

DATA CAPTURE FORM



This is a data capture form only – all applications must be made using our Online Mortgage Application Service

NB The order of questions on this form follows the data capture order in our online portal

INTERMEDIARY DETAILS

Intermediary Name	
Company Name	
FCA Status	Directly Authorised Appointed Representative
FCA Number	
Registered Address	
Principal FCA Number/Name	/
Is sale advised?	Yes No
How was the sale made?	Face to face Non face to face
Name of Network	
Name of Mortgage Club	

PRE-REQUISITE QUESTIONS

Does the application meet the following minimum standards?	Tick boxes below		Notes
The applicant(s) has not previously been convicted for fraud, terrorism, organised crime, money laundering, arson or possession or supply of drugs	Yes	No	
The property is not in Northern Ireland	Yes	No	
The property does not require a stage build mortgage	Yes	No	
The property is not subject to shared ownership/ shared equity	Yes	No	
The property meets the security criteria	Yes	No	
All applicants are UK taxpayers	Yes	No	
All applicants have a valid work permit or statutory ability to be employed	Yes	No	
The applicant(s) has not missed any payments on any mortgage or secured lending in the last 6 months	Yes	No	
No applicant(s) has previously been party to a mortgaged property that has been repossessed	Yes	No	
Does either applicant have any criminal convictions other than those which are spent under the Rehabilitation of Offenders Act 1974 (or equivalent), or any pending prosecutions in relation to any aspect of dishonesty, such as theft, robbery, fraud or arson; which may have bearing on your future employment or the likely conduct of the mortgage?	Yes	No	

LOAN DETAILS

Loan Purpose			
First-Time Buyer	Yes	No	
Right to Buy?	Yes	No	
Estimated Value/Purchase Price	£		
Loan Amount	£		
Term	years	months	
Repayment Type	Capital Repayment (interest only not available from TML)		
Will this be applicant's main residence	App 1	Yes	No
	App 2	Yes	No

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If purchase, please provide the source and amount of deposit								
Savings	Sale of Existing Property	Sale of Shares/ Investment	Inheritance	Family Gifted Deposit	Equity Gifted Deposit	Builder Vendor Deposit	Personal/ Secured Loan	
£	£	£	£	£	£	£	£	
Other (if other, please provide details)								
If remortgage, how are funds being used?								
Debt Consolidation	Repay Existing Mortgage	Home Improvements	Holiday	Car Purchase	Invest in / Purchase Business	Buy to Let Investment	Holiday Home	Purchase Equity
£	£	£	£	£	£	£	£	£
Other (if other, please provide details)								

APPLICANT DETAILS

	Applicant 1		Applicant 2	
Title				
First Name				
Middle Name				
Surname				
Date of Birth	/	/	/	/
National Insurance Number				
Estimated Retirement Age				
Gender				
Nationality				
Permanent Right to Reside in the UK	Yes	No	Yes	No
Length of Residency	Years:	Months:	Years:	Months:
From Birth	Yes	No	Yes	No
Diplomatic Immunity	Yes	No	Yes	No

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Marital status (choose one):	Applicant 1		Applicant 2	
Single	Yes	No	Yes	No
Married	Yes	No	Yes	No
Civil Partnership	Yes	No	Yes	No
Divorced	Yes	No	Yes	No
Separated	Yes	No	Yes	No
Living with Partner	Yes	No	Yes	No
Common Law	Yes	No	Yes	No
Annulled Civil	Yes	No	Yes	No
If the applicant has been known by another name in the last 6 years, please provide full details (including title)				

Address Details & History (please provide address history to cover the last 3 years)			
Current Address	Address Line 1		
	Address Line 2		
	County		
	Postcode		
	Length of time at this address	Years: Months:	Years: Months:
	Residential Status at this address (choose one)	Owner with Mortgage	Owner with Mortgage
		Owner without Mortgage	Owner without Mortgage
		Renting - Private Landlord	Renting - Private Landlord
		Renting - Local Authority/ Social Landlord	Renting - Local Authority/ Social Landlord
		Renting - Letting Agent	Renting - Letting Agent
		Living with Relatives	Living with Relatives
		Living with Friends	Living with Friends

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Previous Address	Address Line 1		
	Address Line 2		
	County		
	Postcode		
	Length of time at this address	Years: Months:	Years: Months:
	Residential Status at this address (choose one)	Owner with Mortgage	Owner with Mortgage
		Owner without Mortgage	Owner without Mortgage
		Renting - Private Landlord	Renting - Private Landlord
		Renting - Local Authority/ Social Landlord	Renting - Local Authority/ Social Landlord
		Renting - Letting Agent	Renting - Letting Agent
		Living with Relatives	Living with Relatives
		Living with Friends	Living with Friends
Previous Address	Address Line 1		
	Address Line 2		
	County		
	Postcode		
	Length of time at this address	Years: Months:	Years: Months:
	Residential Status at this address (choose one)	Owner with Mortgage	Owner with Mortgage
		Owner without Mortgage	Owner without Mortgage
		Renting - Private Landlord	Renting - Private Landlord
		Renting - Local Authority/ Social Landlord	Renting - Local Authority/ Social Landlord
		Renting - Letting Agent	Renting - Letting Agent
		Living with Relatives	Living with Relatives
		Living with Friends	Living with Friends
Additional Address Information			

Additional Notes:

EMPLOYMENT

Employment Status	Applicant 1		Applicant 2	
Employed	Yes	No	Yes	No
Self-Employed	Yes	No	Yes	No
Fixed Term Contract	Yes	No	Yes	No
Retired	Yes	No	Yes	No
Unemployed	Yes	No	Yes	No
Homemaker	Yes	No	Yes	No
More than 25% shareholding of company?	Yes	No	Yes	No
Employed by a family member?	Yes	No	Yes	No
Has contract previously been renewed?	Yes	No	Yes	No
Renewal of contract or alternative been secured?	Yes	No	Yes	No

Employed Occupation & Income				
Full-time	Yes	No	Yes	No
Occupation				
Start date of employment (mm/yy)	/		/	
Basic salary (annual income)	£		£	
Overtime	£		£	
Commission	£		£	
Bonus	£		£	
Allowance	£		£	

Previous Employment (if current employment is less than 12 months)				
Occupation				
Start date (mm/yy)	/		/	

EMPLOYMENT

Secondary Income - Secondary Employment Status	Applicant 1		Applicant 2	
Employed	Yes	No	Yes	No
Self-Employed	Yes	No	Yes	No
Fixed Term Contract	Yes	No	Yes	No
Retired	Yes	No	Yes	No
Unemployed	Yes	No	Yes	No
Homemaker	Yes	No	Yes	No
More than 25% shareholding of company?	Yes	No	Yes	No
Full time	Yes	No	Yes	No
Fixed contract?	Yes	No	Yes	No
Has contract previously been renewed?	Yes	No	Yes	No
Renewal of contract or alternative been secured?	Yes	No	Yes	No

Secondary Occupation & Income				
Full-time	Yes	No	Yes	No
Occupation				
Start date of employment (mm/yy)	/		/	
Basic salary (annual income)	£		£	
Overtime	£		£	
Commission	£		£	
Bonus	£		£	
Allowance	£		£	

Self-Employment - please provide your confirmed income for at least 1 year (please provide 2 years of confirmed income if available)

Occupation				
Date Commenced Trading (mm/yy)	/		/	
Percentage of Business Owned	%		%	
Earned income	Year ending	/	£	£
	Year ending	/	£	£

Other Sources of Income		
Investment	£	£
Dividends/Drawings	£	£
Pension (Private)	£	£
Pension (Company)	£	£
Pension (State)	£	£
Maintenance	£	£
Other	Details	£
Lending into Retirement (if the loan extends beyond retirement, please complete the following sections) Source of Income (Retired)		
State Pension	£	£
Private Pension	£	£
Investment Income	£	£
Other	Details:	
Does the applicant foresee any changes in the level of their income or expenditure which may affect their ability to meet mortgage repayments? If yes, please provide details below:		
Credit Commitments for joint applicants - if mortgages or other commitments are shared the information should be given only once		
Monthly Rental Commitment (if applicable)	£	£
Current Residential Mortgages		
To be redeemed on completion	Yes	No
Reasons for not redeeming on completion		
Property to be let	Yes	No
Property Unencumbered	Yes	No
Other (provide details)		
Monthly residential mortgage repayment	£	
Residential mortgage balance outstanding	£	

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Mortgage & Secured Loan History		
Does the applicant have any other Mortgages or Secured Loans (not BTL)?	Yes	No
Outstanding Balance (for each loan)	£	
Monthly Payment (for each loan)	£	
End Date (for each loan)		
	Yes	No

Store/Credit Cards				
Applicant	Card Provider	Last 4 digits of card number	Balance	To be repaid on completion?
			£	Yes No
			£	Yes No
			£	Yes No

Loan & Hire Purchase						
Applicant	Lender	Account No	Balance	Monthly Payments	End Date (mm/yy)	To be repaid on completion?
			£		/	Yes No
			£		/	Yes No
			£		/	Yes No

Buy To Let		
Does the applicant own any investment/buy to let properties?	Yes	No
	Yes	No
Total Number of Properties		

ADVERSE CREDIT DETAILS:

Secured Arrears	Applicant 1		Applicant 2	
Highest level of arrears in last 12 months:				
Mortgage	Months		Months	
Secured Loan	Months		Months	
Secured Loan	Months		Months	
Highest level of arrears in last 24 months:				
Mortgage	Months		Months	
Secured Loan	Months		Months	
Secured Loan	Months		Months	
Secured Loan	Months		Months	
Defaults				
Applicant	Date Registered	Amount	Date of Satisfaction	
	/ /	£	/ /	
	/ /	£	/ /	
	/ /	£	/ /	
County Court Judgments				
Applicant	Date Registered	Amount	Date of Satisfaction	
	/ /	£	/ /	
	/ /	£	/ /	
	/ /	£	/ /	
IVA/Debt Management/Protected Trust Deed				
Applicant	Type (IVA/DMP/TD)	Date Registered	Amount	Date of Satisfaction
		/ /	£	/ /
		/ /	£	/ /
		/ /	£	/ /

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Bankruptcies		
Applicant	Date of Order	Date of Discharge
	/ /	/ /
	/ /	/ /
	/ /	/ /
Repossession or Property Surrender		
Applicant	Date of Repossession/Order	Date of Discharge
	/ /	/ /
	/ /	/ /
	/ /	/ /
Household Expenditure	Applicant 1	Applicant 2
Alimony	£	£
Council Tax	£	£
Childcare (if applicable)	£	£
Buildings & Contents Insurance	£	£
Child Maintenance	£	£
Ground Rent & Service Charge	£	£
Court Fines	£	£
Dependents		
No. of non-applicant adult dependents		
No. of child dependents over 5 years of age		
No. of child dependents under 5 years of age		

PROPERTY DETAILS

TML will instruct a standard valuation on submission of the full mortgage application. If the borrowers require a Home Buyer or full structural report, this will have to be organised independently.

Property Address					
Address Line 1					
Address Line 2					
Address Line 3					
County					
Postcode					
Property Description					
House	Bungalow	Flat	Studio Flat	Maisonette	Other
Property Type					
Detached	Semi-detached	End Terraced	Mid Terraced	Back to Back	Other
Certificate Type (if less than 10 years old)					
NHBC	Zurich Municipal	Building Life Plan Scheme	Premier Guarantee	Architects Certificate	No warranty
Other					
Rooms					
No. of Kitchens		No. of Bathrooms		No. of Bedrooms	
Tenure					
Freehold	Leasehold	Commonhold	Absolute Ownership		

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Type of Purchase						
Private	Purchase from Local Authority	Purchase from Housing Association	Purchase at Auction	Purchase from Landlord as Tenant	Purchase from Builder	Purchase from Relative
Years remaining on lease (if applicable)						
Number of storeys in building (Flats/Apartments)						
Floor number of flat (Flats/Apartments)						
Does property have a lift?			Yes		No	
Is property a new build?			Yes		No	
Year of construction						
Is the property connected to or above a commercial property? (If yes, please provide details)			Yes	Details		No
Is any of the property to be used for commercial purposes? (If yes, for what type of business?)			Yes	Details		No
Did the applicant(s) purchase the property as part of a Social Housing Scheme? If yes, what was the date of purchase? (mm/yy)			/		/	
Is the property ex-social housing?			Yes		No	
Does the property include more than three acres of land?			Yes		No	

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TML Fees	Added to Loan	
Completion Fee	Yes	No
Telegraphic Transfer Fee	Yes	No
Other Fees	Intermediary Fee	Specialist Distributor Fee
Fee Amount	£	£
When payable (tick appropriate)	On Application	On Application
	On Offer	On Offer
	On Completion	On Completion
How payable?	Paid to Broker	Paid to Packager
Refundable amount	£	£
Contact Details	Applicant 1	Applicant 2
Home Telephone Number		
Work Telephone Number		
Mobile Telephone Number		
Email Address		
Convictions		
Does the applicant have any criminal convictions other than those which are spent under the Rehabilitation of Offenders Act 1974 (or equivalent), or any pending prosecutions in relation to any aspect of dishonesty, such as theft, robbery, fraud or arson; which may have bearing on your future employment or the likely conduct of the mortgage? Please provide details:	Yes	No
Current Employment Contact Details	Applicant 1	Applicant 2
Company Name		
Address 1		
Address 2		
Address 3		
Postcode		
Telephone Number		
Employed by a family member?	Yes	No

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Self-Employment Contact Details	Applicant 1		Applicant 2	
Company Name				
Telephone Number				
Address 1				
Address 2				
Address 3				
Postcode				
Accountant used to prepare accounts?	Yes	No	Yes	No
Accountant Company				
Accountant Contact Name				
Accountant Qualification				
How long has the Accountant acted for the applicant?	Years	Months	Years	Months
Accountant Address 1				
Accountant Address 2				
Accountant Address 3				
Accountant Postcode				
Landlord Details	Applicant 1		Applicant 2	
Landlord Name				
Address 1				
Address 2				
Address 3				
Postcode				
Date Tenancy Commenced	/	/	/	/

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Arrangements for Property Access		
Provide details for the valuer to gain access to inspect the property:		
Contact Name		
Contact Type (Applicant, Builder, Vendor)		
Telephone Number		
Any additional access information		
Other Occupants		
Upon completion, will there be any other occupants living at the property who are aged 17 or over?	Yes	No
Name(s)		
Date(s) of Birth	/	/
Relationship to applicant		
Name(s)		
Date(s) of Birth	/	/
Relationship to applicant		
Solicitor Details		
TML operates a solicitor panel and will appoint a solicitor to act on both its behalf and on behalf of the applicant. If the applicant wishes separate legal representation to act on their behalf, full details of the solicitor acting on behalf of the applicant should be captured.		
By choosing to have separate legal representation, the applicant(s) will be liable for both sets of legal fees.		
Does the applicant wish to use The Mortgage Lender appointed solicitor? If no, please provide the applicant's solicitor details below.	Yes	No
Solicitor's Firm Name		
Solicitor's Name		
Address 1		
Address 2		
Postcode		
Contact Telephone Number		
Fax Number		
Email Address		
DX Number		

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Direct Debit Details

Bank Sort Code

Account Number

Account Holder Name

Additional Notes:

May18/1.0

INTERMEDIARY ENQUIRIES 0344 257 0418
WWW.THEMORTGAGELENDER.COM

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