

# BUY TO LET MORTGAGE

## Application Form



Please use BLOCK CAPITALS and fill in all sections or tick boxes, as appropriate.

### APPLICATION TYPE

Regulated Family BTL

☐

Holiday BTL

☐

Consumer BTL

☐

Standard BTL

☐

Ex-patriate BTL

☐

Special Purpose Vehicle (SPV)

☐

Limited Company BTL

Product Applied for & Product Code

### MORTGAGE INTERMEDIARY DETAILS

Individuals Name \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

Mobile No \_\_\_\_\_

Email Address \_\_\_\_\_

Webiste Address \_\_\_\_\_

FCA Registration No \_\_\_\_\_

Name of Principal/Network \_\_\_\_\_

FCA No. of Principal/Network \_\_\_\_\_

Mortgage Club (if applicable) \_\_\_\_\_

Name of Packager (if applicable) \_\_\_\_\_

Has the applicant been seen face to face? ☐ YES ☐ NO

Advised? ☐ YES ☐ NO

Execution Only? ☐ YES ☐ NO

State here the date you issued a mortgage illustration to your client \_\_\_\_\_

#### Consent

I, as the acting mortgage intermediary, hereby give my consent for my details to be held on the Mansfield Building Society database and would like to receive product information from the Mansfield Building Society by email.

☐

YES

☐

NO

I can confirm that the firm is authorised by the Financial Conduct Authority and has appropriate permissions to advise on/arrange regulated mortgage contracts.

Signed: ..... Dated: .....

# BUY TO LET MORTGAGE APPLICATION FORM

## FEES APPLICABLE TO THE MORTGAGE APPLICATION

List below fees which are applicable to the product and those which you have included in your illustration to the applicant(s)

Type of Fee	To whom payable	When payable	Refundable Yes/No	Amount (£)

## APPLICATION FEE

If an application fee is payable with the selected product, please indicate below how you wish to pay this fee.

☐

I enclose a cheque payable to 'The Mansfield Building Society' in respect of the application fee.

☐

I wish to pay the application fee by debit/credit card. We will contact you for payment on receipt of your application.

# BUY TO LET MORTGAGE APPLICATION FORM

## SUBMISSION CHECKLIST

A number of documents are required to be submitted together with this mortgage application form.

Please ensure that these documents are submitted with the application form to avoid delays.

You should note that the processing of your mortgage application will be delayed if you do not submit the documents indicated in the checklist along with the required application fee. The application fee can be paid by cheque or debit/credit card on submission of the application.

Applicant 1		Applicant 2		Applicant 1		Applicant 2	
<b>Proof of earnings</b>				<b>Proof of Deposit</b>			
3 months latest payslips	<input type="checkbox"/>	<input type="checkbox"/>		(if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Latest 2 years accounts and HMRC Tax Assessments	<input type="checkbox"/>	<input type="checkbox"/>		<b>Proof of mortgage or rent payments</b>			
				12 months proof of mortgage or rent payments	<input type="checkbox"/>	<input type="checkbox"/>	
Latest 3 months full bank statements showing salary credits	<input type="checkbox"/>	<input type="checkbox"/>		<b>Proof of rental income</b>			
				3 months proof of rental income on property (if already let)	<input type="checkbox"/>	<input type="checkbox"/>	
Latest P60	<input type="checkbox"/>	<input type="checkbox"/>		A copy of the existing Assured Shorthold Tenancy Agreement(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Proof of any other income	<input type="checkbox"/>	<input type="checkbox"/>		Proof of anticipated rental income (ARLA letter or equivalent)	<input type="checkbox"/>	<input type="checkbox"/>	
Most recent confirmation of retirement income	<input type="checkbox"/>	<input type="checkbox"/>		Assets and liability statement for all BTL properties (on page 17)	<input type="checkbox"/>	<input type="checkbox"/>	
Pension forecasts State/Final Salary Scheme/ Personal Pension Scheme	<input type="checkbox"/>	<input type="checkbox"/>		SA105's (submitted to HMRC)	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of the most recent contract of employment (if contract worker)	<input type="checkbox"/>	<input type="checkbox"/>					

## ADDITIONAL SUPPORTING INFORMATION FOR SPV BTL LENDING

### INCLUDED

	YES	NO		YES	NO
<b>Latest copy of the Company's Memorandum</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Certificate of Incorporation</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Articles of Association</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Latest 2 years trading accounts (if available)</b>	<input type="checkbox"/>	<input type="checkbox"/>

# BUY TO LET MORTGAGE APPLICATION FORM

## BUSINESS DETAILS: SPV Limited Company BTL lending ONLY

Is this a Special Purpose Vehicle (SPV)?

Yes: ☐ No: ☐

Name of business:

Registered address:

  
  
  

Postcode:

SIC Code:

Business telephone number:

Correspondence address  
(if different to business address):

  
  
  

Postcode:

Registration number:

Date of incorporation:

Please provide names of any persons involved within the business in the table below

Full name(s)	Position in business (Shareholder, Director, Secretary)	Percentage shareholding

How long has the company been trading?

Has the company created any fixed and/or floating charges and/or debentures?

Yes ☐ No ☐

If so, please provide full details:

# COMMERCIAL / BUY TO LET MORTGAGE APPLICATION FORM

## ① PERSONAL DETAILS

Are you a:

Applicant

☐

Shareholder/Director

☐

Applicant

☐

Shareholder/Director

☐

Applicant - Not named on the deeds (JBSP)

☐

Applicant - Not named on the deeds (JBSP)

☐

### Applicant 1

### Applicant 2

Mr/Mrs/Miss/Ms/Other:

First name(s) in full:

Surname:

Marital/Civil Partnership status:  
(If separated or divorced has settlement been agreed? Please give details on page 14)

Previous surname:

Date of birth:

DD/MM/YYYY

DD/MM/YYYY

Anticipated/expected retirement age:

National Insurance number:

Nationality:

Country of Residence:

How long have you resided in your country of residence?

Do you have indefinite leave to remain in the UK?

Yes:

☐

No:

☐

Yes:

☐

No:

☐

Home telephone number:

Mobile telephone number:

Work telephone number:

Email address:

Number of dependents  
(children/adults)

☐

Age(s):

☐

Age(s):

## ② ADDRESS HISTORY

### CURRENT ADDRESS

Address:

Postcode:

Date moved in to this address:

Month:

Year:

Month:

Year:

If you have resided at your current address for less than 3 years, please provide details of your previous address(es) on page 6

Are you registered on the electoral roll at this address?

Yes:

☐

No:

☐

Yes:

☐

No:

☐

If you are not registered at this address, please provide an explanation regarding this on the additional information page on page 14

Are you a

Homeowner  
with mortgage

☐

Homeowner  
without mortgage

☐

Homeowner  
with mortgage

☐

Homeowner  
without mortgage

☐

Living with  
family/friends

☐

Tenant

☐

Other

☐

Living with  
family/friends

☐

Tenant

☐

Other

☐

If 'Other', Please note in the additional information section

If 'Other', Please note in the additional information section

Would you like this to be used as your correspondence address?

Yes:

☐

No:

☐

Yes:

☐

No:

☐

If 'No', please confirm your preferred correspondence address/service address

Postcode:

# BUY TO LET MORTGAGE APPLICATION FORM

## Applicant 1

## Applicant 2

Name of current Lender/Landlord:

  

  


Address of Lender/Landlord:

  
  

  
  


Postcode:



Current monthly mortgage/rent payment:

£

£

Mortgage account number:  
(if applicable)



Mortgage account holders:

  

  


Date commenced:

MM/YYYY

MM/YYYY

Current mortgage balance outstanding:

£

£

Is the property to be sold on or before completion of this mortgage?

Yes:

☐

No:

☐

Yes:

☐

No:

☐

If being sold, how much for?

£

£

**If you own any other properties please complete the property portfolio section of this form on page 15**

### PREVIOUS ADDRESS

Previous address:

  
  

  
  


Postcode:



Were you:

Homeowner with mortgage ☐

Homeowner without mortgage ☐

Homeowner with mortgage ☐

Homeowner without mortgage ☐

Living with family/friends ☐

Tenant ☐ Other ☐

Living with family/friends ☐

Tenant ☐ Other ☐

If 'Other', Please note in the additional information section

If 'Other', Please note in the additional information section

Date moved into this address:

MM/YYYY

MM/YYYY

Name of previous Lender/Landlord:

  

  


Address:

  
  

  
  


Postcode:



Monthly payment:

£

£

# BUY TO LET MORTGAGE APPLICATION FORM

## ③ EMPLOYMENT DETAILS

### CURRENT EMPLOYMENT

#### Applicant 1

#### Applicant 2

If employed, do you have a:

Permanent Contract

☐

Fixed Term Contract

☐

Permanent Contract

☐

Fixed Term Contract

☐

Temporary  
Contract

☐

Part Time Contract

☐

Temporary  
Contract

☐

Part Time Contract

☐

Job title:

Employer's name:

Employer's address:

Postcode:

Where is your usual place of work (if different from the above)?

Nature of business:

Employed within your family business?

Yes:

☐

No:

☐

Yes:

☐

No:

☐

Employment start date:

DD/MM/YYYY

DD/MM/YYYY

Are you in a probationary period?

Yes:

☐

No:

☐

Yes:

☐

No:

☐

If 'Yes', when does this probationary period end?

DD/MM/YYYY

DD/MM/YYYY

How many hours per week are you contracted for?

Payroll number:

Contact name for employment reference:

Employer's telephone number:

Employer's email address:

Have you been served with a notice of redundancy or other notice of termination by your employer?

Yes:

☐

No:

☐

Yes:

☐

No:

☐

#### If fixed term contract:

When did you commence your current contract?

DD/MM/YYYY

DD/MM/YYYY

What is the end date of your current contract?

DD/MM/YYYY

DD/MM/YYYY

### PREVIOUS EMPLOYMENT

If you have been in your current employment for less than 3 years, please complete this section.

Job title:

Employer's name:

Employer's address:

Postcode:

Employment start date:

DD/MM/YYYY

DD/MM/YYYY

Employment end date:

DD/MM/YYYY

DD/MM/YYYY

Reason for leaving:

# BUY TO LET MORTGAGE APPLICATION FORM

## SELF EMPLOYMENT DETAILS

If you are self employed or a company director please complete the section below.

### Applicant 1

Are you a:	Director <input type="checkbox"/>	Partner <input type="checkbox"/>	Sole Trader <input type="checkbox"/>	Director <input type="checkbox"/>	Partner <input type="checkbox"/>	Sole Trader <input type="checkbox"/>
Name of business:	<input type="text"/>			<input type="text"/>		
Company address:	<input type="text"/>			<input type="text"/>		
	<input type="text"/>			<input type="text"/>		
	<input type="text"/>			<input type="text"/>		
Postcode:	<input type="text"/>			<input type="text"/>		
Company telephone number:	<input type="text"/>			<input type="text"/>		
Company email address:	<input type="text"/>			<input type="text"/>		
Nature of business:	<input type="text"/>			<input type="text"/>		
Company registration number:	<input type="text"/>			<input type="text"/>		
How long has the company been trading?	Years: <input type="text"/>	Months: <input type="text"/>		Years: <input type="text"/>	Months: <input type="text"/>	
What percentage of the shares in the business do you own?	<input type="text"/> %			<input type="text"/> %		

### Applicant 2

## COMPANY ACCOUNTANT DETAILS

Name of firm:	<input type="text"/>	<input type="text"/>
Address:	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Postcode:	<input type="text"/>	<input type="text"/>
Telephone number:	<input type="text"/>	<input type="text"/>
Email address:	<input type="text"/>	<input type="text"/>
Accountant's name:	<input type="text"/>	<input type="text"/>
Qualification:	<input type="text"/>	<input type="text"/>

## PREVIOUS SELF EMPLOYED DETAILS

Please provide full details of any other self-employment within the last 3 years on the additional information section on page 14

## 4 INCOME DETAILS

### GROSS INCOME FROM EMPLOYMENT

Basic salary:	Yearly amount: £ <input type="text"/>	Yearly amount: £ <input type="text"/>
Shift allowance/Commission:	Yearly amount: £ <input type="text"/>	Yearly amount: £ <input type="text"/>
Guaranteed overtime/bonus:	Yearly amount: £ <input type="text"/>	Yearly amount: £ <input type="text"/>
Regular overtime/bonus:	Yearly amount: £ <input type="text"/>	Yearly amount: £ <input type="text"/>
Car allowance:	Yearly amount: £ <input type="text"/>	Yearly amount: £ <input type="text"/>
Net rental income:	Yearly amount: £ <input type="text"/>	Yearly amount: £ <input type="text"/>
Second job income:	Yearly amount: £ <input type="text"/>	Yearly amount: £ <input type="text"/>



# BUY TO LET MORTGAGE APPLICATION FORM

## INCOME FROM SELF-EMPLOYMENT

### Applicant 1

### Applicant 2

Year ended (latest 2 years)

	Most recent year (____)	Previous year (____)	Most recent year (____)	Previous year (____)
Net profit:	£	£	£	£
Dividends:	£	£	£	£
Directors remuneration:	£	£	£	£

## OTHER

Private pension income:	Yearly amount:	£	Yearly amount:	£
State pension income:	Yearly amount:	£	Yearly amount:	£
Maintenance by court order:	Yearly amount:	£	Yearly amount:	£
Maintenance by private arrangement:	Yearly amount:	£	Yearly amount:	£
Other benefits:	Yearly amount:	£	Yearly amount:	£
If 'Other', please specify type of benefit:				

## FURTHER INFORMATION - INCOME

Are there any expected material changes to your income in the future, which may impact your ability to repay the mortgage?

Yes: ☐ No: ☐

Yes: ☐ No: ☐

If 'Yes', please describe these changes:



Is any of the income noted above paid in a currency other than Sterling?

Yes: ☐ No: ☐

Yes: ☐ No: ☐

If 'Yes', Please confirm which income and the currency in which it is paid in the additional information section on page 14

If 'Yes', Please confirm which income and the currency in which it is paid in the additional information section on page 14

## 5 COMMITTED EXPENDITURE

**Type of commitment**  
(student loans, credit cards, loans, maintenance, childcare, overdrafts, store cards, mail order, hire purchase and mortgage payments etc.)

App 1	App 2	Account Number	Name of Provider	Secured?	Account Outstanding	Monthly payment	Credit Limit	Contract end date	To be repaid by this mortgage advance
				Yes: <input type="checkbox"/> No: <input type="checkbox"/>	£	£			Yes: <input type="checkbox"/> No: <input type="checkbox"/>
				Yes: <input type="checkbox"/> No: <input type="checkbox"/>	£	£			Yes: <input type="checkbox"/> No: <input type="checkbox"/>
				Yes: <input type="checkbox"/> No: <input type="checkbox"/>	£	£			Yes: <input type="checkbox"/> No: <input type="checkbox"/>
				Yes: <input type="checkbox"/> No: <input type="checkbox"/>	£	£			Yes: <input type="checkbox"/> No: <input type="checkbox"/>
				Yes: <input type="checkbox"/> No: <input type="checkbox"/>	£	£			Yes: <input type="checkbox"/> No: <input type="checkbox"/>
				Yes: <input type="checkbox"/> No: <input type="checkbox"/>	£	£			Yes: <input type="checkbox"/> No: <input type="checkbox"/>
				Yes: <input type="checkbox"/> No: <input type="checkbox"/>	£	£			Yes: <input type="checkbox"/> No: <input type="checkbox"/>
				Yes: <input type="checkbox"/> No: <input type="checkbox"/>	£	£			Yes: <input type="checkbox"/> No: <input type="checkbox"/>
				Yes: <input type="checkbox"/> No: <input type="checkbox"/>	£	£			Yes: <input type="checkbox"/> No: <input type="checkbox"/>

If you have any other mortgages, please provide full details on page 15

Are all credit cards cleared on a monthly basis?

Yes: ☐ No: ☐

Yes: ☐ No: ☐

Do you have a current overdraft facility?

Yes: ☐ No: ☐

Yes: ☐ No: ☐

If 'Yes', on which account and how much have you been overdrawn in the last 6 months?

# BUY TO LET MORTGAGE APPLICATION FORM

## ⑥ CREDIT HISTORY

If you answer yes to any of the questions below, please provide full details and an explanation of circumstances in the box provided

	App 1		App 2	
	Yes	No	Yes	No
a) Have you ever personally or as a Company Director been bankrupt (sequestration)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Are you aware of any impending bankruptcy (sequestration) or arrangement with creditors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Are you currently in a Debt Management Plan (Debt Arrangement Scheme), IVA (Protected Trust Deed) or in a payment arrangement with your creditors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Have you ever had a County Court Judgement (Decree), Default Notice or any other Court Order for non-payment of a debt against you in the last 36 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) If you are self-employed or a controlling Director, have you ever had a County Court Judgement (Decree) or any other Court Order for non-payment of a debt made against your firm/company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Have you had any payday loans in the last 2 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Have you ever had a property repossessed or voluntarily surrendered a property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Have you ever been refused a mortgage, loan or any other credit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) Are any legal proceedings being taken against you in relation to any financial commitment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j) Have you, or has any person resident with you, had any criminal convictions or are there any pending prosecutions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k) Have you given a financial guarantee to any person or company in the last 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l) Have you ever failed to keep up the payments on any secured or unsecured commitment in the last 2 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m) Are there any other matters that should be brought to the attention of the Society?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide information on dates, dates satisfied, amount(s), reasons, if payments are up-to-date and any other details in this box

# BUY TO LET MORTGAGE APPLICATION FORM

## 7 PROPERTY TO BE MORTGAGED

Full address of property to be mortgaged:


Postcode:

--

Type of valuation required:

Basic Mortgage  
Valuation

☐

RICS Homebuyer  
Survey

☐

Name and address of Agent/Vendor:


Postcode:

--

Telephone number:

--

Are you related to or are you in any business relationship with the vendor?

Yes:

☐

No:

☐

If 'Yes', what is the nature of this relationship?

--

Please tell us the number of:

Living  
Rooms

☐

Kitchens

☐

Bathrooms

☐

Bedrooms

☐

WCs

☐

Basements

☐

Is there a garage?

Yes:

☐

No:

☐

Type of property:

House

☐

Bungalow

☐

Purpose-built flat/  
maisonette

☐

Converted flat/  
maisonette

☐

If the property is a flat:

On which floor is the flat?

--

How many floors are in the block?

--

Property style:

Detached

☐

Semi-Detached

☐

Terraced

☐

Other:  
(Please specify)

--

Tenure:

Freehold

☐

Leasehold

☐

Commonhold

☐

Heritable  
(Scotland)

☐

Is the freehold being purchased?

Yes:

☐

No:

☐

If 'Yes',  
please provide  
further details:

--

**If leasehold, please confirm:**

Annual ground rent:

£
---

Annual service charge:

£
---

Unexpired lease term (years):

--

Name and address of Landlord/  
Management Company:


Is the property of traditional construction?

Yes:

☐

No:

☐

Type of walls:

Brick

☐

Stone

☐

If 'Other' please state:

--

Type of roof:

Tile

☐

Slate

☐

Flat

☐

If 'Other' please state:

--

When was the property built? (Year)

--

If the property is under 10 years old,  
is there a valid NHBC or other similar  
certificate?

Yes:

☐

No:

☐

N/A:

☐

If 'Yes', please provide full details:

--

Is the property ex local authority?

Yes:

☐

No:

☐

Is the property a listed building?

Yes:

☐

No:

☐

# BUY TO LET MORTGAGE APPLICATION FORM

Is the property subject to a section 106 /  
Section 75 agreement?

Yes ☐ No ☐

If 'Yes', Please provide full details:

Will any business be carried out in the  
property?

Yes ☐ No ☐

If 'Yes', Please provide full details:

## 8 YOUR MORTGAGE REQUIREMENTS

Please indicate whether:

Purchase ☐

Remortgage ☐

Transfer of  
Equity ☐

Loan amount:

£

Purchase Price/Estimated  
value of property:

£

Term of Mortgage:

years

Repayment method:

Capital and  
Repayment ☐

Interest Only ☐

Part and Part ☐

If part and part, please  
confirm the split

Repayment:

Interest Only:

£

£

If Interest Only, please provide details of the selected Repayment Strategy:

a) Sale of this property

☐

f) Pension Lump Sum

☐

b) Savings

☐

g) Unit Trust or Investment Trust plan

☐

c) Endowment policy

☐

h) Sale of an unencumbered UK located  
BTL/holiday home property

☐

d) Stocks and Shares

☐

i) Sale of other property

☐

e) Existing Personal Equity Plans

☐

j) Proven Inheritance

☐

k) If Other, please specify

Currency of Repayment Strategy (if not sterling):

### IF PURCHASE

Source of deposit -  
Tick the boxes that apply:

Savings: ☐

Gift: ☐

Equity from other property: ☐

Other: ☐

Please provide  
full details:

If a gift, please confirm the amount:

£

Name and address of donor:

  
  

Postcode:

Relationship to applicant(s):

# BUY TO LET MORTGAGE APPLICATION FORM

## IF REMORTGAGE (OR TRANSFER OF EQUITY)

Amount required to repay existing mortgage:

£

Amount required to repay a second charge:

£

Amount required to purchase another property:

£

Please specify:

Amount required for home improvements:

£

Amount required for debt consolidation:

£

Amount required for divorce settlement:

£

Other:

£

## 9 BUY TO LET INFORMATION

Please confirm the expected or current monthly rental payment

£

If holiday let, please confirm the expected or current rental income achievable in:

Low season

£

Mid season

£

High season

£

Is or will the property be let to a close relative?

Yes:

☐

No:

☐

If 'Yes', please state the relationship:

Do you intend to live in the property at anytime in the future?

Yes:

☐

No:

☐

Have you or a relative ever lived in the property to be mortgaged at any time in the past?

Yes:

☐

No:

☐

Do you own any other properties?

Yes:

☐

No:

☐

If 'Yes', please provide full details in the property portfolio section on page 15:

## 10 SOLICITOR DETAILS

Name of individual acting for you:

Name of firm:

Firm address:

  
  

Postcode:

Telephone number:

Fax number:

Email address:

**11** ADDITIONAL INFORMATION

## 12 PROPERTY PORTFOLIO

Borrower(s) names

[illegible]

Signed applicant 1:
FULL NAME:
Date:

Buy to Let Mortgage Application Form: Page 15

13 PROPERTY PORTFOLIO: Assets and Liabilities

Borrower(s) names

Assets	Details incl. provider	Value	Liabilities	Details	Liability Value
Cash / Savings			Outstanding Tax Liability		
Investment Funds e.g. Shares/ISAs/PEPS			Guarantor Liabilities		
Pensions / Life Policies			Other Loans/borrowings		
Other (please give details)			Other		
Own Residential Property			Residential Property Mortgage outstanding		
Buy to Let / Investment Properties	PLEASE COMPLETE SEPARATE PROPERTY PORTFOLIO SCHEDULE (PAGE 15)		Total Buy to Let investment property mortgages outstanding	PLEASE COMPLETE SEPARATE PROPERTY PORTFOLIO SCHEDULE (PAGE 15)	
TOTAL			TOTAL		

I / We hereby confirm that the above is a true statement of my/our current assets and liabilities

Signed applicant 1:

FULL NAME:

Date:

Signed applicant 2:

FULL NAME:

Date:



# BUY TO LET MORTGAGE APPLICATION FORM

## 14 DECLARATION - PLEASE READ CAREFULLY BEFORE YOU SIGN

At The Mansfield Building Society, we take your privacy seriously. The personal information that you provide to us and how we process it will depend on the products and services that you apply for or obtain from us.

Our Privacy Notice gives full details of the types of information we collect from you, how we use, store and share this information, together with your individual rights. You can obtain a copy from any of our branches, you can ask us to post a copy to you or download the document from [mansfieldbs.co.uk](http://mansfieldbs.co.uk). It is important that you, and any other applicant read the Privacy Notice.

It is important that the information you give us is accurate and up to date. The Society reserves the right to withdraw any Offer of Advance if the information provided in this form is found to be false or inaccurate.

In order to process your application, we will perform credit and identity checks on you with one or more credit reference agencies ("CRAs"). To do this, we will supply your personal information to CRAs and they will give us information about you. We will continue to exchange information about you with CRAs while you have a relationship with us.

If you make a joint application (e.g. with your spouse, partner or a family member), we will also collect personal information about that person. CRAs will also link your records together and these links will remain on your and their files until such time as you or your partner successfully files for a disassociation with the CRAs to break that link.

The personal information we collect from you will also be shared with Fraud Prevention Agencies who will use it to prevent fraud and money laundering and to confirm your identity. We will record this information and retain it in accordance with our Privacy Notice, whether the application is successful or not.

We will take up all necessary references from the information that you have provided and that are relevant to this application.

We will also pass information to financial and other organisations involved in fraud prevention to protect ourselves and our customers from theft and fraud. We, and other companies will use this information if decisions are made about you or others at your address(es) on credit or credit-related services or motor, household, credit, life or any other insurance facilities. It may also be used for tracing and claims assessment. If false or inaccurate information is provided and fraud identified, details will be passed to fraud prevention agency/ies to prevent fraud and money laundering.

We will provide confidential information about your finances to any person(s) giving a guarantee or other security, or to their legal adviser whilst we are processing this application and during the life of the mortgage.

I/We hereby apply for an advance to be made to me/us in accordance with the General Mortgage Conditions of The Mansfield Building Society and the provisions of the Mortgage Deed.

### I/We declare that:

1. I am/We are aged 18 years and over.
2. The information given in this application is true and correct to the best of my/our knowledge.
3. I/We will inform the Society of any changes to this information immediately.
4. I/We fully understand that the payment of the valuation fee shall not bind the Society to grant an advance.
5. I/We fully understand that the making of an advance will not imply any warranty by the Society as to the reasonableness of the purchase price, the soundness of construction or state of repair of the property.
6. I/We understand that borrowers (except corporate borrowers) are members of The Mansfield Building Society and bound by its rules.
7. I/We have read and accept the above statement regarding Data Protection – Your personal information and what we do with it.
8. I/We will ensure that the property is insured for the full reinstatement value, on or before completion of my/our mortgage

### APPLICANT 1

Signed:  Print name in BLOCK CAPITALS  Date:

### APPLICANT 2

Signed:  Print name in BLOCK CAPITALS  Date:

### APPLICANT 3

Signed:  Print name in BLOCK CAPITALS  Date:

### APPLICANT 4

Signed:  Print name in BLOCK CAPITALS  Date:

# BUY TO LET MORTGAGE APPLICATION FORM

## Would you like to receive information about our other products and services?

From time to time we would like to contact you with details of other products and services we provide, including our community activities and latest news. If you consent to us contacting you for this purpose, please tick to say how you would like us to contact you:

### APPLICANT 1

Post ☐ Email ☐ Telephone ☐ Text Message ☐

### APPLICANT 2

Post ☐ Email ☐ Telephone ☐ Text Message ☐

Please ensure you have provided us with the relevant contact details in the 'Personal Details' section of this application form to enable us to contact you through your preferred method(s)

You can update your marketing preferences or stop receiving marketing from us at any time by writing to us at Regent House, Regent Street, Mansfield, Nottinghamshire NG18 1SS, calling us on 01623 676300, visiting any of our branches, completing the online form at mansfieldbs.co.uk or by following the instructions on how to update your preferences in any marketing email or other communication that you receive from us.

**YOUR HOME MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE**

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Reference number 206049.

The Mansfield Building Society is a member of the Building Societies Association.

#### Principal Office:

Regent House  
Regent Street  
Mansfield  
Nottinghamshire  
NG18 1SS

**t:** 01623 676300

**w:** mansfieldbs.co.uk

**Direct Applications:** 01623 676345

**Intermediary Applications:** 01623 676360

#### Branch Offices:

25 Market Place  
Mansfield  
Nottinghamshire  
NG18 1JA

22-26 Low Street  
Sutton-in-Ashfield  
Nottinghamshire  
NG17 1DG

91 New Square  
Chesterfield  
Derbyshire  
S40 1AH

48 Station Street  
Kirkby-in-Ashfield  
Nottinghamshire  
NG17 7AS

**t:** 01623 676350

**t:** 01623 554265

**t:** 01246 202055

**t:** 01623 756601

# BUY TO LET MORTGAGE APPLICATION FORM

## 15 HOUSEHOLD INSURANCE

We require that your property is insured for the full reinstatement value, on or before completion of your mortgage.

Protecting your property and its contents is an important decision and we feel that you should be able to select the level of cover to meet your own requirements.

The Mansfield Building Society does not provide household insurance products, however we have partnered with Uinsure an award winning insurance provider, to offer competitive 5 star defaqto rated\* Home Insurance.

Uinsure's Home Insurance brings together a selected panel of leading UK insurers to compete purely on price against a common worded policy. Uinsure do not provide advice and they will not give you a personal recommendation, however they will provide you with all the information you need on the policy options to help you make your own decision.

Key benefits of Uinsure Home Insurance:

- Up to £1 million rebuilding costs to cover against loss or damage to the structure of your home
- £75,000 contents cover provided as standard with the option to increase to £100,000
- Optional extras that are right for you and you only pay for the additional cover you need
- Home Insurance is underwritten by a selected panel of leading UK insurers
- Experienced claims service with UK-based staff
- Maximum defaqto 5 star rating\* provides you with independent expert reassurance about the quality of your home insurance policy

\* Uinsure Home Insurance has received 5 star defaqto rating 2014-2019

**Please tick the box if you consent to your name, address and telephone number being provided to Uinsure for the purpose of them contacting you to discuss your insurance needs and requirements** ☐

**Home Insurance is arranged and administered by Uinsure Limited. Uinsure Limited is authorised and regulated by the Financial Conduct Authority (Firm Reference Number 463689). Registered address: The XYZ Building, Hardman Street, Manchester M3 3AQ.**

### ARRANGING YOUR OWN INSURANCE

☐ I/We do not wish to take advantage of household insurance provided by Uinsure and I/we wish to arrange my/our own insurance cover.

I/We understand and agree to:

1. Accept sole responsibility for the choice of insurer, the sum insured, the extent of cover and the financial consequences of any terms, conditions or excesses imposed
2. Ensure the sum insured is not less than the rebuilding figure which will be detailed in the Offer of Advance once the mortgage has been approved
3. Ensure that the cover provided by the policy includes financial protection against loss or damage to the property for all major insurable perils, including but not restricted to: Fire, Flood, Storm, Theft, Escape of Water, Malicious Damage, Subsidence, Landslip and Heave and Legal Liability
4. The interest of The Mansfield Building Society is noted on the policy
5. Undertake to pay all premiums as they fall due to maintain the policy cover for the life of the mortgage
6. The society accepts no responsibility for any loss suffered by me/us in connection with the insurance of the property, however caused

#### APPLICANT 1

Signed:  Print name in BLOCK CAPITALS  Date:

#### APPLICANT 2

Signed:  Print name in BLOCK CAPITALS  Date:

## 16 PROTECTION INSURANCE

Protecting yourself and your family against death and and/or critical illness is important. The Mansfield Building Society is an introducer to Stonebridge Protect Limited, a specialist provider of life, critical illness and income protection products. Stonebridge Protect Limited are able to advise from a range of providers on different types of cover to protect you and your family, and provide a range of options to fit within your budget.

Stonebridge Protect Limited is an appointed representative of Stonebridge Mortgage Solutions LTD which is authorised and regulated by the Financial Conduct Authority.

**Please tick the box if you consent to your name, address, date of birth, email address and telephone number being provided to Stonebridge Protect Limited for the purpose of them contacting you to discuss your protection needs and requirements** ☐

#### APPLICANT 1

Signed:  Print name in BLOCK CAPITALS  Date:

#### APPLICANT 2

Signed:  Print name in BLOCK CAPITALS  Date:



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

Please fill in the whole form using a ball point pen and send it to:

**The Mansfield Building Society**  
**Regent House**  
**Regent Street**  
**Notts**  
**NG18 1SS**

Name(s) of  
Account  
Holder(s):


Bank/Building Society Account Number:

Branch Sort Code

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Name and full postal address of your Bank or Building Society:

To:

The Manager Bank/Building Society

Address:


Postcode:

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Reference:

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Service User Number:

4	0	0	7	3	3
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**FOR MANSFIELD BUILDING SOCIETY OFFICIAL USE ONLY. This is not part of the instruction to your bank or building society**

**Mortgage Reference Number:**

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### Instruction to your Bank or Building Society

Please pay The Mansfield Building Society Direct Debits from the account details in this instruction subject to the safeguards assured by the Direct Debit Guarantee.

I understand that this instruction may remain with The Mansfield Building Society and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s):


Date:

**Bank and Building Societies may not accept Direct Debit instructions for some types of accounts**

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 The Mansfield Building Society will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Mansfield Building Society 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 The Mansfield Building Society 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 The Mansfield Building Society 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