

Offline Data Capture

This form is for intermediaries' internal use only and is not approved for issuing to customer(s). The information on this form may be used to assist the intermediary if an application is made to The Mortgage Works.

Before you complete this form for the applicant, please make sure they have seen 'How The Mortgage Works and Nationwide use your information' by visiting themortgageworks.co.uk/cookies-privacy

The following questions will help us to establish if The Mortgage Works (UK) plc can lend.

Regulated Mortgage: If the property is used, or is intended to be used for occupation by your client or a related person then the mortgage will be regulated by the FCA; this includes Buy to Let mortgages where any tenant is a relative of your client.

Is this application for a regulated mortgage?

Is the property occupied by a relative or family member?

How we use your information

Please ensure the applicant is aware of the following:

1. The information the applicant has provided will be held by The Mortgage Works and Nationwide. Further details on how their information will be used is available at themortgageworks.co.uk/cookies-privacy
2. We collect and use the applicant's information so we can offer and manage their accounts, confirm their ID, prevent fraud, provide services to the applicant, collect and recover debt and run our business.
3. We share the applicant's information as necessary within The Mortgage Works and Nationwide, with our suppliers and with any third parties they've asked to act on their behalf. Information is shared with our insurance partners when applying for a Nationwide insurance product or it is a benefit of the applicant's 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 the applicant's 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 the applicant's credit file that other lenders can see. This might affect the applicant's ability to get credit elsewhere for a short while.
6. When we share the applicant's information with fraud prevention agencies they will use the data to prevent fraud and money laundering and verify the applicant's 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 the applicant's data will stay secure.
8. We may, if applicable, give the Intermediary who introduces this mortgage application to the applicant, 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 the applicant makes before completion and any other information we consider necessary to process their application through to completion.
9. We only use the applicant's information if we have a legal basis to do so, for example, if they have given us consent or if we need to use the information to meet our obligations to the applicant in our terms and conditions. We may also use the applicant's information if necessary to comply with the law or to carry out our legitimate business interests.
10. The applicant has certain rights when it comes to their personal information including the right to access their data. Further details on these rights and who to contact are available online at themortgageworks.co.uk/cookies-privacy

By making this application, the applicant is confirming that the other applicant, where applicable, has agreed to share a financial relationship with them. 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.

Client's Details

	First Applicant	Second Applicant
Title	<input type="text"/>	<input type="text"/>
First name	<input type="text"/>	<input type="text"/>
Middle name(s)	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Limited Company Name (if applicable)	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="DDMMYYYY"/>	<input type="text" value="DDMMYYYY"/>
Nationality	<input type="text"/>	<input type="text"/>
Does the applicant have dual nationality?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, which country? (the dual nationality country must be different to nationality)	<input type="text"/>	<input type="text"/>
Country of birth	<input type="text"/>	<input type="text"/>
Current address	<input type="text"/> <input type="text"/> <input type="text"/> Postcode	<input type="text"/> <input type="text"/> <input type="text"/> Postcode

Income Details

	First Applicant	Second Applicant
Gross annual rental income	<input type="text"/>	<input type="text"/>
Does the applicant receive an income from any sources other than rental?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide the annual income from this source £ <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide the annual income from this source £ <input type="text"/>
Employment status	Employed <input type="checkbox"/> Self Employed <input type="checkbox"/> Retired <input type="checkbox"/> House person <input type="checkbox"/> Not working <input type="checkbox"/>	Employed <input type="checkbox"/> Self Employed <input type="checkbox"/> Retired <input type="checkbox"/> House person <input type="checkbox"/> Not working <input type="checkbox"/>

Employed Applicants

	First Applicant	Second Applicant
Employers name	<input type="text"/>	<input type="text"/>
Job role	<input type="text"/>	<input type="text"/>
What industry do you work in?	<input type="text"/>	<input type="text"/>
Gross annual income from employment	<input type="text"/>	<input type="text"/>

Self-employed / Director Applicants

Annual income from self employment	<input type="text"/>	<input type="text"/>
Name of business	<input type="text"/>	<input type="text"/>
Job role	<input type="text"/>	<input type="text"/>
Industry	<input type="text"/>	<input type="text"/>

Retired Applicants

Annual pension income	<input type="text"/>	<input type="text"/>
-----------------------	----------------------	----------------------

Portfolio Details

	First Applicant	Second Applicant
What type of buyer is the client?	First time landlord <input type="checkbox"/> Experienced landlord <input type="checkbox"/>	First time landlord <input type="checkbox"/> Experienced landlord <input type="checkbox"/>
Please confirm the number of Buy to Let properties on completion of this mortgage including: - Those held in a limited company - Any TMW purchase or let-to-buy application in progress	Number of properties on completion: Mortgaged <input type="text"/> Unencumbered <input type="text"/> These can be held by the applicant(s) solely or jointly, or with a 3rd party not linked to this application.	Number of properties on completion: Mortgaged <input type="text"/> Unencumbered <input type="text"/> These can be held by the applicant(s) solely or jointly, or with a 3rd party not linked to this application.
Total estimated value of portfolio	<input type="text"/>	
Total borrowing secured against the portfolio	<input type="text"/>	

Direct debit details

	First Applicant	Second Applicant
Account number	<input type="text"/>	<input type="text"/>
Sort code (xx-xx-xx)	<input type="text"/>	<input type="text"/>
Name(s) of account holder(s)	<input type="text"/>	<input type="text"/>

Mortgage Details

Current mortgage account number	<input type="text"/>
Further advance amount required	<input type="text"/>
Product code	<input type="text"/>
How do you want to pay the product fee?	Add to loan <input type="checkbox"/> Deduct from advance <input type="checkbox"/>
Loan term (years) The term chosen can't exceed the longest term on any existing mortgage accounts linked to this property. If you choose a term that exceeds this, we'll reduce it to the closest whole year to the main loan.	<input type="text"/>
Repayment basis	<input type="text"/>
Interest only amount	<input type="text"/>
Repayment amount	<input type="text"/>

Further Advance Details

Please confirm the purpose of this further advance	<input type="text"/>
Debt Consolidation	<input type="text"/>
Green home improvements (Security address) Purpose of Green further advance	<input type="text"/>
Home Improvements (security address)	<input type="text"/>
Home Improvements (other property)	<input type="text"/>
Property purchase	<input type="text"/>
Purchase of final share (shared ownership)	<input type="text"/>
Purchase of land	<input type="text"/>
Transfer of equity	<input type="text"/>
Other	<input type="text"/>
Description	<input type="text"/>

Property To Be Mortgaged**Property Details**

What is the estimated value of the security?

Type of property	House detached <input type="checkbox"/>	Flat purpose built <input type="checkbox"/>
	House semi-detached <input type="checkbox"/>	Flat converted <input type="checkbox"/>
	House mid-terrace <input type="checkbox"/>	Flat studio <input type="checkbox"/>
	House end-terrace <input type="checkbox"/>	Maisonette purpose built <input type="checkbox"/>
	Bungalow detached <input type="checkbox"/>	Maisonette converted <input type="checkbox"/>
	Bungalow semi-detached <input type="checkbox"/>	
	Bungalow mid-terrace <input type="checkbox"/>	
	Bungalow end-terrace <input type="checkbox"/>	

Is the security a House in Multiple Occupation (HMO)? Yes No

What is the actual or anticipated monthly rental income?

Accommodation Details

Number of bedrooms (If number of bedrooms is zero (i.e. studio flat), input 1)

Number of kitchens

Number of reception and/or communal rooms

Type of garage

Tenancy Details

How does your client intend to let the property?

Duration of the tenancy (years / months)

Is this a corporate let? Yes No

If this is a corporate let, please confirm the name of the tenant

Other Contact Details**Valuation and Access Details**

Property access contact

Postcode

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Contact telephone number

Secondary contact telephone number

Is this the managing agent?

If no please provide the following details for the managing agent:

Company name

Town

Telephone number

The Mortgage Works (UK) plc. is a wholly owned subsidiary of Nationwide Building Society and is authorised and regulated by the Financial Conduct Authority (FCA) under registration number 189623. Most buy to let mortgages are not regulated by the FCA. You can confirm our registration on the FCA's website [fca.org.uk](https://www.fca.org.uk). Registered office: Nationwide House, Pipers Way, Swindon, SN38 1NW. Registered in England. Company Registration Number 222856.

[themortgageworks.co.uk](https://www.themortgageworks.co.uk)

Telephone: **0345 606 40 60**

This communication is for use by and restricted to professional intermediaries. Under no circumstances should the communication be given, copied or distributed to actual or potential borrowers.