### **Intermediary Mortgage Application Form – Residential**

Residential Clydesdale Bank

Our online application system must be used for all applications. This form should only be used if you have been advised to by Clydesdale Bank. Completed Application Forms to be sent to: Clydesdale Bank PLC, B2B Mortgages, PO Box 3124, Glasgow, G60 9BU Contact Tel No 0844 736 0034

#### Please note: Property being mortgaged cannot be located in Northern Ireland

| Application Checklist  |
|--|
| Please indicate if the application is for: Remortgage Purchase Borrowing on an unencumbered property   |
| This application form should be typed and fully completed on screen (we no longer accept hand written application forms)   |
| Fully completed and signed application form and all boxes ticked   |
| Income verification for Employed - Certified copies of 2 months payslips   |
| Income verification for Self Employed - the last 3 years' accounts   |
| Credit card details for the valuation and/or arrangement fee. Scottish Properties - A transcript can be accepted up to 75% Itv with £100 fee   |
| Bank Statements - Certified copy of 3 most recent months bank statements showing applicants salary and mortgage payments   |
| Evidence of Personal Identity - Verify the identity using a single document from list A or two documents, one from list B supported by one from list C   |
| Documentary evidence of the source of the deposit  |
| Other applications are pending or have been submitted for this client.<br>Please provide the property post code(s) or MM reference number(s)   |
| Valuation and arrangement fee payments<br>We accept all major debit/credit cards for valuation and arrangement fee payments except American Express/AMEX. Please note, we cannot accept<br>cheques for valuation and arrangement fee payments. |

### **Intermediary Details**

#### To be completed by Intermediary

| Company/Broker firm   | Broker Office/Address  |
|---|--|
| Advisor name  |  |
| Phone number  | post code  |
| Mobile number   | Network name   |
| Clydesdale Bank Relationship Manager  | FCA reference No.  |
| Is this Mortgage Contract regulated<br>by the Financial Conduct Authority? Yes No | Fax number   |
|   | Email address  |
| Type of Mortgage Sale Advised Execution Only Customer R                           | ejected Advice   |
| Please provide the reason for the Execution Only sale in the additional infor     | mation section   |
| Have you previously agreed this case with one of our underwriters?                | Yes No   |
| If yes, please detail the underwriter's name and the date you agreed the case     | (DD/MM/YY)   |
| Please provide a brief summary of any points discussed with your Relationshi      | p Manager/ Underwriter in the additional information section |

### **Fee Payments**

#### Arrangement fee payments cannot be added to the loan if the total will exceed the LTV for the particular product.

(This is the fee you have charged your client(s) for your services. Please input 'nil' if appropriate.)

|     |    | St |
|-----|----|----|
|     |    | Ex |
| £   |    |    |
| Yes | No |    |
| £   |    |    |
| £   |    |    |
|     |    |    |

Start date Expiry date

| ]-[ |
|-----|
| ]_[ |

#### Types of evidence:

Verify the identity using a single document from List A or two documents, one from List B supported by one from List C.

#### List A – Single Document Identification

A government issued document which incorporates the customer's full name and photograph, and either the residential address or date of birth:-Current full valid signed passport. If the passport is non-British a certified copy must be attached.

- Current Northern Ireland voter's card
- Current UK Photo-Card Driving Licence
- Current Firearms Certificate or Shotgun Certificate issued by UK Police Force

#### List B – Dual Document Identification

- A government issued document (without a photograph) which incorporates the customer's full name:-
- Current full UK Driving Licence (old version)
- Recent evidence of entitlement to a state or local authority funded benefit e.g. Pension Book/ DSS/ Benefits Agency notification letter.
- HM Revenue and Customs Tax Notification/ Notice of Tax Coding/ Self Assessment Return.
- National Insurance Card (accompanied by most recent P60 or payslip detailing same NI number and name)
- Armed Forces ID Card
- Police Warrant Card
- HM Revenue and Customs Card (this does not include cards such as a CIS4 card, as this is not a Govt. employee ID card)
- Blue Parking Card for People with disabilities.

#### List C

AND from List C a second document either government-issued or issued by other selected sources which incorporates the customer's full name and either the residential address or date of birth:-

- Credit reference agency search via Autoscored Products or Voters Roll Search
- Record of a Home Visit
- Recent Utility Bill (3)
- Local Authority Tax Bill or Statement Documents must be for the current payment year. Documents with hand-written amended addresses are not
  acceptable. Reminder letters or Sheriff Officer letters regarding council tax are not acceptable.
- Recent system generated or signed correspondence from a UK regulated financial sector firm (3) e.g. your Bank or Building Society statement.
- Motor/House Insurance Certificate. The document must be for the current year and in force
- Original systems-generated TV Licence. The document must be the current year's licence and system generated with a pre-printed address

#### Intermediary Introduction Certificate for UK Resident Private Individuals

|            | Type of evidence | Reference/Account/<br>Serial Number | Issuing Authority (2) / Country of origin | Date of Expiry |
|------------|------------------|-------------------------------------|---|----------------|
| Identity 1 |                  |                                     |   |                |
|            |                  |                                     |   |                |
| Identity 2 |                  |                                     |   |                |
|            |                  |                                     |   |                |

Notes:

- If attaching certified copies of the evidence please also record the relevant details on this sheet as this will help with record keeping in the event that copy documents become detached from the certificate.
- (2) Enter the country of origin or the three letter code of the issuing state or country (i.e. UK Passports enter GBR).
- (3) Documents must be either current or dated within the last 3 months. Bills printed off the internet, mobile telephone bills and store card statements are not acceptable. Documents with hand-written amended addresses and general letters from suppliers are not acceptable.

#### **Explanatory Notes**

- 1. A separate confirmation must be completed for each customer (e.g. joint holders, trustee cases and joint life cases). Where a third party is involved, e.g. a payer of contributions who is different from the customer, the identity of that person must also be verified and a confirmation provided.
- 2. This form cannot be used to verify the identity of any customer that falls into one of the following categories:
  - those who are exempt from verification as being an existing client of the introducing firm prior to the introduction of the requirement for such verification.
  - those who have been subject to Simplified Due Diligence under the Money Laundering Regulations.

#### I/we confirm that:

(a) the information in the customer verification section above was obtained by me/us in relation to the customer(s)

Please select one of the options below:

- (b) i. the evidence I/we have obtained to verify the identity of the customer(s) meets the standard evidence set out within the guidance for the UK Financial Sector issued by JMLSG
  - ii. exceeds the standard evidence (written details of the further verification evidence taken are attached to this confirmation).

| Signed   | Note: This certificate must be sign<br>person who has seen the original<br>documentary evidence. | ed by the |
|----------|--|-----------|
| Name     | Full name of regulated firm  |           |
| Position | Name of regulator  |           |
| Date     | Regulator reference number   |           |

# **Customer Details**

|   | First applicant                                 | Second ap                 | plicant                  |               |
|---|---|---------------------------|--------------------------|---------------|
| Mr/Mrs/Miss/Ms  |   |                           |                          |               |
| First name in full  |   |                           |                          |               |
| Middle name(s) in full  |   |                           |                          |               |
| Surname   |   |                           |                          |               |
| Date of birth   |   |                           |                          |               |
| Time at present address                                       | year(s)   | onth(s)                   | year(s)                  | month(s)      |
| Current address   |   |                           |                          |               |
|   |   |                           |                          |               |
|   | post code                                       |                           | post code                |               |
| Country of birth / Nationality                                | /   |                           | /                        |               |
| If you have lived at your present address for less than       | 3 vears, please give all previous address detai | for that period.          |                          |               |
| ,,  | First applicant                                 | Second ap                 | plicant                  |               |
| 1. Address  |   |                           |                          |               |
|   |   |                           |                          |               |
|   | post code                                       |                           | post code                |               |
| Time at previous address                                      | year(s)   | onth(s)                   | year(s)                  | month(s)      |
| Please advise any additional address at which yo Work address | u may have applied for credit during the la     | t 3 years e.g. Parental h | ome/University Hall (    | of Residence/ |
| Address   |   |                           |                          |               |
|   | post code                                       |                           | post code                |               |
| Time at additional address                                    | year(s)   | onth(s)                   | year(s)                  | month(s)      |
| Are you   | single married/civil sepa                       | ted single                | married/civil            | separated     |
|   | widewod divorced/                               |                           | partnership<br>divorced/ | with partner  |
| Number of dependant children (mandatory)                      | dissolved with pa                               |                           | dissolved                |               |
| Number of dependant adults (mandatory)                        |   |                           |                          |               |
| Gender of applicant   | Male Fe   | nale                      | Male                     | Female        |
| Contact Dataila   |   |                           |                          |               |
| Contact Details   |   |                           |                          |               |
| Home Telephone  |   |                           |                          |               |
| Work Telephone  |   |                           |                          |               |
| Mobile<br>Email address                                       |   |                           |                          |               |
| Email address   |   |                           |                          |               |
| Residential Status  |   |                           |                          |               |
|   | home owner tenant (unfurnisl                    | d) home owner             | tenant (u                | nfurnished)   |
|   | tenant (furnished) living with paren            | tenant (furnish           | ned) living wit          | h parents     |
|   | living with other relatives lodge               | living with oth           |                          | lodger        |
|   | provided by employer                            | provided by e             |                          | Ŭ L           |
| Other (please specify)  |   |                           |                          |               |
| Are you an existing Clydesdale Bank customer?                 | Yes   | No 🗌                      | Yes                      | No            |
| Existing CB Account Number and Sort Code                      |   |                           |                          |               |

Γ

# Occupation/Income Details

| Is the applicants income to be included in the mortgage application?<br>Occupation/Job Title  | First applicant  | Second applicant                              |
|---|--|---|
|   | full-time part-time retir<br>self-employed unemploy<br>fixed term contract agency contra | red self-employed unemployed                  |
| Expiry date of contract (DD/MM/YY)  |  |   |
| At what Age do you intend to retire   |  |   |
| Current employer's details (not to be comple  | eted if you are self-employed)   |   |
| Current employer's nature of business   |  |   |
| Time in current occupation*   | year(s) mc   | onth(s) year(s) month(s)                      |
| Time in previous occupation   | year(s) mc   | ponth(s) year(s) month(s)                     |
| Current employer's name   |  |   |
| Current employer's address  |  |   |
|   | post code  | post code                                     |
| <ul> <li>If with current employer less than 2 years, detail<br/>previous employer(s) and dates for the preceding<br/>2 years</li> </ul> |  |   |
| Employed (PAYE) Please provide 2 most recent  | <br>payslips plus documentary evidence of bonus/ove                                      | ertime  |
| How do you get paid?  | Cash Cheq  |   |
|   | Direct to Direct to oth Direct to oth  | ner Direct to Clydesdale Bank Direct to other |
| Are you paid  | Monthly Fortnigh   |   |
|   | Weekly Four wee  | kly Weekly Four weekly                        |
| Basic gross income per annum<br>(excluding bonuses, overtime and shift allowance)   | f  | £   |
| Net monthly income (after deduction of tax)   | £  | £   |
| Gross annual overtime   | £  | £   |
| Gross annual bonus  | £  | £   |
| Self-employed<br>Please complete the following section if you are self-en   |  |   |
| Time self-employed  | year(s) mo   | onth(s)   year(s)   month(s)                  |
| What % share of the business do you own?  |  |   |
| Are the following up to date?   | TAX Yes  |   |
|   | PAYE Yes   | No PAYE Yes No                                |
| Date of most recent accounts (DD/MM/YY)   | NI Yes   |   |
| Nature of Business  |  |   |
|   |  |   |
| Name of Business  |  |   |
| Address of Business   | post code  | post code                                     |
|   | Year 1 (Most recent Year 2 Year 3  | Year 1 (Most recent Year 2 Year 3             |
| Year ending (DD/MM/YY)  |  |   |
| Net Profit Before tax   | £ £ £  | £ £   |
| Share of Directors Remuneration   | £ £  | £ £   |
| <b>Employed (PAYE), Self-employed and Ret</b><br>Amount of any other regular income (per month)   |  |   |
| Please specify source   | f  | f   |
| Tiease specify source   |  |   |

CB2000 (05/15)

### **Current Mortgage Details (Residential)**

|  | First applicant | Second applicant |
|--|-----------------|------------------|
| Lender (e.g. who is your mortgage with?) |                 |                  |
| Market Value                             | £               |                  |
| Total mortgage outstanding               | £               |                  |
| Joint/Sole name                          |                 |                  |

If you have any other residential mortgages please specify in the Other Property Assets section

#### **Monthly Expenditure Details – Main Residence** (if a joint application, the following section must be completed on a joint basis. All figures should reflect the post completion position)

| Mortgage/Rent                   | £ | Credit cards                              | f     |
|---------------------------------|---|---|-------|
| Water rates                     | £ | Other loans                               | £     |
| Council tax                     | £ | Child maintenance/School fees/Child care  | £     |
| Ground rent/Service charge      | £ | Alimony                                   | £     |
| HP/Rental                       | £ | Other                                     | £     |
| Insurances (incl car insurance) | £ | Total new monthly residential expenditure | £ (A) |

# Monthly Expenditure - All BTLs & Other Properties (excluding main residence)

| Mortgages   | £ | Ground rent/Service charge                         | f         |
|-------------|---|--|-----------|
| Water rates | £ | Insurances (incl. car insurance)                   | f         |
| Council Tax | £ | Total new monthly BTL & Other Property expenditure | £ (B)     |
|             |   | Total expenditure                                  | £ (A)+(B) |

# **Rental Income - Other Properties**

| Rental Income | £ |
|---------------|---|
|               |   |

### **Assets** (if a joint application, the following section must be completed on a joint basis)

| Bank/Building Society balances  | f | Investments        | f |
|---------------------------------|---|--------------------|---|
| Life policies (surrender value) | £ | Equity in property | £ |
| Other                           | £ | Total              | £ |

# Other Property Assets (Please ensure all mortgage payments are included in the monthly expenditure section)

| Property Address | Date<br>of<br>Purchase | Purchase<br>Price<br>£ | Is the<br>property<br>presently<br>tenanted?<br>Y/N | Current<br>Market<br>Value<br>£ | Sum of<br>Outstanding<br>Mortgage/<br>Buy to Let<br>if applicable<br>£ | Mortgage<br>Provider | LTV<br>% | (A)<br>Monthly<br>Repayment<br>£ | (B)<br>Gross<br>Monthly<br>Rent/<br>Income<br>£ | (B) - (A)<br>Monthly<br>gross sum<br>available<br>to cover<br>expenses**<br>£ |
|------------------|------------------------|------------------------|---|---------------------------------|--|----------------------|----------|----------------------------------|---|---|
|                  |                        |                        |   |                                 |  |                      |          |                                  |   |   |
|                  |                        |                        |   |                                 |  |                      |          |                                  |   |   |
|                  |                        |                        |   |                                 |  |                      |          |                                  |   |   |
|                  |                        |                        |   |                                 |  |                      |          |                                  |   |   |
|                  |                        |                        |   |                                 |  |                      |          |                                  |   |   |
|                  |                        |                        |   |                                 |  |                      |          |                                  |   |   |
|                  |                        |                        |   |                                 |  |                      |          |                                  |   |   |
|                  |                        |                        |   |                                 |  |                      |          |                                  |   |   |
| Total            |                        |                        |   |                                 |  |                      |          |                                  |   |   |

# **Liability Details**

#### If a joint application, the following must include the liabilities of all applicants

|  | First applicant                            |                              | Second applicant           |             |  |  |
|--|--|------------------------------|----------------------------|-------------|--|--|
| Time with current bank   | year(s)                                    | month(s)                     | year(s)                    | month(s)    |  |  |
| What is the total value of outstanding and/or agre<br>Clydesdale Bank and/or Yorkshire Bank?   | ed Buy to Let facilities you               | a have in place with         | f                          |             |  |  |
| Do you have a Maestro and/or Debit Card?   | Yes No                                     |                              | Yes No                     |             |  |  |
| Credit cards (eg. Visa, MasterCard, Storecard)   |  |                              |                            |             |  |  |
| Name of company  | Card                                       | limit                        | Outstanding balance        |             |  |  |
|  | f  |                              | £                          |             |  |  |
|  | f  |                              | £                          |             |  |  |
|  | f  |                              | £                          |             |  |  |
|  | £  |                              | £                          |             |  |  |
| Loans  |  |                              |                            |             |  |  |
| Name of company  | Origi                                      | nal amount of loan           | Outstanding balance        | End date    |  |  |
|  | £  |                              | f                          |             |  |  |
|  | £  |                              | f                          |             |  |  |
|  | £  |                              | £                          |             |  |  |
|  | £  |                              | £                          |             |  |  |
| Hire Purchase  |  |                              |                            |             |  |  |
| Name of company  | Origi                                      | nal amount of loan           | Outstanding balance        | End date    |  |  |
|  | f  |                              | £                          |             |  |  |
|  | f  |                              | £                          |             |  |  |
|  | £  |                              | £                          |             |  |  |
|  | £  |                              | f                          |             |  |  |
| Bank overdraft   |  |                              |                            |             |  |  |
| Name of company  | Curre                                      | ent overdraft limit          | Outstanding balance        | Review date |  |  |
|  | £  |                              | £                          |             |  |  |
|  | f  |                              | £                          |             |  |  |
|  | f  |                              | £                          |             |  |  |
|  | £  |                              | £                          |             |  |  |
| Detail any other outstanding debts, eg. taxation   | Outs                                       | tanding balance              |                            |             |  |  |
|  | £  |                              |                            |             |  |  |
|  | £  |                              |                            |             |  |  |
| Amount of guarantees over any other loans  | £  |                              |                            |             |  |  |
| Full total of liabilities  | £  |                              |                            |             |  |  |
| Have you ever been refused a mortgage; had a ju<br>maintain rent/mortgage/HP payments or any other<br>If yes, please give details in Additional Information<br>Is any part of the Home Loan you are applying for | r credit facility; had a conv<br>n section | viction, or do you have a pe | ending prosecution?<br>Yes | No          |  |  |

Is any part of the Home Loan you are applying for to repay any of your outstanding debts? If so please provide the details of the amount outstanding and names of the company who provided the facility. Details to be recorded on the Additional Information section.

# Type of Mortgage Product Required

Please specify full product details below. If loan is to be split between different product types please provide breakdown. Any more than two products can be detailed in the Additional Information section. If the loan is to be split across two products, please complete and submit two Direct Debit Mandates.

| Full product description, including rate, e.g. variab   | ole, fixed, disco | unted, tracker    |                      | Interest Rate %   | Amount             |
|---|-------------------|-------------------|----------------------|---|--------------------|
|   |                   |                   |                      |   |                    |
|   |                   |                   |                      |   |                    |
| Would you like to open any Offset Current or Offs<br>accounts (where offset functionality is available)?  | et Savings        | Yes               |                      | + 2   | Applicants 1 and 2 |
| If yes, how many Current Accounts are required?   | (0 - 6)           | Applicant 1       | Applicar             | ll Z  | Applicants 1 and 2 |
| If yes, how many Savings Accounts are required?   | (0 - 6)           |                   |                      |   |                    |
| Mortgage Details  |                   |                   |                      |   |                    |
| Mortgage Amount Required  | £                 |                   | Purchase Price of Pr | operty (purchases <b>onl</b> y                                | y) £               |
| Amount of deposit/equity (if applicable)  | £                 |                   |                      | Ve require documentary evide<br>it to be submitted with the a |                    |
| Term Requested (YY/MM)  |                   |                   | Fees to be added to  | loan (arrangement fe  | e £                |
| Capital and interest  | £                 |                   | 1 /                  | added to the loan if t<br>LTV for the particular              |                    |
| Interest Only*  | £                 |                   | Estimated property   | value (Remortgages <b>o</b> l                                 | nly) £             |
| Low Start Low Start Product will be Interest Only for an initial fixed period before reverting to Capital and Interest for the remainder of the term. | £                 |                   |                      |   |                    |
| Purpose of Home Loan Advan  | ce                |                   |                      |   |                    |
| Is borrower type a first time buyer?  | Yes               | No                |                      |   |                    |
| For remortgage or unemcumbered, how muc   | h of the mort     | gage advance      | will be used for:    |   |                    |
| Home Improvements   | £                 |                   |                      |   |                    |
| Debt Consolidation  | £                 |                   |                      |   |                    |
| Onward Purchase   | £                 |                   |                      |   |                    |
| Other   | £                 |                   |                      |   |                    |
| Please provide additional information below (and  | use the Additio   | nal Information s | ection if required). |   |                    |

### **Repayment Strategies for Interest Only Mortgages**

Please complete this form with the details of the repayment strategy(s) you have in place to repay the capital outstanding at the end of the mortgage term. We will also need evidence to support your stated strategy(s). A combination of repayment strategies will be considered.

#### **Cash Savings & Investments**

| Provider | Reference Number | Start Date | Monthly Payment | Current Value |
|----------|------------------|------------|-----------------|---------------|
|          |                  |            |                 |               |
|          |                  |            |                 |               |
|          |                  |            |                 |               |
|          |                  |            |                 |               |
|          |                  |            |                 |               |
|          |                  |            |                 |               |

Please provide a copy of your last statement plus evidence of regular and on-going contributions which have been in place for at least 12 months. **Endowment Policies** 

| Provider | Reference Number | Start Date | Maturity Date | Monthly Payment | Current Value |
|----------|------------------|------------|---------------|-----------------|---------------|
|          |                  |            |               |                 |               |
|          |                  |            |               |                 |               |
|          |                  |            |               |                 |               |
|          |                  |            |               |                 |               |

Please provide a copy of your last statement showing projected maturity value plus evidence of at least the last 12 months regular contributions.

#### Pension Commencement Lump Sum

| Provider | Reference Number | Date of Retirement | Monthly Payment | Projected Lump Sum |
|----------|------------------|--------------------|-----------------|--------------------|
|          |                  |                    |                 |                    |
|          |                  |                    |                 |                    |
|          |                  |                    |                 |                    |

Please provide a copy of your last statement showing projected maturity and the retirement date.

#### Sale of Share Portfolio

| Company | Number of Shares | Value |
|---------|------------------|-------|
|         |                  |       |
|         |                  |       |
|         |                  |       |

Please provide a copy of the share certificate or share account statement, a statement showing the current value and a print of the current share price from a recognised source. Only shares held in FTSE 100 listed Companies can be accepted.

#### **Other Repayment Strategies**

Depending on your response, we may need to contact you for further information. Do you intend to downsize from the property you wish to purchase with this mortgage

If yes, please provide more information on your strategy in the section below.

Yes

No

| The sale of another property owned by you     Yes     No   |
|--|
| If yes, please provide (use the additional information section or complete a separate piece of paper with the details.   |
| (The address of the property must also be included)  |
| The value of the property       £       Amount of equity in the property       £       Amount outstanding on the loan       £  |
| Is the property in your name only Yes No   |
| If this mortgage is with another lender, please provide a copy of your last mortgage statement. If the property is unencumbered, we require the results from a Lane Registry search within the last 90 days showing ownership. |
| Additional information/property address (where the strategy is the sale of another property owned by you)  |
|  |

### Legal Provider's Details

www.clydesdalebankintermediaries.co.uk

No

Purchase Cases: Are you using a solicitor or licensed conveyancer from the Clydesdale Bank Legal Panel? Yes Please provide details below.

Please provide the details of the firm or licensed conveyancer acting on your behalf. Clydesdale Bank will instruct a firm to act on its behalf (you will be charged a fee by the firm for this service). To find out more information on Clydesdale Bank's Legal Panel, please visit

### **Solicitor details** Name of legal firm or licensed conveyancer Address of solicitor/licensed conveyancer post code Contact name at solicitors/licensed conveyancer Telephone number DX number Fax number

Remortgage Cases: Please note that only the Bank's nominated legal provider or a member of the Clydesdale Bank Legal Panel may be instructed. To find out more information on Clydesdale Bank's Legal Panel, please visit clydesdalebankintermediaries.co.uk

No

Second Applicant

Are you using the Clydesdale Bank's Fees Free Legal Service?

Yes If no, please provide details of the firm or licensed conveyancer to be used above. Please note that the Bank does not cover any fees if our

### **Present Bank Details**

nominated firm is not used.

Please provide the bank details your main source of income is credited to.

#### **First Applicant**

| Name of bank    | Name of bank    |  |
|-----------------|-----------------|--|
| Name of branch  | Name of branch  |  |
| Branch address  | Branch address  |  |
|                 |                 |  |
| Name of account | Name of account |  |
| Sorting code    | Sorting code    |  |
| Account number  | Account number  |  |
|                 |                 |  |

# **Property and Valuation Details**

| Full registered address of property to be mortgage   | ed including post cod | e. Must    | be completed in all cases    |                   |                               |
|--|-----------------------|------------|------------------------------|-------------------|-------------------------------|
|  |                       |            |                              | post code         |                               |
| L<br>Please indicate the kind of report you require<br>Note, the Homebuyers' Survey is not available und | er the remortgage of  | fer.       | Mortgage Valuation           |                   | Homebuyers' Survey            |
| Scottish properties only. Please provide the name<br>Homebuyers' Survey or Transcription                 | of the valuer and da  | te of insp | pection (this must be within | the last 3 months | ) for the Mortgage Valuation, |
| Name of valuer   |                       |            | Date of inspection           | 1                 |                               |
| Who should the valuer contact to gain access to the  | he property?          |            |                              |                   |                               |
| Name Tele  | ephone (daytime)      |            |                              | Mobile            |                               |
| Is the property located in Scotland?   | Yes                   |            | No                           |                   |                               |
| Is this a new build property?  | Yes                   | $\exists$  | No                           |                   |                               |
| Approx. year the property was built (YYYY)   |                       |            |                              |                   |                               |
| Is the property being occupied for the first time?   | Yes                   |            | No                           |                   |                               |
| Is there a NHBC/builders guarantee?  | Yes                   |            | No                           |                   |                               |
| Is the property  | freehold              |            | leasehold                    |                   | heritable/feudal              |
| If leasehold, state the number of years remaining  | on lease              |            |                              |                   |                               |
| Property type  | bungalow              |            | flat                         | maisonette        | ]                             |
|  | town house            |            | terrace                      | detached          | semi detached                 |
| Does the property have more than four storeys?   | Yes                   | No         | If yes, how many?            |                   |                               |
| Is property above a commercial premise?  | Yes                   | No         | If yes, type of comr         | nercial premise   |                               |
| Construction   |                       |            |                              |                   |                               |
| Walls  | brick                 |            | stone                        | concrete          | timber-framed                 |
|  | timber                |            | pre-fabricated               | other             | ]                             |
| Accommodation  |                       |            |                              | _                 |                               |
| Give number of   | Reception rooms       |            | Bedrooms                     | Inside W.C's      | Basement rooms                |
|  | Kitchens              |            | Bathrooms                    | Attic rooms       | Outbuildings                  |
| Garages  | single                |            | double                       | detached          | integral                      |
|  | space                 |            | none                         |                   |                               |

Please indicate if you have a family or financial connection with the property owner and please provide details in the Additional Information Yes section.

Clydesdale Bank PLC is a member of the National Australia Bank Group (the "Group"). The Group (which is referred to as "we", "us" or "our") includes National Australia Group Europe Limited, each subsidiary or holding company thereof from time to time, and each subsidiary from time to time of any such holding company. A complete list is available on request. Clydesdale Bank PLC will share information about you with other members of the Group. The following sections explain in more detail how and for what purposes the Group will use your personal information.

#### Your information

We currently may hold personal and financial information about you and may obtain or receive such information about you in the future. The information we process about you will be obtained from various sources including directly from you; from your dealings with any member of the Group including from the transactions and operation of your accounts and services; from other organisations including credit reference and fraud prevention agencies; and from persons who know you including joint account holders and persons with whom you are financially linked in the context of a particular product. For our internal operational reasons we may link information concerning your accounts with us to information concerning other products and services we provide to you. We may also link your information to that of other individuals with whom you are financially associated. Such information may also include sensitive personal data, such as information relating to your health, or criminal convictions or proceedings. However we only hold such data where we need to for the purposes of the product or services we provide to you or it is in our normal course of business to do so; for example, insurance products.

#### Uses of your information

We will use your information to operate and administer the products and services we provide to you; to assess the suitability of our products and services for you; to analyse the operation of your accounts and services and your purchasing preferences; to make credit decisions about you which may involve credit scoring; to develop, improve and market our products and services generally; for the prevention of fraud and money laundering; for market and product analysis purposes; and for debt recovery purposes. We may also use your information for system testing purposes. Where a third party has introduced your custom to the Group we may pass back to the introducer necessary information to enable administration of any payment or settlement. In providing products and services involving insurance to you we are required to pass your details to insurers. Information you provide in connection with any claims made under the insurance may be recorded on a register of claims through which insurers share information to prevent fraudulent claims. A list of participants and the register operator is available from the insurers.

We use a process known as Credit Scoring and may use other automated decision making processes to assist in the assessment of applications and to make other decisions during your relationship with us. We will tell you the reason for any decision that we make, if you request us to do so. You have the right to ask us to review such decisions manually.

#### Confidentiality

We will treat all your information as confidential and will not give your information to anyone except where we are permitted to do so by law; we have a public duty to disclose the information; we need to do so to comply with the requirements, codes or recommendations of any of our regulators; we have your consent (which is not necessarily required to be in writing); it is necessary for the performance of any product or service that we provide to you; or we have transferred any of our rights or obligations to another party.

#### Fraud prevention agencies

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; or checking details of job applicants and employees. We and other organisations may access and use from other countries the information recorded by fraud prevention agencies.

#### Credit reference agencies

In order to assess any applications that you may make for credit products or any request for an increase to any existing credit product that we may already provide to you, your suitability for, or to provide you with, credit products and services, we will search the records of one or more licensed credit reference agencies to obtain information on you. These agencies may add details of our search and your application to the records they hold on you, whether or not your application proceeds. We may also add details of how your agreements or accounts operate with us to these records including any default or failure to keep to the terms of your agreement and any failure to advise us of a change of address where a payment is overdue. Credit searches and other information provided to the credit reference agencies and fraud prevention agencies about you, and those with whom you are linked financially, may be used and disclosed by such agencies to other companies unrelated to us for the purposes mentioned above. Credit reference agencies will also use the information for statistical analysis about credit, insurance and fraud.

#### Financial links and associations

For the purposes of this application you may be treated as financially linked and your application will be assessed with reference to any "associated" records. An "association" between joint applicants and/or any individual identified as your financial partner will be created at credit reference agencies, which will link your financial records. You and anyone else with whom you have a financial link understand that each other's information will be taken into account in all future applications by either or both of you. This linking will continue until one of you successfully files a 'disassociation' at the credit reference agencies. Information held about you by the credit reference agencies may already be linked to records relating to one or more of your partners. If you would like details of the agencies from which we obtain and record information about you, please write to: Central Refer Unit, 20 Merrion Way, Leeds, LS2 8NZ.

#### Provision of services and transfer of information

From time to time we will engage service providers, agents and subcontractors to provide services. They will have access to, and will process, your information on our behalf to provide such services. We are a Global Group. We may need to transfer your information abroad to other Group companies, service providers, agents and subcontractors in countries where they may not have data protection laws providing the same level of protection as those in the European Economic Area, such as Australia, New Zealand and the USA. In each of the above circumstances, we will ensure that your information is processed only in accordance with the applicable legislation and under strict obligations of confidentiality.

#### Marketing

We may contact you by post, phone, fax, e-mail, SMS text or other reasonable means to inform you about products and services supplied by ourselves or selected third parties that we consider may be of interest to you. We will not pass your information to anyone outside our Group for their own marketing purposes. You can inform us at any time if you do not want to receive marketing information.

#### Changes to your information

We have a duty to ensure that your personal information is accurate and up to date. Please help us to do this by immediately informing us of any changes. Please also let us know if information appears which is not correct.

#### Your rights

You are entitled to a copy of the personal information we hold about you on payment of a fee. For further information on your rights under the Data Protection Act, you can contact The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or visit www.ico.gov.uk.

### **Legal Declaration**

IMPORTANT NOTICE TO THE APPLICANT(S) This is the Bank's declaration you will be asked to sign and upon which we intend to rely. For your own benefit and protection you should read this declaration together with the documents to which it refers and if you do not understand any point please ask for further information before signing.

I/We hereby apply for a home loan which will be secured on the above property which is/will be my/our main place of residence (unless agreed otherwise) and I/we confirm the details in this application form are true and accurate to the best of my/our knowledge and belief.

I/We understand that the offer or making of any loan for the above purpose does not imply any warranty as to the purchase price, value or condition of the property. I/We understand that any valuation obtained by the Bank is for Bank purposes only and I/we agree that even though a copy may be disclosed to me/us, I/we will not rely on such valuation.

I/We confirm that it has been suggested by the Bank that a full professional survey report is obtained by me/us and that a copy of this report should be provided directly to me/us. (Not applicable to a remortgage or further advance).

I/We undertake to pay any applicable legal or other expenses incurred by the Bank in respect of this application and I/we authorise you to debit my/our account with these items.

I/We understand that the Bank does not require me/us to take the Bank's buildings insurance as a condition of my/our home loan application. I/We confirm that I/we have been advised by the Bank that I/we must take out appropriate insurance cover for my/our property. I/We understand that I/we will still be liable for any amount outstanding on my/our home loan in the event of loss or damage occurring on my/our property.

If insurance under the Bank's Higher Lending Policy or Mortgage Guarantee Policy is required, I/we authorise the Bank to disclose information about me/us to the insurers in connection with the proposal for this insurance and any claim under it.

I/We authorise the Bank to make such reasonable enquiries as it considers necessary for verification of the information I/we have provided on this home loan application form and for the purpose of credit assessment. I/We understand this may include contacting my/our employer(s) and any bank or building society with which I/we have (or had) a relationship with, and for such organisations to divulge any such information as may be requested.

We agree that one statement for the account will be issued to us jointly, unless any one of us advises the Bank to the contrary. (Joint accounts only).

For applications in more than one name, one copy of the documentation will be sent to the first named applicant, however additional copies may be provided on request.

I/We consent to the use of my/our personal information as described in the section entitled "How We Use Personal Information" which is included in this application form. I/We expressly consent to my sensitive personal data, including (without limitation) information about my health, being processed where a specific service or product requires it or it is in the normal course of the Bank's business to do so.

Please do not send me/us marketing information by email, SMS text, picture messaging or by any other means of contact apart from mail or telephone:

First applicant

Second applicant

If you do not require marketing by mail or telephone then please write to us.

I/We consent to the Bank, or any member of the Bank's group of companies, providing details of this home loan application and the home loan, in cases where I/we have been introduced to you by a third party, to that introducer to enable them to monitor the progress of my/our application and my financial dealings with the Group. I/We understand that on the drawdown of my/our home loan the Bank may pay a fee to the introducer. The introducer will provide me/us with information regarding the fee they may receive and on request the Bank will also provide me/us with the details of the introducer fee.

I/We confirm that where this loan is FCA regulated, I/we have read and understood the relevant Key Facts Illustration document.

| First applicant |  | Second applicant |  |
|-----------------|--|------------------|--|
| Signature       |  | Signature        |  |
| Date            |  | Date             |  |

www.clydesdalebankintermediaries.co.uk

Clydesdale Bank PLC B2B Mortgages PO Box 3124 Glasgow, G60 9BU Contact Tel No 0844 736 0034

Note: completed application forms must be submitted to Clydesdale Bank PLC, B2B Mortgages, PO Box 3124, Glasgow, G60 9BU

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

# Ciydesdale Bank



| Please fill in the form using a ball point pen and send it to: |   |  |
|--|---|--|
| Clydesdale Bank PLC<br>B2B Mortgages                           | Service User Number         7         0         6         0         7         6 |  |
| PO Box 3124  | For Clydesdale Bank Official Use Only   |  |
| Glasgow, G60 9BU   | This is not part of the instruction to your Bank or Building Society            |  |
|  | Mortgage Account Number   |  |
|  | Sort Code   |  |
| Name(s) of Account Holder(s)                                   |   |  |
|  |   |  |
| Bank/Building Society Account Number                           |   |  |
| Branch Sort Code   | Preferred monthly payment date (1st - 28th)                                     |  |
| Name and full postal address of your Bank or Building Society  | If no date is stated your payment will be taken on the 1st monthly              |  |
| To: The Manager  | Bank/Building Society   |  |
| Address  |   |  |
|  |   |  |
|  | Post Code   |  |
| Reference  |   |  |

#### Instruction to your Bank or Building Society

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

| Signature(s) |  |
|--------------|--|
| Date         |  |

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

#### This Guarantee should be detached and retained by the Payer.

#### **The Direct Debit Guarantee**



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Clydesdale Bank PLC will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Clydesdale Bank PLC 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 Clydesdale Bank PLC 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 Clydesdale Bank PLC 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.