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">0</div><div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">8</div></div></div> <div style="font-size: small;">Please pay Halifax Direct Debits from the account detailed on this instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with Halifax and, if so, details will be passed electronically to my Bank/Building Society.</div>
<div style="display: flex; justify-content: space-between;"><div style="width: 60%;">Name of account holder(s) <input style="width: 90%;" type="text"/></div><div style="width: 35%;">Signature(s) <input style="width: 90%;" type="text"/></div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 60%;">Bank or Building Society account number <input style="width: 90%;" type="text"/></div><div style="width: 35%;">Date <input style="width: 90%;" type="text"/></div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 60%;">Branch sort code <input style="width: 90%;" type="text"/></div><div style="width: 35%;"></div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 60%;">Halifax plc reference number <input style="width: 90%;" type="text"/></div><div style="width: 35%;"></div></div>		

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

Do you want to pay your insurance premiums in monthly instalments

Yes ☐ No ☐

Please retain this section for your information


<h3>The Direct Debit Guarantee - this should be retained</h3>
<ul style="list-style-type: none"><li>This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.</li><li>If the amounts to be paid or the payment dates change, the Halifax will notify you 10 working days in advance of your account being debited or as otherwise agreed.</li><li>If an error is made by Halifax, a division of Bank of Scotland plc, or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.</li><li>You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.</li></ul>

Customer confirmation

If I apply for a mortgage I confirm that I make the following statements:

I declare that:-

I authorise you to:-

I agree that:-

I understand that:-

**Data protection notice**

1. I apply for a loan on the security of the property described in this application;
2. I believe the information given in this application is correct.
3. make any enquiries of any third parties for reference purposes and for the third party to disclose any information to you;
4. change the address on all my accounts held with members of your group of companies.
5. you and any subsidiary or associated company of yours, will retain commission paid or allowed on any insurance you arrange;
6. you may be provided, by the policy or plan provider, with any information relating to any life policy or investment plan being taken into consideration by you in connection with this mortgage;
7. I will notify you of any changes in circumstances relating to my purchase or mortgage before it is entered into and I authorise my conveyancer to disclose such information to you;
8. relevant data may be passed to any guarantor of my loan or to their legal adviser;
9. where I am making this application with one other joint applicant (but not more than one other), following completion you may act on the request of either of us for a payment arrangement, payment holiday or the release of any retained funds or drawdown of reserve/credit available under the mortgage. I also agree that such a request may be made in person, in writing, by telephone or online.
10. If I borrow and do not repay in full and on time, you may tell credit reference agencies who will record the outstanding debt and my details may be submitted to the Council of Mortgage Lenders possessions register;
11. I have received information explaining property assessments.
12. I have received an Initial Disclosure Document and a Key Facts Illustration relating to this mortgage.
13. the payment of any fees is non-refundable and shall not mean that you have to make an advance;
14. if I/we choose a Homebuyers Survey and Valuation Report, you will choose the valuer for the property assessment and that it is the valuer's responsibility to agree the Conditions of Engagement for the private survey element with me;
15. when considering an application for credit, you may use the information supplied to you to offer additional products.

To see how we use your information, please read the privacy statement on our website [www.halifax.co.uk/privacy](http://www.halifax.co.uk/privacy) or ask for a printed copy of this.

We will use your information to contact you by mail, telephone, e-mail, SMS or otherwise about any other products and services that may be of interest to you. If you do not wish to receive this information please advise your local branch or visit [www.halifax.co.uk/privacy](http://www.halifax.co.uk/privacy) for details on how to opt out of this service.

We will search credit reference and fraud prevention agencies to check your identity, credit status and help us make decisions. For this application, we will assess you on your own (except for another party to this application). If you submit an application, you declare that your financial associate's finances will not affect our decision. We check your declaration and may decline the application if it is inaccurate.

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering. Further details explaining how information held by fraud prevention agencies may be used can be obtained by reading the privacy statement at [www.halifax.co.uk/privacy](http://www.halifax.co.uk/privacy) or contacting your local branch.

If you apply for a mortgage you agree that we can use your information in the ways described.

**Remortgage customer  
authority**

(where applicable)

1. I authorise you or any conveyancers acting for you in connection with the proposed remortgage of my property:
  - to obtain the title deeds to the property;
  - to obtain a repayment figure from my/our current lender(s).
2. I confirm that I will make my own enquiries about and pay any fees or charges made by my current lender in connection with the repayment of my existing mortgage (including any administration fees made in respect of sending the title deeds to your conveyancer and providing a repayment figure and any fees in connection with my existing mortgage).
3. I understand that your conveyancer is only representing you and that if I want independent legal advice at any stage of this transaction I will obtain and get it myself.
4. I understand that you may not arrange for an inspection of the property to be carried out. I further understand that you will not routinely tell me what your assessment of the value of the property is.

I understand that, if you are prepared to make me a loan, I must not rely upon any assessment made as an indication of the value of the property. You have informed me and I accept that, if I require any information about the value or condition of the property or about any health and safety issues, it is my responsibility to obtain independent advice before I go ahead with the remortgage of the property.

I authorise your conveyancer to obtain copies of any document held at any of the land registries in England and Wales, Scotland and Northern Ireland.

Land registry

Halifax is a division of Bank of Scotland plc. Registered in Scotland No. SC327000.  
Registered Office: The Mound, Edinburgh EH1 1YZ.

1/50051-11 (05/10)

