

# Limited Company Buy to Let: Change of Director/Shareholder

(Only to be used for Buy to Let mortgages)

Before you complete this form, please see 'How The Mortgage Works and Nationwide use your information' by visiting [tmwdirect.co.uk/privacy](http://tmwdirect.co.uk/privacy).

## 1. Forms of Identification

To comply with Anti Money Laundering regulations we will undertake checks to verify the identity and the current and previous address(es) of all Directors. These checks will be made electronically. However, where we are unable to satisfy the regulations or the Group policy electronically, physical certified proofs of identity and all necessary addresses will be required.

## 2. Adding or Removing a Director

Director being added  
(Enter details under Second Director)      Yes       No       Full name

Director being removed      Yes       No       Full name

Reason for the transfer

Is any money changing hands as part of this transfer      Yes       No

If yes, please confirm the amount to be paid

If no, please explain why

## 3. Your Account Details

	Account number(s)	Current monthly rental
Account number(s) for the transfer	<input type="text"/>	£ <input type="text"/>
Please give detail of any additional account numbers and rentals in section 7	<input type="text"/>	£ <input type="text"/>
	<input type="text"/>	£ <input type="text"/>
	<input type="text"/>	£ <input type="text"/>
	<input type="text"/>	£ <input type="text"/>

## 4. Company Details

1. Company name

2. Trading address   
  
 Postcode

If the registered and trading addresses are different, please provide an explanation

3. Company registration number

## 5. Directors' Personal Details

All shareholders are required to be party to this mortgage application. Please note the maximum number of directors acceptable for Limited Company applications is two.

	First Director	Second Director
4. Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> Other (specify) <input type="text"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> Other (specify) <input type="text"/>
5. Forename(s)	<input type="text"/>	<input type="text"/>
6. Surname	<input type="text"/>	<input type="text"/>
7. Age and date of birth	<input type="text"/> DOB <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> DOB <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
8. Have you been known by another name in the last six years?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please state below Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> Other (specify) <input type="text"/> Forenames <input type="text"/> Surname <input type="text"/> From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please state below Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> Other (specify) <input type="text"/> Forenames <input type="text"/> Surname <input type="text"/> From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
9. Nationality	<input type="text"/>	<input type="text"/>
10. Country of birth	<input type="text"/>	<input type="text"/>
11. Are you a UK resident?	No <input type="checkbox"/> Yes <input type="checkbox"/> If no please give details in section 7 (continuation section)	No <input type="checkbox"/> Yes <input type="checkbox"/> If no please give details in section 7 (continuation section)
12. Do you hold dual nationality?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes please give details in section 7 (continuation section)	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes please give details in section 7 (continuation section)
13. Marital status	Single <input type="checkbox"/> Married/Civil Partner <input type="checkbox"/> Widow/er <input type="checkbox"/> Divorced <input type="checkbox"/>	Single <input type="checkbox"/> Married/Civil Partner <input type="checkbox"/> Widow/er <input type="checkbox"/> Divorced <input type="checkbox"/>
14. What type of buyer are you?	First time landlord <input type="checkbox"/> Experienced landlord <input type="checkbox"/>	First time landlord <input type="checkbox"/> Experienced landlord <input type="checkbox"/>
15. Current address including postcode	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>
How long have you lived here?	<input type="text"/> Years <input type="text"/> Months	<input type="text"/> Years <input type="text"/> Months
16. Occupancy type at current address	Owner with mortgage <input type="checkbox"/> Tenant <input type="checkbox"/> Owner without mortgage <input type="checkbox"/> With relatives <input type="checkbox"/> Other (specify) <input type="text"/>	Owner with mortgage <input type="checkbox"/> Tenant <input type="checkbox"/> Owner without mortgage <input type="checkbox"/> With relatives <input type="checkbox"/> Other (specify) <input type="text"/>
17. Telephone numbers (including area code)	Work <input type="text"/> Home <input type="text"/> Mobile <input type="text"/> Please state convenient time to contact am <input type="checkbox"/> pm <input type="checkbox"/> at home <input type="checkbox"/> at work <input type="checkbox"/>	Work <input type="text"/> Home <input type="text"/> Mobile <input type="text"/> am <input type="checkbox"/> pm <input type="checkbox"/> at home <input type="checkbox"/> at work <input type="checkbox"/>
18. Email address	<input type="text"/>	<input type="text"/>
19. Preferred method of contact	<input type="text"/>	<input type="text"/>
20. Details of your previous address if less than three years at current address	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>
21. Date you moved in to your previous address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Length at previous address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

We'll sometimes use this email address and/or phone number(s) to get in touch with you about your application, or tell you something important about the account. If you're a broker completing this form on behalf of the director, please ensure they're made aware of this.

5. Directors' Personal Details continued

First Director

Second Director

If you have had more than one previous address in the last three years, please give full details in section 7

22. Occupancy type at previous address	Owner with mortgage <input type="checkbox"/> Tenant <input type="checkbox"/>	Owner with mortgage <input type="checkbox"/> Tenant <input type="checkbox"/>
	Owner without mortgage <input type="checkbox"/> With relatives <input type="checkbox"/>	Owner without mortgage <input type="checkbox"/> With relatives <input type="checkbox"/>
	Other (specify) <input type="text"/>	Other (specify) <input type="text"/>

6. Your Solicitor/Conveyancer's Details – (If a director is being removed only and not added, a solicitor is not required)

23. Name of contact

24. Conveyancer firm

25. Address   
  
  
 Postcode

26. Telephone number

27. Fax number

28. Email address

7. Continuation section – (Please cross reference your answers with the relevant question numbers)

Some of the information you give us may include sensitive information that we refer to as 'special category data', such as health related matters. We'll assume you're happy for us to record this and we'll only use it to help us with your application.

Question Number	Detail

## 8. How We Use Your Information

1. The information you have provided will be held by The Mortgage Works and Nationwide. Further details on how your information will be used is available at [tmwdirect.co.uk/privacy](https://tmwdirect.co.uk/privacy)
2. We collect and use your information so we can offer and manage your accounts, confirm your ID, prevent fraud, provide services to you, collect and recover debt and run our business.
3. We share your information as necessary within The Mortgage Works and Nationwide, with our suppliers and with any third parties you've asked to act on your behalf. Information is shared with our insurance partners when applying for a Nationwide insurance product or it is a benefit of your account (e.g. FlexPlus).
4. If the law requires or allows us to, we'll also share information as necessary with other organisations. This includes credit reference agencies, fraud prevention agencies and other government bodies, regulators and law enforcement agencies.
5. When we share your information with credit reference agencies they'll use this to check your credit rating, along with the other details you've given us. These checks are part of most account application processes – however, they will leave a record on your credit file that other lenders can see. This might affect your ability to get credit elsewhere for a short while.
6. When we share your information with fraud prevention agencies they will use the data to prevent fraud and money laundering and verify your identity. If we believe someone poses a fraud or money laundering risk, we may refuse to provide the product they have asked for and we may also stop providing services they already have. The fraud prevention agencies will keep a record of any fraud or money laundering risk and this could mean that other organisations may refuse to provide services, financing or employment.
7. When we transfer information to third parties and organisations, whether inside or outside the UK, we'll make sure we only give them information that's necessary and that your data will stay secure.
8. We may, if applicable, give the Intermediary who introduces this mortgage application to you, a copy of any offer we make or the reason for declining the application, a copy of any valuation we ask to be carried out, details of any complaints you make before completion and any other information we consider necessary to process your application through to completion.
9. We only use your information if we have a legal basis to do so, for example, if you have given us consent or if we need to use the information to meet our obligations to you in our terms and conditions. We may also use your information if necessary to comply with the law or to carry out our legitimate business interests.
10. You have certain rights when it comes to your personal information including the right to access your data. Further details on these rights and who to contact are available online at [tmwdirect.co.uk/privacy](https://tmwdirect.co.uk/privacy)

By making this application, I'm confirming that the other Director, where applicable, has agreed to share a financial relationship with me. Also, that they're happy for Nationwide to authorise searches, and for links and / or recordings of their information to be made with credit reference agencies.

## 9. Declaration

You (each of you if more than one is applying) agree and declare as follows:

1. You are aged 21 or over and the information given by you is true and complete and shall form the basis of the loan agreement between The Mortgage Works and you.
2. We will rely on the information you have given us on this form, which you confirm is complete and true. If you fail to disclose, or give false material information, this may result in any offer being withdrawn. You understand it is a criminal offence to knowingly supply false information to obtain a loan. If any information you have provided changes before completion of the advance you will tell us without delay.
3. We can decline an application at any stage without providing a reason for our decision.
4. You must have adequate buildings insurance in place which covers the cost of rebuilding the property.
5. We may disclose details about the progress of your application, including whether or not it has been granted, and details of any complaints you make prior to completion to your broker, Independent Financial Adviser, professional adviser or other intermediary, if the request came from them.
6. You are not bankrupt or insolvent.
7. If, for the purposes of this mortgage application, you have provided benefit details, The Mortgage Works may confirm these, and only these, details with the Benefits Agency.
8. For interest only mortgages, you have an adequate repayment plan in place to repay the mortgage at the end of the term.
9. You are responsible for any legal costs (where applicable), fees and expenses arising out of this application whether or not an offer of advance is made and/or it proceeds to completion.
10. We may add to your loan amount all fees, costs and other sums associated with your loan application unless you pay them to us direct and interest will be charged on all sums added to your loan.
11. Fixed and tracker rates are limited offers and may be withdrawn at any time.
12. Your solicitor/licensed conveyancer can disclose to us information relevant to our decision to lend and you waive any right to claim solicitor/client confidentiality or legal professional privilege in respect of such information.
13. You have received The Mortgage Works Guide to Mortgages, the Tariff Guide, the Interest Rate Sheet, an Initial Disclosure Document or the 'Important information about our mortgage services' document and the illustration for the mortgage applied for.
14. By signing this application, I agree to the declaration.

**Mortgages are secured on your property. You could lose your property if you do not keep up payments on your mortgage.**

**First Director**

**Second Director**

Signature

Signature

Date

Date

## Application Checklist

To prevent any delays with the processing of your application, please ensure that the following information has been completed or included prior to returning your application form.

**Please tick to confirm you have:**

Completed all relevant sections of this application form

Read sections 8-9 and signed the application form

Checked that your chosen solicitor is on TMW's Panel?

Enclosed certified copies of ID as required for all new Directors? You can check accepted forms of ID by visiting [nationwide.co.uk/identity](http://nationwide.co.uk/identity)

**Please ensure you return your original application form signed as copies are not accepted**

**Mortgages are secured on your property. You could lose your property if you do not keep up payments on your mortgage.**

**The Mortgage Works (UK) plc** (Company No. 2222856) is a wholly owned subsidiary of Nationwide Building Society and is authorised and regulated by the Financial Conduct Authority (FCA) under registration number 189623. You can confirm our registration on the FCA's website ([www.fca.org.uk](http://www.fca.org.uk)).

**The Mortgage Works (UK) plc** also acts as agent and mortgage administrator for Derbyshire Home Loans Ltd (Company No. 2628265, FCA No. 302586) and for E-Mex Home Funding Ltd (Company No. 02124900, FCA No.305370). All three companies are wholly owned subsidiaries of Nationwide Building Society, are registered in England and Wales with their registered office at Nationwide House, Pipers Way, Swindon SN38 1NW and are authorised and regulated by the FCA.

Most buy-to-let mortgages are not regulated by the FCA.

The Mortgage Works (UK) plc, Portman House  
Richmond Hill, Bournemouth BH2 6EP.

Telephone: **0345 606 40 60**