

# Commercial mortgage application form

## Submission details

To enable us to issue you with 'an indicative offer' we will require the following documents to be submitted:-

'INDICATIVE OFFER' REQUIREMENTS	Enclosed <input type="checkbox"/>
<b>Fully completed and signed application form</b>	<input type="checkbox"/>
<b>12 months mortgage history on all secured personal and business borrowings</b> Acceptable evidence – credit search payment profile within insight or lenders statements or bank statements clearly showing the lender details alongside the debit. This is valid for 3 months from the date of the last proved payment. If the commercial property is currently tenanted, evidence of conduct in the form of 12 months bank statements and a copy of the tenancy agreement	<input type="checkbox"/>
<b>3 months business and personal bank statements</b> The last three months business and personal current account statements for all borrowers/guarantors. Internet statements are not acceptable. Copies of documents must be certified by a professional person, i.e. a UK lawyer, banker, an authorised financial intermediary or broker, accountant, post master/sub post master as 'original seen' and the date	<input type="checkbox"/>
<b>Full income proof</b>	
<b>Refinance</b> Latest accounts completed by a qualified accountant; (if over 6 months old management accounts may be required), a business valuation appraisal report; an accountant's verification of income; a SA302 and proof of tax paid; last 3 months payslips and P60	<input type="checkbox"/>
<b>Purchase</b> Vendor accounts or a business valuation appraisal report or if the purchase of the property is for expansion of an existing business own latest accounts. A business plan and cv will be required on all new business purchases	<input type="checkbox"/> <input type="checkbox"/>
<b>Investment</b> Market rent as confirmed by the surveyor. If the property is currently tenanted, evidence of current passing rent in the form of tenancy agreements and evidence of rental paid in the form of bank statements	<input type="checkbox"/> <input type="checkbox"/>

### 1. INTERMEDIARY SECTION

Company name	Contact name
Partner ID	Telephone number
Email address	

The information in this form will be used to provide a decision in principle for a commercial mortgage. Please allow up to 3 days for a response. The issue of an offer of finance is subject to receipt of a full application, supplementary forms, satisfactory valuation, status and acceptance.

Please complete each section in BLOCK CAPITALS. Where a question does not apply, please state N/A or None.

### 2. MORTGAGE DETAILS

<b>Application type</b>				Amount of loan (£)	
Individual <input type="checkbox"/>	Ltd Company <input type="checkbox"/>	Sole trader <input type="checkbox"/>		Mortgage/repayment term	
Partnership <input type="checkbox"/>	LLP <input type="checkbox"/>			years	
<b>Purpose of mortgage</b>					
Purchase <input type="checkbox"/>	Refinance <input type="checkbox"/>	Refinance & capital raising <input type="checkbox"/>	Capital raising <input type="checkbox"/>	Transfer of equity <input type="checkbox"/>	
How will the funds be used? (A detailed breakdown is required. If improvements to the property are being made from the proceeds of this advance we will require sight of all estimates, planning permissions etc)					
I/we, the undersigned, declare that this loan is wholly or predominantly for the purposes of a business carried on, or intended to be carried on, by me/us					
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Product</b>	Occupier <input type="checkbox"/>	Investor <input type="checkbox"/>	<b>Facility</b>	3 year <input type="checkbox"/>	5 year <input type="checkbox"/>
				10 year <input type="checkbox"/>	Term <input type="checkbox"/>
				<b>Repayment Options</b>	
				Part Capital <input type="checkbox"/>	C&I <input type="checkbox"/>
				IO <input type="checkbox"/>	
<b>Property type</b>	Semi commercial (some living accommodation i.e shop & flat) <input type="checkbox"/>			Commercial (no living accommodation i.e. office) <input type="checkbox"/>	
	Residential (living accommodation only) <input type="checkbox"/>				

### 3. PERSONAL DETAILS

If there are more than 2 Borrowers/Guarantors, please complete a separate application form. Applications in the name of a Ltd Company will require all director(s) with shareholding of at least 20% to provide a personal guarantee.

Borrower/Guarantor 1		Borrower/Guarantor 2	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other	Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other
First name		First name	
Middle name(s)		Middle name(s)	
Surname		Surname	
Date of birth		Date of birth	
Nationality		Nationality	
Marital status		Marital status	
Permanent residential address		Permanent residential address	
Years at this address	years months	Years at this address	years months
Residential status	Owner <input type="checkbox"/> Tenant <input type="checkbox"/> With relations/friends <input type="checkbox"/>	Residential status	Owner <input type="checkbox"/> Tenant <input type="checkbox"/> With relations/friends <input type="checkbox"/>
Do you have a mortgage/ loan on this property?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have a mortgage/ loan on this property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Mortgagee		Mortgagee	
Mortgage balance (£)		Mortgage balance (£)	
Mortgage payment (£)		Mortgage payment (£)	
Previous address if less than 3 years		Previous address if less than 3 years	
Home tel no		Home tel no	
Business/work tel no		Business/work tel no	
Mobile no		Mobile no	
Email address		Email address	
Please indicate how you would like to be contacted?	Home <input type="checkbox"/> Business <input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/>	Please indicate how you would like to be contacted?	Home <input type="checkbox"/> Business <input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/>
<b>Employment status</b>	Self Employed <input type="checkbox"/> Employed (full time) <input type="checkbox"/> Employed (part time) <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/>	<b>Employment status</b>	Self Employed <input type="checkbox"/> Employed (full time) <input type="checkbox"/> Employed (part time) <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/>

## 4. PERSONAL INCOME & EXPENDITURE

Completion of this section is mandatory for all Borrowers/Guarantors

### 4a. Annual income

Borrower/Guarantor 1	Borrower/Guarantor 2
Annual salary/drawings (£)	Annual salary/drawings (£)
Regular dividend/bonus (£)	Regular dividend/bonus (£)
Rental income (£)	Rental income (£)
Other income (£) (please confirm full details in the additional information section in this form).	Other income (£) (please confirm full details in the additional information section in this form).
<b>Total gross annual income (£)</b>	<b>Total gross annual income (£)</b>

### 4b. Personal monthly expenditure

Please note that if the Borrowers/Guarantors all reside at the same address, please complete the information in Borrower/Guarantor 1 section only.

Borrower/Guarantor 1	Borrower/Guarantor 2
Residential mortgage/rent payment (£)	Residential mortgage/rent payment (£)
Name of lender	Name of lender
Other mortgage payments (£)	Other mortgage payments (£)
Bank loans (£)	Bank loans (£)
Other loans/hire purchase (£)	Other loans/hire purchase (£)
Credit/charge/store card (£)	Credit/charge/store card (£)
Council tax (£)	Council tax (£)
Home & life insurance policies (£)	Home & life insurance policies (£)
Electricity/gas/water/telephone (£)	Electricity/gas/water/telephone (£)
Car/travel expenses (£)	Car/travel expenses (£)
Other regular expenses (£)	Other regular expenses (£)
<b>Total monthly expenditure (£)</b>	<b>Total monthly expenditure (£)</b>
<b>Disposable monthly income (£)</b> (total income less total expenditure)	<b>Disposable monthly income (£)</b> (total income less total expenditure)

## 5. PERSONAL ASSETS & LIABILITIES

Please note that if the Borrowers/Guarantors reside at the same address, please complete the information in Borrower/Guarantor 1 section only but complete it in relation to the assets and liabilities of all Borrowers/Guarantors.

### Borrower/Guarantor 1

Assets	Liabilities
Home residence value (£)	Home mortgage balance (£)
Other properties value (£)	Other properties balances (£)
Cash resources (£) (bank, building society/cash)	Bank loans/overdrafts (£)
Stocks & shares (£)	Other loans/HP balance (£)
Endowment/life policies (£) (estimated surrender values)	Credit/charge/store (£) (balances)
Other investments (£)	Guarantees (£)
Other assets (£)	Other liabilities (£)
<b>Total assets (£)</b>	<b>Total liabilities (£)</b>
<b>Total net worth (£)</b> (assets less liabilities)	

### Borrower/Guarantor 2

Assets	Liabilities
Home residence value (£)	Home mortgage balance (£)
Other properties value (£)	Other properties balances (£)
Cash resources (£) (bank, building Society/cash)	Bank loans/overdrafts (£)
Stocks & shares (£)	Other loans/HP balance (£)
Endowment/life policies (£) (estimated surrender values)	Credit/charge/store (£) (balances)
Other investments (£)	Guarantees (£)
Other assets (£)	Other Liabilities (£)
<b>Total assets (£)</b>	<b>Total liabilities (£)</b>
<b>Total net worth (£)</b> (assets less liabilities)	

## 6. PERSONAL FINANCIAL HISTORY

Borrower/Guarantor 1			Borrower/Guarantor 2		
Have you ever;			Have you ever;		
Been bankrupt?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Been bankrupt?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Failed to keep up repayments on a mortgage, credit card or other financial arrangement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Failed to keep up repayments on a mortgage, credit card or other financial arrangement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Had a court order for debt registered against you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Had a court order for debt registered against you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Been subject to an Individual Voluntary Arrangement (IVA)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Been subject to an Individual Voluntary Arrangement (IVA)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes to any of the above questions please provide full details in the additional information section in this form					

## 7. BUSINESS DETAILS

<b>Business type</b> Sole trader <input type="checkbox"/> Partnership <input type="checkbox"/> LLP <input type="checkbox"/> Limited Company <input type="checkbox"/> Date of incorporation/established	
Limited company name	
Trading/business name	Registered name if different from trading/business name
Business trading address	Company registration number
	VAT number
Telephone number	Business website address
Nature of business (eg - retail, pub)	Number of employees
<b>Borrower/Guarantor 1</b>	
Are you actively involved in running the business? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you actively involved in running the business? Yes <input type="checkbox"/> No <input type="checkbox"/>
What is your role in the business Director <input type="checkbox"/> Shareholder <input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> Salaried <input type="checkbox"/>	What is your role in the business Director <input type="checkbox"/> Shareholder <input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> Salaried <input type="checkbox"/>
Please describe your main activities in the business	
How much of the business do you own?	How much of the business do you own?
How long have you worked in this business?	How long have you worked in this business?
What experience do you have in this sector?	What experience do you have in this sector?
Have you succession plans in place? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please provide full details in the 'additional information' section in this form
Have you any insurances in place to protect key directors/staff? Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, we can obtain a quotation for you. Please tick <input type="checkbox"/> this box if you would not like to receive a quotation
Please provide details of any employment outside this business	
Name of employer	Name of employer
Job title	Job title
Will this employment continue? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will this employment continue? Yes <input type="checkbox"/> No <input type="checkbox"/>

## 8. BUSINESS FINANCIAL INFORMATION

Do you have trading accounts for the business? Yes <input type="checkbox"/> No <input type="checkbox"/>	Can up to date management accounts be provided? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Breakdown of accounts			
<b>Year</b>	<b>Turnover</b>	<b>Gross profit</b>	<b>* Adjusted net profit</b>
	(£)	(£)	(£)
	(£)	(£)	(£)
12 months projections	(£)	(£)	(£)
(*net profit + depreciation + existing mortgage interest + rent if currently tenanted - drawings)			
If you do not have trading accounts, how can you evidence ability to service the loan	Accountants certificate <input type="checkbox"/> (template available)	SA302 tax return <input type="checkbox"/>	Employment income <input type="checkbox"/> Business appraisal valuation <input type="checkbox"/>
Supporting information - please submit 3 months business and personal bank statements			
<b>Has the business ever</b>			
Made a composition with creditors (where they have accepted a proportion of a debt in full settlement including a Company Voluntary Arrangement (CVA)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Had a property repossessed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Had a court order for debt registered against it?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Failed to keep up repayments on a mortgage, credit card or other financial arrangement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes to any of the above questions please provide full details in the additional information section in this form			

## 9. PRINCIPAL SECURITY DETAILS

Property address	Description of property		
Current use	Intended use on completion		
Estimated value (£)			
Most recent valuation (£)	Date	<b>Please submit a copy if available</b>	
Tenure      Freehold <input type="checkbox"/> Feuhold <input type="checkbox"/> Leasehold <input type="checkbox"/>	If leasehold, please give Unexpired term		
Title number	Ground rent (£)	p.a.	
Name of contact at property to arrange access for valuation purposes	Contact telephone numbers		
Is the property currently registered for VAT?      Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, do you intend to register the property for VAT?      Yes <input type="checkbox"/> No <input type="checkbox"/>		
Confirmation of the identity of anyone aged 17 or above who will occupy this property together with an explanation of the basis upon which they occupy (copies of leases should be forwarded with the application)			
Name of occupier	Date of birth	Relationship to applicant(s)	Basis upon which they occupy
Any occupier not party to this mortgage or residing at the property on a tenancy agreement will need to sign an 'occupier waiver'. Please note that we may also insist that this person receives independent legal advice.			
Will you or a related person (spouse, common law partner, parent, sibling, child, grandchild, grandparent) dwell or intend to dwell at part of the property being offered as security?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, does this part exceed 40% of the total security area?			Yes <input type="checkbox"/> No <input type="checkbox"/>
On completion is this property	Owner occupied <input type="checkbox"/>	Investment <input type="checkbox"/> If yes, please complete Section 9a & 9b below	Part owner occupied/part investment <input type="checkbox"/> If yes, please complete Section 9a & 9b below
<b>If you are purchasing the property please complete this section</b>			
Purchase price (£)		Current value (£)	
Deposit (to include stamp duty, legal fees etc) (£)			
Source of deposit monies	Gift/family loan (£) Related sale (£)	Cash/savings (£) Other (£)	Further borrowing (£)
If the deposit monies are being raised from a related sale please confirm the address of the property and the anticipated completion date. If 'other' please confirm the details			
Have you discussed with your accountant or solicitor with regards to claiming your full entitlement to Capital Allowances?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, would you be interested in finding out more about how Capital Allowances could save you tax?			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If you already own the property please complete this section</b>			
Date property purchased		Price paid (£)	
Was the property acquired from an unrelated party at full market value			Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of current lender		Mortgage account number	
Arrears in last 12 months		Outstanding mortgage amount (£)	
Are there any other charges secured against the property (e.g overdraft)?      Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes please give details in additional information section	

## 9. PRINCIPAL SECURITY DETAILS CONTINUED

### 9a Investment details

This section is only to be completed if the property or part of the property is or will be let on completion

Is the property currently let?      Yes       No       **If yes, please forward a copy of all tenancy agreements with this application**

If yes, how many commercial tenants will there be?

How many residential tenants will there be?

#### Current tenancy details

##### Tenant 1

Current annual rent (£)

Commencement date

Term

Tenancy type

Name of tenant

##### Tenant 2

Current annual rent (£)

Commencement date

Term

Tenancy type

Name of tenant

##### Tenant 3

Current annual rent (£)

Commencement date

Term

Tenancy type

Name of tenant

##### Tenant 4

Current annual rent (£)

Commencement date

Term

Tenancy type

Name of tenant

How long have you been letting property?

How many properties do you currently own?

**Please complete supplementary schedule of investment properties confirming portfolio details**

Do you manage the properties?      Yes       No

If no, please give the name and address of the management company

If the property is part let and part owner occupied, please state which area is let and owner occupied

## 10. ADDITIONAL SECURITY DETAILS

Property address

Description of property

Name of contact at property to arrange access for valuation purposes

Contact telephone numbers

Is this property      Owner occupied       Tenanted

Tenure      Freehold       Feuhold       Leasehold

If leasehold, please give Unexpired term

Title number

Ground rent (£) p.a.

Date property purchased

Price paid (£)

Estimated value (£)

Outstanding mortgage amount (£)

Name of current lender

Mortgage account number

Are there any other charges secured against the property (e.g overdraft)?      Yes       No

If yes please give details in additional information section

Confirmation of the identity of anyone aged 17 or above who will occupy this property together with an explanation of the basis upon which they occupy (copies of leases, licences etc should be forwarded with the application)

Name of occupier

Date of birth

Relationship to applicant(s)

Basis upon which they occupy

Any occupier not party to this mortgage or residing at the property on a tenancy agreement will need to sign an 'occupier waiver'. Please note that we may also insist that this person receives independent legal advice.



**11. ADDITIONAL INFORMATION CONTINUED**

Additional details referred to in the relevant sections of this form to be included below in support of your application

Lined area for providing additional information.

## 12. BUILDINGS INSURANCE

You must have buildings insurance on any property mortgaged with us and would request that you forward a valid buildings insurance schedule to us. The buildings sum assured must be for not less than the reinstatement value given by the surveyor. Please note that completion cannot take place until this information is received on all properties secured by our charge

We do not insist that the insurance is arranged through us but we can obtain a quotation for you. Please tick this box if you would **not** like to receive a quotation

## 13. SOLICITORS DETAILS

Solicitors must be registered with the Law Society

**Purchase applications** You will be required to instruct your own solicitors

**Refinance applications** You have the option to proceed with or without solicitors however, we do reserve the right to insist that you instruct your own solicitors in certain circumstances

Name of firm	Telephone number
Contact name	Fax number
Address	Email address

## 14. BROKER FEE DEDUCTION

By signing this declaration you acknowledge that we can pay the broker fee detailed below direct to your broker on completion. The broker fee will be deducted from the mortgage advance.

Broker name	Signed on behalf of all borrowers
A fee amounting to (£)	
	Date
	Print name

You understand that if your broker is not the intermediary who submitted the application to Whiteaway Laidlaw Bank (the 'submitting intermediary'), that we will pay any broker fee to the submitting intermediary for onward distribution to your broker. You also understand that it is not a condition of the advance that any broker fees are payable and any broker fee is a matter for agreement between you and your broker. Your broker will be acting as your agent.

## 15. VALUATION PAYMENT DECLARATION

Whiteaway Laidlaw Bank will instruct a valuer from its approval panel of surveyors to value the security property(ies). Please provide a contact name and telephone number for us to arrange payment

Name of contact	Best contact number within work hours
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## 16. INSTRUCTIONS TO YOUR BANK OR BUILDING SOCIETY TO PAY DIRECT DEBITS

Name of account holder(s)	Name & full postal address of your bank/building society
Account number	
Sort code	

Please pay Whiteaway Laidlaw Bank Direct Debits from the account detailed on this instruction subject to the safeguards assured by the direct debit guarantee. I, the customer, understand that this instruction may remain with Whiteaway Laidlaw Bank and, if so, details may be passed electronically to my Bank/Building Society

17. DECLARATION

Declaration

USE OF YOUR INFORMATION

To administer and service this application and any mortgage advance that may be made by any company within the Whiteaway Laidlaw Bank (WLB) group and for related purposes WLB may obtain, use and process personal data on you and the individuals named in this form and transfer such data to our group companies, professional advisers, third party mortgage service and administration companies and our group funders and their professional representatives. If you have asked for a buildings and/or life insurance quote then WLB Buildings and Protection Limited will pass your personal data to insurers. Such data may include "sensitive personal data", as defined by the Data Protection Act 1998.

You consent to disclosure by WLB of any confidential information (whether financial or otherwise) to any person who may be asked to provide any security or guarantee for the mortgage or their legal adviser. You agree to WLB discussing the progress of this application (and any associated matters) with, and to sending copies of any correspondence to, your Intermediary and our professional advisers.

It is important that you provide accurate information. WLB will search records relating to you at credit reference agencies ("your records"). They will add details of our search and your application to your records and this will be seen by other organisations that make searches.

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies. Law enforcement agencies may access and use this information.

We and other organisations may also access and use this information to prevent fraud and money laundering, for example, when:

- Checking details on applications for credit and credit related or other facilities
- Managing credit and credit related accounts or facilities
- Recovering debt
- Checking details on proposals and claims for all types of insurance
- Checking details of job applicants and employees

Please telephone WLB on 01277 751 110 if you want to receive details of the relevant fraud prevention agencies. You have a legal right to these details.

We and other organisations may access and use from other countries the information recorded by fraud prevention agencies.

WLB, the credit reference agencies and the fraud prevention agencies will also use your records for statistical analysis about credit, insurance and fraud. WLB may also use information about you to carry out market research.

You have a right to receive a copy of the information WLB holds about you if you request it in writing. A fee will be payable.

DECLARATION

I/We, the undersigned, declare that the replies to the questions contained herein are true and complete in every respect to the best of my/our belief and I/We understand that they will be relied upon by, and may form the basis of any contract between, the applicant(s) and the WLB group company making the advance.

Signature of borrower/guarantor 1	Signature of borrower/guarantor 2
Date	Date
PRINT NAME	PRINT NAME
Where borrower is a Ltd Company or partnership	
Capacity	Capacity

To enable us to issue you with a **'formal offer'** in addition to the indicative offer documents the following will be required:-

### 'FORMAL OFFER' REQUIREMENTS

#### Valuation report

To be instructed by Whiteaway Laidlaw Bank upon payment of fee from the borrower.

Business valuation appraisals on public houses, bars, hotels, guesthouses, bed and breakfast with a restaurant or public bar or 6 or more letting rooms, new business purchases or where accounts are not available.

Any specialist reports and estimates recommended by the surveyor

#### Signature identification

Acceptable evidence – current signed passport, current full driving licence, current and signed national identity card, current shotgun/ firearms certificate.

Copies of documents must be certified by a professional person, i.e. a UK lawyer, banker, an authorised financial intermediary or broker, accountant, post master/sub post master as 'original seen' and the date

#### Proof of residency

If 3 years residency cannot be proved from the voters roll check on the credit search, alternative proof must be provided in the form of utility bills for the years not shown.

Copies of documents must be certified by a professional person, i.e. a UK lawyer, banker, an authorised financial intermediary or broker, accountant, post master/sub post master as 'original seen' and the date

#### Client telephone interview

All borrowers/guarantors will be interviewed over the telephone in order for the details of the proposal to be discussed in full

#### Licences (if relevant)

If the property sells alcohol such as restaurants, off licences, guest houses or public houses, a copy of the premises licence will be required.

If a property is used as a children's day nursery a copy of an applicable OFSTED approval certificate is required.

A property in multiple occupation (HMO), planning approval and or an appropriate licence is required

#### Proof of deposit (purchases only)

Evidence to cover the difference between the loan amount and purchase price, legal fees and stamp duty in the form of bank statements if monies are from own funds. If the monies are from a related sale, confirmation from solicitors

#### Occupier waivers (if relevant)

Anyone aged 17 or over, residing in the property on or after completion and not party to the mortgage (other than tenants), will be required to sign an occupier waiver form

#### Minutes of board meeting (limited companies only)

To following items are to be submitted prior to **'completion'**:-

### 'COMPLETION' REQUIREMENTS

#### Signed formal offer letter

Original signed by all borrowers/guarantors

Commitment fee cheque/debit card payment

#### Signed legal charge

Original signed and witnessed by all borrowers/guarantors

#### Buildings insurance schedule

Required on all properties taken as security

The buildings sum assured must be for the full reinstatement value as recommended by the surveyor

#### Redemption statements (refinances only)

#### Independent legal advice certificate (if required)

#### Legal conditions precedent

**Please note that the above criteria is for guidance only and is subject to change. All applications are subject to status and acceptance.**



# Commercial mortgage application form

**t:** 01277 751 111

**f:** 01277 751 145

**e:** [brokerenquiries@whiteawaylaidlawbank.co.uk](mailto:brokerenquiries@whiteawaylaidlawbank.co.uk)

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Great Warley, Brentwood, Essex CM13 3BE