

Mortgage Reference Number:

INCOME AND EMPLOYMENT REFERENCE

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(Please complete all sections and return both pages)

Name and address of customer(s)

Name of Employer:

Address of Employer:

Employer Telephone Number:

Employer Fax Number:

Contact Name (in event of query with reference):

EMPLOYMENT DETAILS

Job Title/Occupation

Start Date of Employment

Is the Employment Permanent? - YES / NO
(if 'NO', please complete questions i & ii as applicable)

i) If Temporary, please confirm

a) Length of the contract

b) If a renewal of the contract will be offered – YES/NO

ii) If Probationary, please confirm

a) Length of the Probationary period

b) When does this probationary period end?

c) Is position permanent at end of probationary period?

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SALARY DETAILS

Basic

Basic Salary or Pension per annum

£

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OR

Normal Hourly Rate (£)	Overtime Hourly Rate (£)	Normal Working Hours	Overtime Hours Worked	Min No Hours to be Worked

Other income

If the applicant receives any of these in addition to basic salary, please enter amounts earned in last 12 months in the relevant column in the table below & indicate whether likely to continue at same level (i.e. sustainable) in the final column. N.B. You should always use the 'Regular' column unless the amount is guaranteed by way of contract. If any item was a one-off payment it should be ignored.

EITHER

	Is the payment regular? (£)	Is the payment guaranteed? (£)	Sustainable at the same level? (Y/N)
Overtime			
Commission			
Bonus			

Date of last bonus paid

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OR - any other payments e.g. Shift Allowance, Area allowance; additional duties payments etc. – please state type

Type of payment	Is the payment regular? (£)	Is the payment guaranteed? (£)	Sustainable at the same level? (Y/N)

Are there any court orders for the attachment of earnings, or other deduction from earnings orders (for example, student loans or child maintenance), in relation to the salary – YES/NO

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If YES please give full details

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Is the customer on maternity leave – YES/NO

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If YES, have they advised that they do not intend to return on existing terms – YES/NO

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If YES please give full details

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Your stamp (PLEASE COMPLETE)

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Name:

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Signature:

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Position Held:

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Date:

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FAX COMMUNICATION

TO: For the attention of: Mortgage Processing
TSB Bank plc
Fax number: 0203 357 9150

Number of pages (including this page)

FROM:

Sender's name

Company

Telephone

Fax number

Mortgage Reference number

Customer surname

Customer postcode

DATE: