# **Data Capture Form**

K Limited Company Buy To Let





Foundation Home loans will only lend to Special Purpose Vehicle Limited Companies with Sic code, 68100, 68209 or 68320. LLP and Trading Companies are unacceptable.

#### **Application number**

Application number		
Product		
Application fee		
Valuation fee		
Arrangement fee (if applicable)	Add	Deduct

#### Introducing broker

FCA number	
Contact name	
Company name	
Exception reference	

# **Company Address**

Building/House name			
Number			
Street			
District			
Town			
County			
Telephone number			
Email			
Network/Club			
Is this case introduced Customer Facing Brok		Yes	No
On what basis was this	s Advised	Non-Advise	d
mortgage arranged?	Face to face	Non Face to	Face
Advice or information	provided by		

# **Customer Facing Broker/Advisor**

# **Company Address**

Post code	
Telephone number	
Email	
Broker advice fee	
Packager fee	

# **Limited Company Details**

Is the applicant aware that pers will have to be made?	Yes	No	
Registered company name			
Registered company number			
Nature of business			
Trading since			
Year end			
Number of directors			

# **Registered Address**

Post Code				
Building / House name				
Number				
Street				
District				
Town				
County				
Is the correspondence a the registered company	ddress different from address?	Yes	No	

# If Yes (Company correspondence address) Post Code Building / House name Number Street District

Town County

Are any of the directors expatriates?

No

Yes

If Yes			
EEA			
Other			
UK tax payer?	Yes	No	



Applicant 1				Applicant 2			
Title				Title			
First name				First name			
Middle name(s)				Middle name(s)			
Surname				Surname			
Previous name(s)				Previous name(s)			
Gender	Male	Femal	е	Gender		Male	Female
Date of birth dd/mm/yy	Marital status			Date of birth		Marital status	
Director/shareholder with 20% sha	ire or greater Ye	s No	þ	Director/shareholder v	with 20% share or	greater Yes	No
Additional Information				Additional Informa	ation		
Home telephone				Home telephone			
Work telephone				Work telephone			
Mobile				Mobile			
Nationality				Nationality			
Email				Email			
NI. Number				NI. Number			
Consent for Direct Marketing?	Ye	s No	D	Consent for Direct Ma	rketing?	Yes	No
Does the applicant have indefinite to remain in the UK?	right Ye	s No	D	Does the applicant ha to remain in the UK?	ve indefinite right	Yes	No
Is the applicant living in the UK on spousal visa?	a Ye	s No	þ				
If no, Does the applicant have tier immigration status, been legally re in UK for 3 years and have 25% de from own resources?	esident <sup>re</sup>	s No		If no, Does the applica immigration status, be in UK for 3 years and h from own resources?	en legally residen	t Yes	No
Does the applicant hold any level diplomatic immunity?	of Ye	s No	D	Does the applicant ho diplomatic immunity?	ld any level of	Yes	No
Is the applicant subject to criminal court proceedings?	or Ye	s No	)	Is the applicant subject court proceedings?	ct to criminal or	Yes	No
Do you have any convictions that a unspent under the Rehabilitation of Offenders Act (1974)?	are Ye	s No		Do you have any conv unspent under the Rel Offenders Act (1974)?	habilitation of	Yes	No
Has the applicant been Declined f mortgage in the last 6 months?	or a Ye	s No	)	Has the applicant bee mortgage in the last 6		Yes	No
Has the applicant had a CCJ or de in the last 6 years?	faults Ye	s No	þ	Has the applicant had in the last 6 years?	a CCJ or defaults	Yes	No
Is the applicants salary paid into a Bank A/c?	UK Ye	s No	D	Is the applicants salary Bank A/c?	y paid into a UK	Yes	No
Has the applicant been in an IVA c Bankruptcy which was discharged years ago or had a property repos	less than 3 Ye	s No	þ	Has the applicant bee Bankruptcy which was years ago or had a pro	discharged less th		No
Do any non-applicants hold > 20% Y/N?	shares Ye	s No		Do any non-applicants Y/N?	s hold > 20% share	es Yes	No
Current address				Current address			
Post code				Post code			
County				County			
Is this property currently mortgage	ed? Ye	s No	D	Is this property current	tly mortgaged?	Yes	No
Date moved to this address				Date moved to this ad	ldress		



Account held for Yes

No

#### Applicant 1

If applicant has lived at present address for less than 3 years, please provide previous details including dates for 3 years

Post code
dd/mm/yyyy Date to dd/mm/yyyy
Post code
dd/mm/yyyy Date to dd/mm/yyyy
Post code
dd/mm/yyyy Date to dd/mm/yyyy
Post code dd/mm/yyyy Date to dd/mm/yyy Post code

# Applicant 2

If applicant has lived at present address for less than 3 years, please provide previous details including dates for 3 years

Previous address				
			Post coo	de
County	Date from		Date to	
Previous address				
			Post coo	de
County	Date from		Date to	
Previous address				
			Post coo	de
County	Date from		Date to	
Personal Bank Detai	s			
Bank name				
Account number		Sort	t code	

Do you want to use personal account details for the Direct Debit?

Account holder name

#### **Personal Bank Details**

Bank name

Account number		Sort code		
Account holder name		Account	held for	
Do you want to use pe	ersonal account details f	or Yes	. 1	No

the Direct Debit?



Applicant 3				Applicant 4			
Title				Title			
First name				First name			
Middle name(s)				Middle name(s)			
Surname				Surname			
Previous name(s)				Previous name(s)			
Gender		Male	Female	Gender		Male	Female
Date of birth dd.	/mm/yyyy Ma	rital status		Date of birth		Marital status	
Director/shareholder with 2	0% share or great	er Yes	No	Director/shareholder w	vith 20% share or g	greater Yes	No
Additional Information				Additional Informa	tion		
Home telephone				Home telephone			
Work telephone				Work telephone			
Mobile				Mobile			
Nationality				Nationality			
Email				Email			
NI. Number				NI. Number			
Consent for Direct Marketir	ng?	Yes	No	Consent for Direct Ma	rketing?	Yes	No
Does the applicant have ind to remain in the UK?	definite right	Yes	No	Does the applicant hav to remain in the UK?	ve indefinite right	Yes	No
If no, Does the applicant ha immigration status, been le in UK for 3 years and have 2 from own resources?	gally resident	Yes	No	If no, Does the applica immigration status, be in UK for 3 years and h from own resources?	en legally resident		No
Does the applicant hold an diplomatic immunity?	y level of	Yes	No	Does the applicant hol diplomatic immunity?	ld any level of	Yes	No
Is the applicant subject to c court proceedings?	criminal or	Yes	No	Is the applicant subject court proceedings?	t to criminal or	Yes	No
Do you have any convictior unspent under the Rehabili Offenders Act (1974)?		Yes	No	Do you have any convi unspent under the Reh Offenders Act (1974)?		Yes	No
Has the applicant been Dec mortgage in the last 6 mon		Yes	No	Has the applicant beer mortgage in the last 6		Yes	No
Has the applicant had a CC in the last 6 years?	LJ or defaults	Yes	No	Has the applicant had in the last 6 years?	a CCJ or defaults	Yes	No
Is the applicants salary paic Bank A/c?	into a UK	Yes	No	Is the applicants salary Bank A/c?	y paid into a UK	Yes	No
Has the applicant been in a Bankruptcy which was disch years ago or had a property	harged less than 3	Yes	No	Has the applicant beer Bankruptcy which was years ago or had a pro	discharged less th		No
Do any non-applicants holc Y/N?	d > 20% shares	Yes	No	Do any non-applicants Y/N?	hold > 20% share	es Yes	No
Current address				Current address			
Post code				Post code			
County				County			
Is this property currently mo	ortgaged?	Yes	No	Is this property current	ly mortgaged?	Yes	No
Date moved to this address	5			Date moved to this ad	dress		

5



# **Data Capture Form** Limited Company Buy To Let >

# Applicant 3

		Post code	9
Date from		Date to	
		Post code	9
Date from		Date to	
		Post code	9
Date from		Date to	
le			
IS			
	Date from	Date from dd/mm/yyyy Date from dd/mm/yyyy Date from dd/mm/yyyy	Date from       dd/mm/yyyy       Date to         Date from       dd/mm/yyyy       Date to         Date from       dd/mm/yyyy       Date to         Date from       dd/mm/yyyy       Date to

# Account number Sort code Account holder name Account held for Do you want to use personal account details for Yes

the Direct Debit?

# Applicant 4

Current address		
		Post code
County	Date from	Date to dd/mm/yyyy
Previous address		
		Post code
County	Date from	Date to dd/mm/yyyy
Previous address		
		Post code
County	Date from	Date to dd/mm/yyyy
Personal Bank Deta	ile	

# Bank name Account number Account holder name Account holder name Account details for Years No the Direct Debit?



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Foundation
Home Loans

Employment - Applic	cant 1			Employment - Applie	cant 2		
Employment status		Emp	loyed Tick	Employment status		Emp	loyed Tick
Occupation				Occupation			
Date current employment of	commenced			Date current employment of	commenced		
Is the position permanent?		Yes	No	Is the position permanent?		Yes	No
Annual basic gross salary	£			Annual basic gross salary	£		
Employer's name				Employer's name			
Telephone number				Telephone number			
Percentage shareholding				Percentage shareholding			
Building/House name		Post code		Building/House name		Post code	
Number	Street			Number	Street		
District		Town		District		Town	
County				County			
Employment status		Self Emp	loyed Tick	Employment status		Self Emp	loyed Tick
Name of business				Name of business			
Nature of business				Nature of business			
What is your shareholding?	)			What is your shareholding?			
How long has this been ow	ned by the applic	ant?		How long has this been ow	ned by the applic	ant?	
Date business started				Date business started			
On what basis does applicant trade?	Sole Trader	Partner	Ltd. Co.	On what basis does applicant trade?	Sole Trader	Partner	Ltd. Co.
Limited company registration	on number			Limited company registrati	on number		
Financial year end				Financial year end			
Share of net profit	Year only	Tax Reference	e Number (UTR	) Share of net profit	Year only	Tax Reference	Number (UTF
£				£			
(Including any remuneration)	<u>_</u>	Ma a	NL	(Including any remuneration)		Ma a	NL
Do you have an accountant	t?	Yes	No	Do you have an accountan	t?	Yes	No
Name				Name			
Building/House name		Post code		Building/House name		Post code	
Number	Street			Number	Street		
District		Town		District		Town	
County				County			
Telephone number				Telephone number			
Qualifications				Qualifications			
		Certified	Other			Certified	Other
Does the applicant have in sources?	come trom any oth	ner Yes	No	Does the applicant have in sources?	come trom any ot	her Yes	No
If Yes				If Yes			
Source				Source			
Amount				Amount			
Frequency				Frequency			



Employed

No

Yes

Foundati	

**Employment status** 

Is the position permanent?

Annual basic gross salary

Percentage shareholding Building/House name

**Employment status** 

Date business started On what basis does

applicant trade?

Financial year end Share of net profit

(Including any remuneration)

Building/House name

Telephone number Qualifications

**Property Tenure** 

sources?

lf Yes

Source Amount Frequency

Name

Number

District

County

Name of business Nature of business

Employer's name

Telephone number

Number

District County

Occupation

# Employment - Applicant 4 Employment - Applicant 3 Employed **Employment status** Occupation Date current employment commenced Date current employment commenced Yes No Is the position permanent? Annual basic gross salary Employer's name Telephone number Post code Street Town Self Employed What is your shareholding? How long has this been owned by the applicant? Ltd. Co. Sole Trader Partner Limited company registration number Tax Reference Number (UTR) Year only Do you have an accountant? Yes No Post code Street Town

Telephone number		
Percentage shareholding		
Building/House name		Post code
Number	Street	
District		Town
County		
Employment status		Self Employed Tick
Name of business		
Nature of business		
What is your shareholding	g?	
How long has this been o	wned by the applica	nt? Years
Date business started		
On what basis does applicant trade?	Sole Trader	Partner Ltd. Co.
Limited company registra	ition number	
Financial year end		
Share of net profit	Year only	Tax Reference Number (UTR
£		
(Including any remuneration)		
Do you have an accounta	int?	Yes No
Name		
Building/House name		Post code
Number	Street	
District		Town
County		
Telephone number		
Qualifications		
Property Tenure	Chartered	Certified Other
Does the applicant have sources?	income from any oth	er Yes No
If Yes		
Source		
Amount		
Frequency		

Chartered

Does the applicant have income from any other

Certified

Yes

Other

No



# Data Capture Form Limited Company Buy To Let >

Mortgage					
Product					
Purchase price or estimated va	lue £				
Mortgage type	Purchase	Remortgage			
Fee payment options	Capitalise		Deduct		
If Purchase					
Is Applicant 1 a First Time Buy	yer?	Yes	No		
Source of deposit					
Cash assets	Developer depos	it			
Directors loan	Dividends				
Equity in security property	perty Inter-company loan				
Loan	Sale or remortgag	ge of other	assets		
Shareholders funds	Combination of a	bove			
Other					
Is the applicant in receipt of a incentives, builder or vendor of	ny discount, deposit?	Yes	No		
Amount £					
Please provide full details					
Related to vendor?		Yes	No		

# If Remortgage

Is this currently a Buy to Let?	Yes	No
Original date of purchase		
Original purchase price	£	
Purpose of any additional borrowing		
Is the property unencumbered	Yes	No
Are all applicants benefiting from the money being raised?	Yes	No

# If No

Current monthly payment	£	
Outstanding balance	£	
Current lender details		
Date this mortgage started		dd/mm/yyyy

#### **Repayment option**

Interest only	£						
Repayment vehicle							
Endowment policies			Equity				
Lump sum overpayments			Pensions				
Regular savings and investr	ments		Sale of other property				
Sale of security property			Stock and	d shares	ISA		
Other							
If other Please give details							
Capital repayment	£						
Term required (in years)							
Estimated or current monthly rental $f$							
Part & Part							
Is primary applicant a First Time Landlord? Yes No					No		
Is primary applicant an owner occupier?				Yes		No	

#### **Direct Debit Details**

Name of account hold	er		
Account number		Sort code	
Name and address off	bank/building society		

Property						
Post code		Building / House name				
Number		Street				
District						
Town						
County						
Property location			England		Wales	
Property type						
Occupancy type						
Is there a garage?				Yes	No	
Is there a parking space?				Yes	No	
Grade 1 listed property?				Yes	No	
Number of bedr	ooms					
Year built						
If date of construction is less than 10 vears, is a suitable warranty in place?		Yes	No			



# Data Capture Form

# Limited Company Buy To Let

Does the property have two or more kitchens?       Yes       No         If short term let       If the property suitable for occupancy under an AST?       Property Tenure       Freehold       Leasehold         If Multi Unit       If Yes       No       If Yes       No       If Yes       No         If Multi Unit       If Yes       No       If Yes       No       If Yes       No         If Multi Unit       If Yes       No       If Yes       No       If Yes       No	
Is the property suitable for occupancy under Yes No       Ves No         Is the property suitable for occupancy under Yes No       Ves No         If Multi Unit       If Yes (Please give details - including the percentage of owner occupation in the building/development)         If Yes (Please give details - including the percentage of owner occupation in the building/development)	
Is the property suitable for occupancy under Yes No AST? Has the property ever been owned by a local authority, the MoD or a housing association? Yes No Has the property ever been owned by a local authority, the MoD or a housing association? Has the property ever been owned by a local authority, the MoD or a housing association? If Yes (Please give details - including the percentage of owner occupation in the building/development) If Yes (Please give details - including the percentage of owner occupation in the building/development)	
If Multi Unit       If Yes (Please give details - including the percentage of owner occupation in the building/development)         Number of self-contained units       Description of units	
Number of self-contained units Description of units	
Maximum no. of permitted occupiers	
If Multi Unit or HMO	
Is the property currently occupied as a single Yes No I If yes, is there externally shared open balcony Area No Access	
Max number of permitted occupants     Is the property above, adjoining or adjacent to commercial premises?     Yes     No	
If Flat If Yes (Please give details)	
Studio     Yes     No.     No. of floors in block       No. of flats in block     What floor is the flat on?	
Property Type Converted Purpose Built	
Is there a lift? Yes No	
If Studio, is the Studio flat greater than 30sqm in size and have separate bathroom and a Yes No	
natural source of light?         Is the property of standard construction?       Yes         No       If yes, is the property above or adjacent to a	
If No (Please specify type of construction)       No	
The (Please specify type of construction) Yes No roads adjacent to the property?	
<i>If Yes to any of the above</i> ( <i>Please give details</i> )	
	ſ



Proposed or current tenancy agreement				
AST	Corporate Let	Other		
If the tenancy agreeme the term of the AST?	ent is an AST, what is			
If the occupancy type is a single household and tenancy agreement is an AST; Are there more than 4 named individuals on the tenancy agreement?				
Details of who to call to	o arrange the valuation of the p	oroperty		
	aged BTL properties within 1 this application and any other 15			
Number of properties ( progress) in security pro				
Total portfolio property application	y value excluding current	£		
Total portfolio loan bala application	ance excluding current	£		
Total portfolio rental in application	come excluding current	£		
Motivation for purchase	e			

### Solicitor

#### **Single Household applications**

We will accept dual legal representation on all Single Household applications subject to your Solicitor being able to meet the following:

Registered on the Law Society website

Member of the Law Society's Conveyancing Quality Scheme

Minimum of 3 SRA registered managers

Name of firm	
Solicitor acting	
Post code	
Building / House name	
Number	
Street	
District	
Town	
County	
Telephone number	
Mobile number	
Mobile number	

# HMO / Multi-Unit applications

Regarding **HMO / Multi-Unit** applications, Foundation Home Loans has a controlled panel of solicitors who are able to act for both the lender and the applicant in respect of the conveyance. All fees and charges will need to be agreed on an individual basis, under their own terms of engagement and require payment by the applicant at or before completion of the loan. The applicant should make contact and confirm instructions, prior to submission of the mortgage application.

If the applicant wishes to instruct their own firm of solicitors, they may do so, the lender will require the applicant to select one of their panel solicitors to act on their behalf in respect of the conveyance. The fees applicable will be chargeable and require payment by the applicant at or on completion of the loan.

TWM Solicitors LLP

TLT LLP

#### **Panel Solicitor**

Please select one of the below solicitors to act for the lender

Own Firm		
Name of firm		
Solicitor acting		
Post code		
Building / House name		
Number		
Street		
District		
Town		
County		
Telephone number		
Mobile number		
Mobile number		

#### Appendix

#### Identification and Verification

Details of verification: Please confirm what documentation you have seen to confirm the identification of the applicant(s). Please note that a driving license may be used as evidence for address OR identity, but not both. Copy documents certified by the customer facing intermediary as true copies of the originals are acceptable.

The intermediary must be either directly authorised by the Financial Conduct Authority (FCA), or a appointed representative of an authorised firm. It must be possible to identify the person certifying the copy. Where a document bears a photograph, the certification should include a statement that it bears a good likeness to the applicant. Each document must be signed and dated.

A single document in joint names e.g. a joint bank statement, may not be used as proof of ID/Residency for both applicants in joint applications. Separate documents are required for each party to the mortgage.