

# Second Charge Loan Application Submission Form



FAO: Second Charge Underwriting Team - Precise Mortgages

Application form for	Name		Post code	
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Mortgage Illustration ID	A: _____ / _____
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## The following are attached:

<input type="checkbox"/> completed application form	<input type="checkbox"/> Authority to 1st Mortgage
<input type="checkbox"/> standard declaration signed by all applicants. (You must ensure that where a fee is to be added to the loan your customers have ticked the relevant box in the declaration ( <b>above where they sign</b> ) to confirm this).	<input type="checkbox"/> Authority to release information
<input type="checkbox"/> please contact my client to collect the valuation fee	<input type="checkbox"/> Explanation of Mortgage arrears
<input type="checkbox"/> Direct Debit Mandate	<input type="checkbox"/> Proof of income
<input type="checkbox"/> Debt consolidation form	<input type="checkbox"/> Bank statements

## Broker bank details

Bank name*		Account name*	
Bank account number*		Bank sort code*	

\*Mandatory requirements in order for Precise Mortgages to pay fees that are due to you. We will pay any procurement fees direct to your network or club unless we have agreed otherwise with them.

Product applied for:	<input type="checkbox"/> ____ year Fixed rate of ____% and then a variable rate tracker of ____% above the Bank of England base rate
	<input type="checkbox"/> Variable rate Tracker at ____% above the Bank of England base rate

I confirm that I have provided my customer with the Mortgage Illustration and an adequate explanation for the product applied for and will provide an amended mortgage illustration and adequate explanation for any changes to the product.

I confirm that I am acting on behalf of the applicant(s) and have their permission to access their information and to supply it to you with this application and at any time during the life of the mortgage. I confirm that to the best of my knowledge and belief, the information contained in the application is true and none of the information has changed since it was provided to obtain a decision in principle.

I agree to the Second Charge Lending – Terms of Business (2016 Edition) ([pdf.precisemortgages.co.uk/01593\\_scl\\_terms\\_of\\_business\\_1.pdf](http://pdf.precisemortgages.co.uk/01593_scl_terms_of_business_1.pdf))

## Credit Decisions and Fraud Prevention Agencies

I note that:

- ▶ The personal information you collect from me will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify the identity of the applicant and any guarantor (Applicants). If fraud is detected, I or the Applicants could be refused certain services, finance or employment. Further details of how my and their information will be used by you and these fraud prevention agencies, and my and their data protection rights, can be found by contacting the Data Protection Officer at Precise Mortgages.
- ▶ You will also supply Applicant's personal information to credit reference agencies (CRAs) in order to process their application and they will give you information about Applicants, such as about their financial history. You do this to assess creditworthiness and product suitability, check their identity, manage their account, trace and recover debts and prevent criminal activity.
- ▶ You will also continue to exchange information about Applicants with CRAs on an ongoing basis, including about their settled accounts and any debts not fully repaid on time. CRAs will share their information with other organisations. Their data will also be linked to the data of their spouse, any joint applicants or other financial associates.
- ▶ The identities of the CRAs, and the ways in which they use and share personal information, are explained in more detail at [www.equifax.co.uk/crain](http://www.equifax.co.uk/crain), [www.experian.co.uk/crain](http://www.experian.co.uk/crain) or [www.callcredit.co.uk/crain](http://www.callcredit.co.uk/crain).
- ▶ You will perform a 'soft footprint' check, rather than a full credit check, to produce a quotation so it won't harm the Applicants credit rating. When the enquiry moves to application stage, you will leave a credit application record ('hard footprint') on the Applicant's credit file.
- ▶ The details entered must be accurate and true to the best of my knowledge. If you suspect my or the Applicant's involvement in fraudulent activity you will take appropriate action against me and/or the Applicant.

## Privacy Notice - Customer

- ▶ I note that how you, credit reference and fraud prevention agencies use customer information, is set out in more detail in your [Summary Privacy Notice](#). You are providing this to me as the Applicant(s) representative and in order to allow you to lawfully progress their application, you require confirmation that I, as the Applicant(s) representative, have provided a copy of the Privacy Notice to each of the Applicants, before you can lawfully proceed with their application.
- ▶ Confirm that I have provided each Applicant with a copy of the Privacy Notice

## Privacy Notice - Intermediary

I note that:

- ▶ More information about how you and fraud prevention agencies use information you hold about mortgage intermediaries is contained in your Intermediary [Privacy Notice](#).
- ▶ You may contact me about products and services offered by Precise Mortgages by post, electronic mail, telephone, SMS text messaging and any other online or interactive media. If you do not wish to receive these then please send an email to [marketing@precisemortgages.co.uk](mailto:marketing@precisemortgages.co.uk) with the subject line of 'Unsubscribe' from the above email address.

**Buy to Let Applications**

I note that you may use information that you may already hold about the Applicants (including Guarantors) in assessing this application including details about other properties which are mortgaged to you where they are the borrower or guarantor. I am aware, have made the Applicants aware and they agree that as part of this application you may provide to me, on their behalf, details of those properties to confirm that the information you hold about those is complete and accurate.

**Email**

I confirm that, if I send this form to you by email or have requested that you provide me with information by email I have made my customers aware of this, that email is not a secure medium and the content may be intercepted before it reaches the intended recipient.

**Identification**

The applicant(s) was interviewed face to face

☐ Yes☐ No

We require the applicant to provide evidence of identity at the time of application. We will endeavour to carry out these checks electronically, however if we are unable to do this we will need physical proof of identification. Please refer to our 'Anti money laundering guidelines' for details of documents that we will accept and an explanation of the electronic identification search footprint.

Name		Date	
Signature			

# Standard Declaration

## Credit Reference Agencies and Fraud Prevention Agencies

The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment.

We will also supply your personal information to credit reference agencies (CRAs) in order to process your application and they will give us information about you, such as about your financial history. We do this to assess creditworthiness and product suitability, check your identity, manage your account, trace and recover debts and prevent criminal activity.

We will also continue to exchange information about you with CRAs on an ongoing basis, including about your settled accounts and any debts not fully repaid on time. CRAs will share your information with other organisations. Your data will also be linked to the data of your spouse, any joint applicants or other financial associates.

The identities of the CRAs, and the ways in which they use and share personal information, are explained in more detail at [www.equifax.co.uk/crain](http://www.equifax.co.uk/crain), [www.experian.co.uk/crain](http://www.experian.co.uk/crain) or [www.callcredit.co.uk/crain](http://www.callcredit.co.uk/crain)

## Privacy Notice

Our [Summary Privacy Notice](#) contains information on how we, credit reference agencies and fraud prevention agencies use your personal data and on your data protection rights. This has been provided to your mortgage/credit intermediary on your behalf, they should have provided this to you but if they have not please contact us and we will send you a copy.

## Interpretation

In this Standard Declaration the words "You", "Charter Court Group" and "We" have the meanings given to them in the Privacy Notice.

In addition the words in bold text have the following meanings :

"**Applicant**" means You and if there is more than one of You, references to "You" and "Applicant" are to each or any of You individually, as well as to each and every one or more of You together jointly.

"**Application**" means Your request for a Decision in Principle and/or Application for the **Loan** including the Standard Declaration, the Application Form and any accompanying or supporting documentation that You provide now or in the future or any information We hold about You and We provide to You or Your mortgage intermediary in connection with the **Application** to confirm its completeness and/or accuracy.

"**Loan**" means any Loan We may provide to You.

"**Property**" means the property or properties which are or are intended to be security for the **Loan**.

## Important – please read

When You sign this declaration, You certify that the statements and particulars given below and all the information given in your **Application** are true and complete. We will rely on these statements, particulars and that information when making any Mortgage Offer.

## General

### You confirm and agree that:

- 1) You are aged 18 (or in the case of a second charge loan, 25) or over.
- 2) For limited companies:
  - (a) each of the signatories below is a director duly authorised to make this **Application** and has completed or fully read the contents of the **Application**, and
  - (b) You have the power to borrow the money applied for and to mortgage the **Property**.
- 3) The information You give in the **Application**, whether completed personally by You or not, is true and accurate in all respects. If any such information is incorrect, You will make good any loss We may suffer by acting in reliance on that information.
- 4) Your income is as stated in the **Application** and is sufficient to support the payments required to sustain the **Loan** requested.
- 5) You are aware of the monthly payments for the **Loan** and that You can afford these.
- 6) You will supply any additional information that We may require in order to proceed with the **Application**.
- 7) You have the agreement of any joint **Applicant** or third party to disclose and use their information for the purposes of this **Application**.

- 8) You authorise your mortgage/credit intermediary and your first charge lender to disclose to Us information about You and this **Application** both before and after completion of the **Loan**.
- 9) You do not have any other outstanding credit facilities which are not disclosed with this **Application**.
- 10) You have never been adjudged bankrupt or insolvent or been sequestrated or entered into any arrangements with creditors or had civil or criminal proceedings of any kind issued against You other than as specified in this **Application**. If proceedings have been, or are being, issued, You will supply full details to Us.
- 11) You have read and considered the Illustration about the particular product You have chosen, and/or have been advised to apply for by your mortgage/credit intermediary or other adviser. We are not responsible for any advice given or recommendation made by an intermediary or other adviser about the product You have chosen.
- 12) You will notify Us promptly of any changes which have, or are likely to have, an effect on the continuing accuracy of the particulars in this **Application** and which may affect Our willingness to provide the **Loan**.
- 13) The information in this **Application** and Standard Declaration may be relied on by Us and any other person or body in whom the benefit of all or any of the **Loan**, mortgage, or security is from time to time vested.
- 14) Any solicitor acting for You may disclose to Us any information or documentation that We ask for about the transaction or the **Property** which is the subject of this **Application** and You waive any duty of confidentiality or privilege which may otherwise exist in relation to this **Loan** transaction.
- 15) From time to time We may mortgage, sell, transfer, assign, charge or otherwise dispose of, in whole or in part, any **Loan**, mortgage, or other related security to any person or organisation (a "Disposal") You agree to each such Disposal that We may make and You agree that We may do this without giving notice to You. You agree that a Disposal for this purpose typically involves Us transferring all or some of the rights that We have under the **Loan**, or the related security to another person or organisation.
- 16) If You provide a personal guarantee, You agree to guarantee the **Loan** applied for in the terms of our standard Deed of Guarantee.
- 17) We are entitled to withdraw before completion any Mortgage Offer should You (or anyone else) falsify any information supplied in this **Application** or for any other reason set out in the Mortgage Offer or our General Mortgage Conditions. If We withdraw an offer, We can do this immediately and without telling You, but We will notify You about the withdrawal of Our Mortgage Offer if We reasonably can.
- 18) It is an offence to knowingly make a false, inaccurate or misleading declaration when applying for a **Loan**.
- 19) If You make a false declaration, You may face criminal prosecution and/or civil action for recovery of any losses incurred by us.
- 20) If the **Loan** is not for your benefit, You must take independent legal advice and will do so if asked to, and before You enter into any Deed of Guarantee.
- 21) We may decline to make You a Mortgage Offer.
- 22) Our **Loans** are subject to valuation and status.
- 23) If two or more of You are making this **Application**, each of You is individually and jointly responsible for all obligations in relation to the **Loan**.
- 24) We will require You to confirm your income and We may request this information from You.
- 25) We accept no responsibility for any representations made by any employee, agent or any other person unless these are incorporated in the Mortgage Offer or are subsequently confirmed by Us in writing.
- 26) If You agree to guarantee the **Loan**, You are aware that by giving a guarantee, You will be held liable to Us instead of, or as well as, the borrower or customer to the extent of the guaranteed amount. The extent of the guarantee will include all costs and interest outstanding on the **Loan** at any time as well as the loan amount.
- 27) You agree that if the **Property** is sold leaving a balance outstanding on the **Loan**, You will be liable for the difference between the sale price of the **Property** and the amount outstanding or to the extent of your guarantee.
- 28) It is your responsibility to ensure that You have suitable means of repayment in place to repay the **Loan** in the event of Your death or at the end of the term of the **Loan**.

## Valuation

We will obtain a valuation of the **Property** offered as security for our purposes. We will obtain a valuation only to enable Us to assess the amount of the **Loan**, if any, which We are prepared to make on the **Property** and that valuation does not give You any rights against Us or any other person. We will choose a valuer from Our panel of valuers and will obtain a valuation report from the valuer for Our purposes. It is Your responsibility to obtain an independent valuation or advice before You proceed to completion of the **Loan** or the purchase of the **Property**. We give no warranty, representation or assurance that the statements, conclusions and opinions, expressed or implied, in any valuation report You obtain are accurate, valid or complete or that the **Property** is free from defects or worth at least the amount of the **Loan** or that (where relevant) the purchase price is reasonable.

## Insurance

As a condition of your **Loan**, You must have adequate buildings insurance for the **Property** in place at exchange of contracts or conclusion of missives (for house purchases) and completion (for remortgages or secured loans ) and ensure that it continues at all times to be insured.

You are not required as a condition of your **Loan** to have any other insurance but You might like to consider taking out insurance to cover other circumstances that might arise, such as death, accident, illness or unemployment. Your payments will not be protected in the event of death, accident, sickness, unemployment or other similar circumstance unless You arrange Your own insurance for this.

## Your Loan Payments

By signing this Declaration, You agree that:

- 1) You will repay the **Loan** in accordance with the conditions specified in your Mortgage Offer and General Mortgage Conditions.
- 2) We may add to your first monthly payment, interest from the date of completion of your **Loan** to the end of that month unless Your Mortgage Offer states otherwise (not applicable where the **Loan** is secured by a second charge).
- 3) We may take other payments by Direct Debit with Your agreement which may be given by telephone or in writing.

## Keeping you Informed

We may contact you about products or services offered by Charter Court Financial Services Limited by post, electronic mail, telephone, SMS text messaging and any other online or interactive media.

**If You would not like Us to contact You about other products and services by the means outlined above You should tick here.** ☐

## Costs and Fees

Any valuation and assessment fee payable by You covers Our costs for assessing the **Application** and value of the **Property**. If We accept this fee, We are not obliged to offer or make a **Loan** to You. The Illustration will set out the whether these fees are refundable.

**Please tick below if you wish any of the fees stated to be added or deducted from the Loan.** If You do not indicate that You wish the fees to be added or deducted then these and any other fees must be paid from Your own funds.

First Charge (Residential & Buy to Let)	Add	Bridging Loan	Add Deduct	Second Charge (Residential & Buy to Let)	Add
Product Fee	<input type="checkbox"/>	Facility Fee	<input type="checkbox"/>	Product Fee	<input type="checkbox"/>
Telegraphic Transfer Fee	<input type="checkbox"/>	Broker Fee	<input type="checkbox"/>	Credit Intermediary Fee	<input type="checkbox"/>
		Packager Fee	<input type="checkbox"/>	Telegraphic Transfer Fee	<input type="checkbox"/>
		Assessment Fee	<input type="checkbox"/>	Broker Administration Fee	<input type="checkbox"/>
		Telegraphic Transfer Fee	<input type="checkbox"/>	Broker Completion Fee	<input type="checkbox"/>
				Mortgage Questionnaire Fee	<input type="checkbox"/>
				Packager Fee	<input type="checkbox"/>
				Valuation Fee	<input type="checkbox"/>
				Broker Assessment Fee	<input type="checkbox"/>

The only fees You must pay us for this **Application** are contained in the literature about the particular **Loan** that You are applying for. Any other fees that You pay to any third party are paid not as a condition of submitting this **Application** or as a condition of obtaining the Mortgage Offer (if made).

### Applicant 1

Print Name

Signature

Date

### Applicant 2

Print Name

Signature

Date

**We can provide literature in large print, Braille and audio tape. Please ask us for this leaflet in an alternative format if you need it.**

## Direct Debit details

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

Precise Mortgages  
PO Box 6037  
Wolverhampton  
WV1 9QW



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

Servicer User Number

4 | 3 | 4 | 2 | 5 | 5

Name(s) of account holder



Bank/Building Society account number

Bank sort code

 -  - 

Name and full postal address of your Bank or Building Society

To: The Manager

Bank/Building Society

Address:



Postcode

Reference

Instruction to your Bank or Building Society

Please pay Precise Mortgages 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 Precise Mortgages 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 for 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, Precise Mortgages will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Precise Mortgages 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 Precise Mortgages or your Bank and 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 Precise Mortgages 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.

# Authority to 1st mortgage

All sections must be completed in full



To
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Security property details
Address of property
Postcode

Applicant 1 details		Applicant 2 details	
Title	Surname	Title	Surname
Forename(s)		Forename(s)	
Roll/account number			

Signatures and declarations	
I/We authorise you to accept a copy of this authority to supply to Precise Mortgages any information it may request from you in respect of my/our loan with you, now and at any time in the future.	
Signature (Applicant 1)	Signature (Applicant 2)
Date	Date

**We can provide literature in large print, Braille and audio tape. Please ask us for this leaflet in an alternative format if you need it.**

# Authority to release information

All sections must be completed in full



To
----

Security property details
Address of property
Postcode

Applicant 1 details		Applicant 2 details	
Title	Surname	Title	Surname
Forename(s)		Forename(s)	
Reference/account number			

Signatures and declarations	
I/We authorise you to accept a copy of this authority to supply to Precise Mortgages any information it may request from you in respect of my/our account with you, now and at any time in the future.	
Signature (Applicant 1)	Signature (Applicant 2)
Date	Date

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# Debt consolidation form



Customer ref:

Credit in name of applicant		Credit/loan company	Account type	Date opened	Card Number / loan account number (always required)	Monthly payment	Balance	Settlement figure	Do you wish to settle the account	Pay by BACS	Pay by cheque
1	2				Sort code & account number (only required if account to be settled by BACS)*						
E.g.	y	Natwest Mastercard	Credit card	01 / 01 / 2010	1 2 3 4 5 6 7 8 9 1 2 3 4 5 6 7 12 34 56 1 2 3 4 5 6 7 8 9 0	£ 100.00	£ 3,000.00	£ 3,000.00	y	y	
				/ /		£	£	£			
				/ /		£	£	£			
				/ /		£	£	£			
				/ /		£	£	£			
				/ /		£	£	£			
				/ /		£	£	£			
				/ /		£	£	£			

\*Please note that we may request evidence of these sort code and account numbers.

It is important that you complete all sections of this form with accurate information if you are paying off existing loans or credit with your loan.

For Credit Cards the payee details can usually be found on the back of your monthly statement. Accuracy of these details will be imperative for speedy settlement of these accounts.

Whilst your loan is being processed it is important that you maintain your agreed payments with your loan or credit card company. Precise Mortgages is not responsible for any missed payment on any loan or credit card repayment.

I/We authorise Precise Mortgages to apply the loan (or a relevant part of it) in repaying those Accounts shown above which I/we have indicated I/we want to settle. I/we agree that Precise Mortgages may do this (at its discretion) by either paying the Credit/Loan Company direct or by sending me/us a cheque(s) made payable to the Credit/Loan Company(ies).

Applicant 1	Signature	Print name	Date / /
Applicant 2	Signature	Print name	Date / /

THINK CAREFULLY ABOUT SECURING OTHER DEBTS AGAINST YOUR HOME. YOUR HOME MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON A MORTGAGE OR ANY OTHER DEBT SECURED ON IT. Consolidating your debt may increase the amount you pay back overall and extend the repayment period of your debts.

**We can provide literature in large print, Braille and audio tape. Please ask us for this leaflet in an alternative format if you need it.**

Precise Mortgages is a trading name of Charter Court Financial Services Limited which is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register Firm Reference Number 494549). Registered in England and Wales with company number 06749498. Registered office: 2 Charter Court, Broadlands, Wolverhampton WV10 6TD.