

# Intermediary mortgage data capture form



Broker name	Username
<input type="text"/>	<input type="text"/>
FCA number	Contact number
<input type="text"/>	<input type="text"/>

### Create new case

Application type

New purchase       Remortgage

Property purpose

Owner occupation       Second property       Buy to Let

Payment route

### Add case applicants

<b>Applicant 1</b>	<b>Applicant 2</b>
Application type	Application type
<input checked="" type="checkbox"/> First time buyer <input checked="" type="checkbox"/> Existing TSB borrower	<input checked="" type="checkbox"/> First time buyer <input checked="" type="checkbox"/> Existing TSB borrower
<input checked="" type="checkbox"/> Borrower with other lender <input checked="" type="checkbox"/> Mortgage free	<input checked="" type="checkbox"/> Borrower with other lender <input checked="" type="checkbox"/> Mortgage free
Forename <input type="text"/>	Forename <input type="text"/>
Surname <input type="text"/>	Surname <input type="text"/>
Date of birth (DD/MM/YYYY)	Date of birth (DD/MM/YYYY)
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

### Loan requirements

Property

Property location

England       Scotland       Wales

Has the applicant located the property they wish to buy?       Yes       No

If yes:

Property type

Converted flat / Maisonette       Detached bungalow       Detached house       Purpose built flat / Maisonette

Semi – detached bungalow       Semi – detached house       Terraced bungalow       Terraced house

Self contained flat / Maisonette       Self contained studio flat

Is the property a new build / newly converted or refurbished?       Yes       No

Will any of the applicants have legal ownership of any properties other than the security property?       Yes       No

## Loan requirements (continued)

### Property ownership type

<input checked="" type="checkbox"/> Standard	Purchase price	£	
<input checked="" type="checkbox"/> Shared Ownership	Purchase price of share	£	Full market value £
<input checked="" type="checkbox"/> Right to Buy	Discounted purchase price	£	Full market value £
<input checked="" type="checkbox"/> Equity Share			

### Equity share scheme

<input checked="" type="checkbox"/> Builders Equity Share	<input checked="" type="checkbox"/> Housing Association / Local Authority	<input checked="" type="checkbox"/> Help to Buy
<input checked="" type="checkbox"/> Help to Buy – Scotland	<input checked="" type="checkbox"/> Help to Buy – Wales	<input checked="" type="checkbox"/> London Help to Buy

Purchase price of share	Full market value
£	£

Term of equity share loan	Years	Months

### Discount / Concessionary Purchase

Discounted purchase price	Full market value
£	£

### Buy to Let details

#### Letting type

<input checked="" type="checkbox"/> Single occupancy – single assured shorthold tenancy (England and Wales)	<input checked="" type="checkbox"/> Single occupancy – single short assured tenancy/private rented tenancy (Scotland)	<input checked="" type="checkbox"/> Not yet known
---	---	---

Do any of the applicants or their relatives intend to live in the property during the mortgage term?

<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
---	--

Expected monthly rental income

£
---

Would any of the applicants be providing a portfolio form to support the application?

<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
---	--

Expected tenancy length

--

Are all of the applicants first time landlords?

<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
---	--

Do any of the applicants currently own any other let properties?

<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
---	--

Have any of the applicants inherited or been gifted the property?

<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
---	--

Has your client or a member of their family ever lived in the property since they acquired it?

<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
---	--

### Loan Requirements

Total loan amount	Interest only amount
£	£

Preferred loan term	Years	Months

Amount transferred from other lender	£

## Repayment strategies

Acceptable repayment strategy options include:

Endowment	Investment bond	Pension	Sale of second property / Buy to let
Sale of security property	Stocks and Shares ISA	UK FTSE listed securities and shares	Unit trust or OEIC

### Repayment strategy 1

<input checked="" type="checkbox"/> <b>Applicant 1</b>	<input checked="" type="checkbox"/> <b>Applicant 2</b>	
Repayment type	Interest only amount satisfied	£
Monthly cost incurred with strategy	Realisation date	
£		

## Repayment strategies (continued)

Current Value	£	Reference	
Provider			
Additional information if "Sale of second property / Buy to let"			
Estimated value of property being sold	£	Estimated mortgage balance of property being sold	£
Repayment strategy 2			
<input checked="" type="checkbox"/> Applicant 1		<input checked="" type="checkbox"/> Applicant 2	
Repayment type		Interest only amount satisfied	£
Monthly cost incurred with strategy	£	Realisation date	
Current Value	£	Reference	
Provider			
Additional information if "Sale of second property / Buy to let"			
Estimated value of property being sold		Estimated mortgage balance of property being sold	
Repayment strategy 3			
<input checked="" type="checkbox"/> Applicant 1		<input checked="" type="checkbox"/> Applicant 2	
Repayment type		Interest only amount satisfied	£
Monthly cost incurred with strategy	£	Realisation date	
Current Value	£	Reference	
Provider			
Additional information if "Sale of second property / Buy to let"			
Estimated value of property being sold		Estimated mortgage balance of property being sold	

## Deposit details

Source of deposit	Amount towards deposit	Source of deposit	Amount towards deposit
<input checked="" type="checkbox"/> Builder Cashback or Incentive	£	<input checked="" type="checkbox"/> Forces Help to Buy	£
<input checked="" type="checkbox"/> Equity	£	<input checked="" type="checkbox"/> Savings	£
<input checked="" type="checkbox"/> Gift	£	<input checked="" type="checkbox"/> Tenants incentive scheme	£
<input checked="" type="checkbox"/> Housing association / RSL	£		

## Additional borrowing

Reason for additional borrowing		Amount	£
Reason for additional borrowing		Amount	£
Reason for additional borrowing		Amount	£

## Personal details

### Applicant 1

Title

Mr  Mrs  Miss  Ms  Dr  Mx  
 Reverend

Forename - as shown on id

Middle name(s) - as shown on id (if applicable)

Surname - as shown on id

Gender  Male  Female

Existing TSB Bank plc customer  Yes  No

Nationality

Date of birth (DD/MM/YYYY)

Marital Status

Single  Married / Civil Partner  
 Widowed / Surviving Civil Partner  Divorced / Person whose Civil Partnership has been dissolved  
 Separated  Cohabiting  Not disclosed

Is the applicant retired?  Yes  No

Expected retirement age

Number of financially dependent children

Number of financially dependent adults

Is the applicant a permanent UK resident?  Yes  No

Does this applicant have indefinite leave to remain in the UK?  Yes  No

Does this applicant have an acceptable Visa?  Yes  No

Has this applicant changed name in the last 3 years?  Yes  No

If yes

Title

Mr  Mrs  Miss  Ms  Dr  Mx  
 Reverend

Forename

Middle Name(s)

Surname

### Applicant 2

Title

Mr  Mrs  Miss  Ms  Dr  Mx  
 Reverend

Forename - as shown on id

Middle name(s) - as shown on id (if applicable)

Surname - as shown on id

Gender  Male  Female

Existing TSB Bank plc customer  Yes  No

Nationality

Date of birth (DD/MM/YYYY)

Marital Status

Single  Married / Civil Partner  
 Widowed / Surviving Civil Partner  Divorced / Person whose Civil Partnership has been dissolved  
 Separated  Cohabiting  Not disclosed

Is the applicant retired?  Yes  No

Expected retirement age

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Is the applicant a permanent UK resident?  Yes  No

Does this applicant have indefinite leave to remain in the UK?  Yes  No

Does this applicant have an acceptable Visa?  Yes  No

Has this applicant changed name in the last 3 years?  Yes  No

If yes

Title

Mr  Mrs  Miss  Ms  Dr  Mx  
 Reverend

Forename

Middle Name(s)

Surname

## Address history

We need to capture address history for last 3 years

When did you move in?

Month  Year

Occupancy

- Owner occupier  Private tenant  Renting from housing association  
 Council tenant  Living with friends or relatives  Provided by employer

### Current address

Address type

- UK  BFPO  Overseas

UK address

Flat

Building name

Building number

Street

District

Town

County

Postcode

### BFPO address

Service number

Rank

Care of Surname

Unit or Regiment

Operation name

BFPO number

### Overseas address

Postcode

We need to capture address history for last 3 years

When did you move in?

Month  Year

Occupancy

- Owner occupier  Private tenant  Renting from housing association  
 Council tenant  Living with friends or relatives  Provided by employer

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UK address

Flat

Building name

Building number

Street

District

Town

County

Postcode

### BFPO address

Service number

Rank

Care of Surname

Unit or Regiment

Operation name

BFPO number

### Overseas address

Postcode

## Address history (continued)

### Previous address

When did you move in?

Month

Year

Address type

UK

BFPO

Overseas

UK address

Flat

Building name

Building number

Street

District

Town

County

Postcode

### BFPO address

Service number

Rank

Care of Surname

Unit or Regiment

Operation name

BFPO number

### Overseas address

Postcode

### Previous address

When did you move in?

Month

Year

Address type

UK

BFPO

Overseas

UK address

Flat

Building name

Building number

Street

District

Town

County

Postcode

### BFPO address

Service number

Rank

Care of Surname

Unit or Regiment

Operation name

BFPO number

### Overseas address

Postcode

### Second previous address

When did you move in?

Month

Year

Address type

UK

BFPO

Overseas

UK address

### Second previous address

When did you move in?

Month

Year

Address type

UK

BFPO

Overseas

UK address

## Address history (continued)

Flat		Flat	
Building name		Building name	
Building number		Building number	
Street		Street	
District		District	
Town		Town	
County	Postcode	County	Postcode
<b>BFPO address</b>		<b>BFPO address</b>	
Service number		Service number	
Rank		Rank	
Care of Surname		Care of Surname	
Unit or Regiment		Unit or Regiment	
Operation name		Operation name	
BFPO number		BFPO number	
<b>Overseas address</b>		<b>Overseas address</b>	
	Postcode		Postcode

## Current income

### Applicant 1

Current employment status

- |  |  |
|--|--|
| <input type="checkbox"/> Employed  | <input type="checkbox"/> Self employed Partner                               |
| <input type="checkbox"/> Self Employed Sole Trader   | <input type="checkbox"/> Director or Shareholder less than 25%, no dividends |
| <input type="checkbox"/> Director or Shareholder greater than or equal to 25% share, or less than 25% with dividends | <input type="checkbox"/> Retired   |
| <input type="checkbox"/> Home maker  | <input type="checkbox"/> Not employed  |
|  | <input type="checkbox"/> Student   |

### Applicant 2

Current employment status

- |  |  |
|--|--|
| <input type="checkbox"/> Employed  | <input type="checkbox"/> Self employed Partner                               |
| <input type="checkbox"/> Self Employed Sole Trader   | <input type="checkbox"/> Director or Shareholder less than 25%, no dividends |
| <input type="checkbox"/> Director or Shareholder greater than or equal to 25% share, or less than 25% with dividends | <input type="checkbox"/> Retired   |
| <input type="checkbox"/> Home maker  | <input type="checkbox"/> Not employed  |
|  | <input type="checkbox"/> Student   |

## Employment income

### Applicant 1

Current employment status

- Employed
- Self Employed Sole Trader
- Director or Shareholder less than or equal to 25% share, no dividends
- Home maker
- Student
- Self employed Partner
- Director or Shareholder greater than or equal to 25% share, or less than 25% with dividends
- Retired
- Not employed

### Employed income

Main employment income?

- Yes
- No

### Employed status

- Fixed term contract
- Permanent
- Sub contractor fixed term
- Sub contractor open ended
- Zero hours contract

Occupation

Employer name

Start date      Month            Year     

Basic salary (gross)

£

Bonus Guaranteed (gross)

£

Overtime Guaranteed (gross)

£

Commission Guaranteed (gross)

£

Bonus Non Guaranteed (gross)

£

Overtime Non Guaranteed (gross)

£

Commission Non Guaranteed (gross)

£

Location or Car Allowance (Gross)

£

### Self Employed (Partner / Sole Trader)

Main employment income?

- Yes
- No

Occupation

Employer name

Start date      Month            Year     

### Applicant 2

Current employment status

- Employed
- Self Employed Sole Trader
- Director or Shareholder less than or equal to 25% share, no dividends
- Home maker
- Student
- Self employed Partner
- Director or Shareholder greater than or equal to 25% share, or less than 25% with dividends
- Retired
- Not employed

### Employed income

Main employment income?

- Yes
- No

### Employed status

- Fixed term contract
- Permanent
- Sub contractor fixed term
- Sub contractor open ended
- Zero hours contract

Occupation

Employer name

Start date      Month            Year     

Basic salary (gross)

£

Bonus Guaranteed (gross)

£

Overtime Guaranteed (gross)

£

Commission Guaranteed (gross)

£

Bonus Non Guaranteed (gross)

£

Overtime Non Guaranteed (gross)

£

Commission Non Guaranteed (gross)

£

Location or Car Allowance (Gross)

£

### Self Employed (Partner / Sole Trader)

Main employment income?

- Yes
- No

Occupation

Employer name

Start date      Month            Year



## Employment income

Projected net profit

£

Latest year net profit

£

Previous year net profit

£

Year before last net profit

£

**Director or shareholder less than 25 percent share, no dividend**

Main employment income?

Yes

No

Occupation

Employer name

Start date

Month

Year

Basic salary (gross)

£

Bonus Guaranteed (gross)

£

Overtime Guaranteed (gross)

£

Commission Guaranteed (gross)

£

Bonus Non Guaranteed (gross)

£

Overtime Non Guaranteed (gross)

£

Commission Non Guaranteed

£

Location or Car Allowance (Gross)

£

**Director or shareholder greater than or equal to 25 percent share, or less than 25 percent share with dividends**

Main employment income?

Yes

No

Occupation

Employer name

Start date

Month

Year

Projected net profit

£

Latest year net profit

£

Previous year net profit

£

Year before last net profit

£

**Director or shareholder less than 25 percent share, no dividend**

Main employment income?

Yes

No

Occupation

Employer name

Start date

Month

Year

Basic salary (gross)

£

Bonus Guaranteed (gross)

£

Overtime Guaranteed (gross)

£

Commission Guaranteed (gross)

£

Bonus Non Guaranteed (gross)

£

Overtime Non Guaranteed (gross)

£

Commission Non Guaranteed

£

Location or Car Allowance (Gross)

£

**Director or shareholder greater than or equal to 25 percent share, or less than 25 percent share with dividends**

Main employment income?

Yes

No

Occupation

Employer name

Start date

Month

Year

## Employment income (continued)

Projected gross profit for current trading year

£

Projected net profit

£

Latest year net profit

£

Previous year net profit

£

Year before last net profit

£

Applicant's % shareholding in company

Projected gross profit for current trading year

£

Projected net profit

£

Latest year net profit

£

Previous year net profit

£

Year before last net profit

£

Applicant's % shareholding in company

Current year projected gross salary

£

Salary from latest finalised year

£

Salary from previous year

£

Salary from year before last

£

Current year projected dividends

£

Dividend from latest finalised year

£

Dividend from previous year

£

Dividend from year before last

£

Current year projected gross salary

£

Salary from latest finalised year

£

Salary from previous year

£

Salary from year before last

£

Current year projected dividends

£

Dividend from latest finalised year

£

Dividend from previous year

£

Dividend from year before last

£

## Other income

### Applicant 1

Other income source

(Rental income will be recorded in the existing mortgages section, later in the application)

Reference (optional)

Income Amount (annual)

£

Other income source

Reference (optional)

Income Amount (annual)

£

Other income source

Reference (optional)

Income Amount (annual)

£

### Applicant 2

Other income source

(Rental income will be recorded in the existing mortgages section, later in the application)

Reference (optional)

Income Amount (annual)

£

Other income source

Reference (optional)

Income Amount (annual)

£

Other income source

Reference (optional)

Income Amount (annual)

£

## Income into retirement

### Applicant 1

Source

Anticipated annual amount

£

Reference (optional)

### Applicant 2

Source

Anticipated annual amount

£

Reference (optional)

## Income into retirement (continued)

Source

Anticipated annual amount

£

Reference (optional)

Source

Anticipated annual amount

£

Reference (optional)

Source

Anticipated annual amount

£

Reference (optional)

Source

Anticipated annual amount

£

Reference (optional)

## Committed expenditure

Expenditure type

Current balance owing

£

Regular monthly payment

£

Balance being paid on or prior to completion of this mortgage

£

Owner

Applicant 1

Applicant 2

Provider

Ongoing monthly payment

£

Expenditure type

Current balance owing

£

Regular monthly payment

£

Balance being paid on or prior to completion of this mortgage

£

Owner

Applicant 1

Applicant 2

Provider

Ongoing monthly payment

£

Expenditure type

Current balance owing

£

Regular monthly payment

£

Balance being paid on or prior to completion of this mortgage

£

Owner

Applicant 1

Applicant 2

Provider

Ongoing monthly payment

£

Expenditure type

Current balance owing

£

Regular monthly payment

£

Owner

Applicant 1

Applicant 2

Provider

### Committed expenditure (continued)

Balance being paid on or prior to completion of this mortgage

£

Ongoing monthly payment

£

Expenditure type

Owner

Current balance owing

£

Applicant 1

Applicant 2

Regular monthly payment

£

Provider

Balance being paid on or prior to completion of this mortgage

£

Ongoing monthly payment

£

### Household expenditure

#### Property expenditure

Equity shareholder charge (if applicable)

£

Service charge

£

Ground rent

£

Tenancy / Rental on other property

£

Maintenance

£

#### Other expenditure

Childcare

£

School or University fees

£

Other

£

Second home running costs

£

### Future changes

Are the applicants aware of any future changes to their circumstances that might impact their ability to afford the mortgage loan

 Yes

 No

Does the change relate to income or expenditure?

 Income

 Expenditure

Is it an increase or a decrease?

 Increase

 Decrease

Enter details

Who does this affect?

 Applicant 1

 Applicant 2

Within what timeframe is the change anticipated to occur?

 Within 6 months

 Within 1 year

 Within 2 year

 Within 5 year

## Existing mortgages

### Existing mortgage

Current outstanding balance

£

Existing Lender

What is the monthly mortgage repayment?

£

Mortgage account number

Remaining term

Years

Months

What will happen to this mortgage on completion?

Mortgage to be retained

Mortgage to be repaid

If mortgage to be retained:

Balance that will be continuing

£

Amount of this balance that is to be repaid on an interest only basis

£

Is the property let?

Yes

No

If yes to property is let:

Estimate value of property

£

Monthly rental income

£

### Existing mortgage

Current outstanding balance

£

Existing Lender

What is the monthly mortgage repayment?

£

Mortgage account number

Remaining term

Years

Months

What will happen to this mortgage on completion?

Mortgage to be retained

Mortgage to be repaid

If mortgage to be retained:

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Amount of this balance that is to be repaid on an interest only basis

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Is the property let?

Yes

No

If yes to property is let:

Estimate value of property

£

Monthly rental income

£

### Existing mortgage

Current outstanding balance

£

Existing Lender

What is the monthly mortgage repayment?

£

Mortgage account number

Remaining term

Years

Months

What will happen to this mortgage on completion?

Mortgage to be retained

Mortgage to be repaid

If mortgage to be retained:

Balance that will be continuing

£

Amount of this balance that is to be repaid on an interest only basis

£

Is the property let?

Yes

No

If yes to property is let:

Estimate value of property

£

Monthly rental income

£

## Credit history

Have any applicants ever been in a state of bankruptcy, still have an outstanding bankruptcy restriction order against them, or been subject to an IVA or debt relief order within the last 6 years?

Yes

No

If yes which applicant does this apply to?

Applicant 1

Applicant 2

Provide further details

Have any applicants ever been in arrears in the last 6 years with any borrowing or ever had a property repossessed?

Yes

No

If yes which applicant does this apply to?

Applicant 1

Applicant 2

Provide further details

Have any applicants ever had a County Court Judgement (CCJ) or default registered against them or if self-employed against their business within the last 6 years?

Yes

No

If yes which applicant does this apply to?

Applicant 1

Applicant 2

Provide further details

## Product selection

Loan part 1

Loan part 2

Loan part 3

Product code (if known)

Product code (if known)

Product code (if known)

Product type

Product type

Product type

Beneficial rate period

Beneficial rate period

Beneficial rate period

Initial interest rate

Initial interest rate

Initial interest rate

Repayment amount

Repayment amount

Repayment amount

£

£

£

Repayment term

Repayment term

Repayment term

Repayment type

Repayment type

Repayment type

## Applicant contact details

### Applicant 1

Home phone number

Work phone number

Mobile phone number

Ext.

Email address

Preferred contact method

- Home telephone
  Work telephone  
 Mobile telephone
  Email

Does the applicant require contact through Tynetalk

- Yes
  No

Does the applicant require correspondence in a special format?

- None
  Audio  
 Braille
  Large print

Will the applicant(s) be moving into, or for a residential remortgage be residing in, the security property at completion?

- Yes
  No

Will the applicant's home phone number change as part of this mortgage transaction?

- Yes
  No

Correspondence address

If the applicant's correspondence address is different to their current address then enter an alternate address below

- UK
  BFPO
  Overseas

**UK address**

Flat

Building name

Building number

Street

District

Town

County

Postcode

**BFPO address**

Service number

Rank

### Applicant 2

Home phone number

Work phone number

Mobile phone number

Ext.

Email address

Preferred contact method

- Home telephone
  Work telephone  
 Mobile telephone
  Email

Does the applicant require contact through Tynetalk

- Yes
  No

Does the applicant require correspondence in a special format?

- None
  Audio  
 Braille
  Large print

Will the applicant(s) be moving into, or for a residential remortgage be residing in, the security property at completion?

- Yes
  No

Will the applicant's home phone number change as part of this mortgage transaction?

- Yes
  No

Flat

Building name

Building number

Street

District

Town

County

Postcode

**BFPO address**

Service number

Rank



## Applicant contact details (continued)

Care of surname

Unit or Regiment

Operation name

BFPO number

**Overseas address**

Postcode

Care of surname

Unit or Regiment

Operation name

BFPO number

**Overseas address**

Postcode

## Employment details

**Applicant 1**

Telephone number

Email address

Employer address

UK

Overseas

**UK address**

Flat

Building name

Building number

Street

District

Town

County

Postcode

**Overseas address**

Postcode

**Applicant 2**

Telephone number

Email address

Employer address

UK

Overseas

**UK address**

Flat

Building name

Building number

Street

District

Town

County

Postcode

**Overseas address**

Postcode



## Property address (continued)

Builder

If the property is being purchased on a Equity Share scheme. Please enter the details of the other party involved.

Name	Building name	
<input type="text"/>	<input type="text"/>	
Flat	Street	
<input type="text"/>	<input type="text"/>	
Building number	Town	
<input type="text"/>	<input type="text"/>	
District	County	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Property details

Overview

If purchasing a flat – Are you purchasing the freehold for the block?  Yes  No

What year was the property built?

If the property is a flat – Which floor is the flat on?

How many floors does the property have?

How many bedrooms does the property have?

How many reception rooms does the property have?

Property checklist

Are there any persons aged 17 or older that are not on the mortgage living in the property?  Yes  No

Is the property a new build, newly converted or refurbished?  Yes  No

If a new property is being purchased please indicate which building standards indemnity scheme applies

- None  Other  NHBC  
 Premier Guarantee  Building life plans  
 LABC new home warranty / Completed homes warranty  
 Castle 10  Consultant Monitored

Property checklist

- Is the property...
- |  |   |  |
|--|---|--|
| A listed building?                                 | <input checked="" type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Habitable?   | <input checked="" type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Ex local authority?                                | <input checked="" type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| At risk of coastal or river erosion?               | <input checked="" type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| To be used for business purposes?                  | <input checked="" type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Above, below or around commercial premises?        | <input checked="" type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| To be let as a House in Multiple Occupation (HMO)? | <input checked="" type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does the property have...                          |   |  |
| A garage or parking space?                         | <input checked="" type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| A plot size greater than one acre?                 | <input checked="" type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Walls constructed of brick, block or stone?        | <input checked="" type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| A roof constructed of either tile or slate?        | <input checked="" type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

## Other occupants

Please provide details of the other persons, aged 17 years or older, who will live in the property but not be on the mortgage.

Title	Forename	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	Forename	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	Forename	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	Forename	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Bank details

Account number	<input type="text"/>	Sort code	<input type="text"/>
Owner	<input checked="" type="checkbox"/> Applicant 1	<input checked="" type="checkbox"/> Applicant 2	Preferred day for payment <input type="text"/>

## Conveyancer details

Acting Conveyancer Name– If known, please advise of the conveyancer acting on behalf of the applicant(s)

<input type="text"/>		
Company name	Town or City	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Does the applicant(s) require separate legal representation?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Company name	Building name	
<input type="text"/>	<input type="text"/>	
Conveyancer name	Building number	
<input type="text"/>	<input type="text"/>	
Work telephone number	Street	
<input type="text"/>	<input type="text"/>	
Mobile telephone number	District	
<input type="text"/>	<input type="text"/>	
Home telephone number	Town	
<input type="text"/>	<input type="text"/>	
Email address	County	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Valuation details

Valuation Type

- Mortgage Valuation Report     Mortgage Valuation Report with Homebuyers Report     Mortgage Valuation Report with Building Survey     Remortgage Valuation

Property access details

Contact name	If the following is not the contact's address, please enter an alternative		
<input type="text"/>	Flat	<input type="text"/>	
Company name (if applicable)	Building name	<input type="text"/>	
Daytime telephone number	Building number	<input type="text"/>	
Evening telephone number	Street	<input type="text"/>	
Email address	District	<input type="text"/>	
Supporting information for the valuer	County	<input type="text"/>	
<input type="text"/>	Postcode	<input type="text"/>	

## Valuation details (continued)

If Transcription of Scottish Home Report please complete the section below

Surveyor name

Postcode

Company name

Date of report

## Advice fees & declaration

Level of advice

- Advice given     
  Execution only – rejected advice     
  Execution only – HNW customer     
  Execution only – mortgage professional     
  Execution only – non-interactive sale

Fee you will charge the applicant

£

Who is fee made payable to?

When is the fee to be paid?

- On cancellation or decline     
  On redemption     
  Before loan starts  
 Prior to offer     
  On application     
  On completion  
 At interview     
  Cancellation post offer     
  Post Offer

Is the fee refundable?

- No     
  Yes, as an amount     
  Yes, as a percentage

Amount refundable

£

Percentage refundable

Valuation and lender fees

Fee	Amount	Payment Option
<input type="text"/>	£ <input type="text"/>	<input checked="" type="checkbox"/> By Credit / Debit Card <input checked="" type="checkbox"/> Add to loan
<input type="text"/>	£ <input type="text"/>	<input checked="" type="checkbox"/> By Credit / Debit Card <input checked="" type="checkbox"/> Add to loan
<input type="text"/>	£ <input type="text"/>	<input checked="" type="checkbox"/> By Credit / Debit Card <input checked="" type="checkbox"/> Add to loan





## Supporting information (continued)

### Section 3 Additional information on further existing mortgages

#### Existing mortgage

Current outstanding balance

£

Existing Lender

What is the monthly mortgage repayment?

£

Mortgage account number

Remaining term

Years

Months

What will happen to this mortgage on completion?

Mortgage to be retained

Mortgage to be repaid

If mortgage to be retained:

Balance that will be continuing

£

Amount of this balance that is to be repaid on an interest only basis

£

Is the property let?

Yes

No

If yes to property is let:

Estimate value of property

£

Monthly rental income

£

#### Existing mortgage

Current outstanding balance

£

Existing Lender

What is the monthly mortgage repayment?

£

Mortgage account number

Remaining term

Years

Months

What will happen to this mortgage on completion?

Mortgage to be retained

Mortgage to be repaid

If mortgage to be retained:

Balance that will be continuing

£

Amount of this balance that is to be repaid on an interest only basis

£

Is the property let?

Yes

No

If yes to property is let:

Estimate value of property

£

Monthly rental income

£

#### Existing mortgage

Current outstanding balance

£

Existing Lender

What is the monthly mortgage repayment?

£

Mortgage account number

Remaining term

Years

Months

What will happen to this mortgage on completion?

Mortgage to be retained

Mortgage to be repaid

If mortgage to be retained:

Balance that will be continuing

£

Amount of this balance that is to be repaid on an interest only basis

£

Is the property let?

Yes

No

If yes to property is let:

Estimate value of property

£

Monthly rental income

£



Supporting information (continued)



Section 4 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.

A large rectangular area with horizontal ruling lines, intended for providing supporting information.

## 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

	Instructions to your bank or building society to pay direct debits		
<b>To: The Manager</b>		<b>Originator's Identification Number</b>	
<b>Bank or Building Society</b>		8 8 3 0 0 8	
<b>Address</b>	<b>Postcode</b>	Please pay TSB 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 TSB and, if so, details will be passed electronically to my Bank / Building Society.	
Name of account holder(s)	<input type="text"/>	Signature(s)	Date
Bank or Building Society account number	<input type="text"/>	<input type="text"/>	
Branch sort code	<input type="text"/>		
TSB Bank plc reference number	<input type="text"/>		

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



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, TSB 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 TSB Bank 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>

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

**I declare that:-**

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.

**I authorise you to:-**

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 you.

**I agree that:-**

5. 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;
6. 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 (as appropriate) 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.
7. 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;
8. I have received information explaining property assessments.

**I understand that:-**

9. **The payment of any fees is non-refundable and shall not mean that you have to make an advance;**
10. 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;

**Data protection notice**

Your **information** will be held by TSB Bank plc.

Your personal information will be held securely so that we (either now or in the future) can manage your relationship with us.

More information can be found at [tsb.co.uk/privacy/](https://tsb.co.uk/privacy/)

We will share your personal information from your application with fraud prevention agencies. If false or inaccurate information is provided and fraud is identified, details of this fraud will be passed to these agencies to prevent fraud and money laundering.

We may obtain information about you from credit reference agencies, fraud prevention agencies and our records to check your credit status and identity. The agencies will record our enquiries which may be seen by other companies who make their own credit enquiries. This may affect your ability to obtain credit elsewhere in the near future. We may also use credit scoring.

Your application will be assessed using credit reference agency records relating to you and anyone with whom you have a joint account or similar financial association. If this is a joint application and such a link does not already exist then one may be created now. These links will remain until you successfully apply for a "notice of disassociation" at the credit reference agencies.

If you are providing information on behalf of a joint applicant, by continuing with this application you confirm that you have their permission to do so and they have agreed that we are authorised to search, link and record information about them at credit reference agencies.

We may ask you to provide physical forms of identity verification when you open your account. Alternatively, we may search credit reference agency files in assessing your application. The agency also gives us other details and information from the Electoral Register to verify your identity. The agency keeps a record of our search, whether or not your application proceeds. Our search is not seen or used by lenders to assess your ability to obtain credit.

Under the Data Protection Act you have the right of access to your personal data. The Act allows us to charge a fee of £10 for this service. If anything is inaccurate or incorrect, please let us know and we will correct it.

It is important that you understand how the personal information you give us will be used. Therefore, we strongly advise that you read our Privacy Statement, which you can find at [tsb.co.uk](https://tsb.co.uk) or you can ask us for a copy. By applying for a mortgage, you agree to your personal information being used in the ways we describe in our Privacy Statement. Please let us know if you have any questions about the use of your personal information.

## 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.

### **Land registry**

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

# TSB Manual Data Capture Form

## Short Form DPN

### Mortgage Intermediary Details

Name.....

Company.....

Telephone number.....

Date.....

I..... (insert name here) am collecting your personal information in order to submit a Mortgage application to TSB Bank plc (TSB) on your behalf.

Your personal information will be passed to, and subsequently held and processed by, TSB.

TSB will use the information provided to determine whether they are prepared to provide you with a Mortgage and, if so, to provide you with products and services. The information will be stored securely by TSB. TSB will share that information with 3<sup>rd</sup> parties as advised in their Data Privacy Notice.

For further details on Data Protection within TSB please refer to their Data Privacy Notice on the back of this form or visit [tsb.co.uk/privacy/](http://tsb.co.uk/privacy/)

If you'd like this in another format such as large print, Braille or audio please contact your Business Development Manager.

#### Important information.

You must be at least 18 years old (minimum age is 25 for all Buy to Let applications) to take out a loan with us. Before agreeing a loan we will want to satisfy ourselves about the suitability of your application, which will include assessing your ability to afford the payments and, normally, valuing the property.

Calls may be monitored or recorded. If you need to call us from abroad, or prefer not to use our 0345 number, you can also call us on **0203 384 1575**. Not all Telephone Banking services are available 24 hours a day, seven days a week. Please speak to an adviser for more information.

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