## The mortgage works

## 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/intermediaries/cookies-privacy** 

This section to be com	pleted by the Intro	ducer (if applicable)		
First name			Panel number (if known)	
Surname			Telephone number	
Company name			Email Address	
Address			Firm FCA/PRA ref. no.	
			Appointed representative	es No Yes
			Name of principal	
Postcode			Principal FCA/PRA	
Network/Club if			firm ref. no.	
applicable			Address of principal	
Packager if applicable				
Amount of booking fee	being collected?			
(if applicable)		£	Postcode	
Amount of valuation fee		£	Email Address	
When is fee payable?	On application	On completion	Telephone number	
Will you be charging the	e applicant(s) a fee	Yes No		
Amount of fee?		£		
When is the fee payabl	e?			
On application C	on offer On c	ompletion		
Is the fee refundable?	Yes No			
Amount of fee refundab	ole? £			
Will a third party be charged, name of the or				If yes, please state below the fee under which terms a refund will be made:
Fee	£		Fee	£
Organisation			Organisation	
When payable			When payable	
Refund terms			Refund terms	
Are procuration fees to	be shared with any	other person or organi		No No
If yes please state amo	_	Temer person or organi	and name/organisation	
ii yes piedse state dino	ç		and name/organisation	
	~			
Have you met the appli	icant(s)?	Yes No		
Has mortgage advice b	een given?	Yes No		
Who provided the advi-	ce?			
			0% secure. However, my cli	ent(s) request that you send their mortgage
processing documentary				
this application on beha			rom the FCA/PRA to advise	(where applicable), complete and submit
			had or posted are genuine	copies or photographic images of the
			·	norised me to take and provide you with
photographic images o			, , , , , , , , , , , , , , , , , , , ,	
			ntroduction of the mortgage	. I can confirm that I have referred to The
Mortgage Works Lendin	ng Policy, relating to	the application, proper	rty and applicant(s) and that	all eligibility criteria have been met.
Signature of Introduce	er		Date D D M M Y Y	YY

First Applicant and Second Applicant Persona	al Details	
Applicant(s) Personal Details	First Applicant Director Director/Shareholder	Second Applicant Director Director/Shareholder Shareholder
Title		
First name		
Middle name(s)		
Surname		
Gender	Male Female	Male Female
Date of birth	D D M M Y Y Y Y	D D M M Y Y Y Y
Marital status	Single Married/Civil Partner Widow/er Divorced	Single Married/Civil Partner Midow/er Divorced
Nationality		
Does your client have dual nationality?	Yes No No	Yes No No
If yes, which country? (the dual nationality country must be different to nationality)		
Country of birth		
What type of buyer are you?	First time landlord Experienced landlord	First time landlord Experienced landlord
If a first time landlord (and not a Let to Buy application) or an experienced landlord and they solely/jointly own only 1 mortgaged BTL property and no unencumbered properties, is the property inherited?	Yes No	Yes No
If a first time landlord (and not a Let to Buy application) or an experienced landlord and they solely/jointly own only 1 mortgaged BTL property and no unencumbered properties, have you or a related person ever lived in the property?	Yes No	Yes No
Has client ever been known by another name in the last three years?	Yes No If yes, please state below Mr Mrs Miss Other  Other (specify)  Forenames  Surname  From DDMMYYYY  To DDMMYYYY	Yes No If yes, please state below Mr Mrs Miss Other  Other (specify)  Forenames  Surname  From DDMMYYYY  To DDMMYYYY
Applicant(s) Current Address Details		
Address	Postcode Postcode	Second Applicant  Postcode
Country		
Residential status at current address	Joint tenant Single tenant Owner with mortgage Owner without mortgage Living with friends Living with partner Living with relatives	Joint tenant  Single tenant  Owner with mortgage  Owner without mortgage  Living with friends  Living with partner  Living with relatives
Date moved in MM/YYYY		

Applicant(s) Current Address Details (continue	ed)	
	First Applicant	Second Applicant
If 'owner with mortgage' or 'owner without mortg	gage' and purchasing a new property, pleas	e complete the following 4 questions:
Current property value of this address	٤	
Type of property	House detached House semi-detached House mid-terrace House end-terrace Bungalow detached Bungalow semi-detached Bungalow mid-terrace Bungalow end-terrace	Flat purpose built  Flat converted  Flat studio  Maisonette purpose built  Maisonette converted
Number of bedrooms		
Outstanding mortgage balance	£	
Telephone numbers (including area code)	Work Home Mobile	Work Home Mobile
Please state a convenient time to contact	am pm at home at work	am pm at home at work
Email address		
Preferred method of contact		
Do the applicant(s) prefer correspondence in a special format?	Audio CD Braille Large Print	Audio CD Braille Large Print
Are the applicants' or directors' current addresses to be used as their correspondence address?	Yes No No	Yes No
If the answer is no, please give the correspondence address below, along with the reason.		
Address	Postcode	Postcode
Country		
Reason		
Home phone number		
Work phone numbe		
Mobile phone number		
Email address		
Preferred method of contact		
Please tell the applicant we'll sometimes use thi application, or tell them something important ab		get in touch with them about their
Please provide a full 3 year address history, d	ating back 3 calendar years, starting with	the most recent address.
Previous address and postcode	Postcode	Postcode
Date moved in MM/YYYY	MMYYYY	MMYYYY

Applicant(s) Current Address Details (continue	ed)	
	First Applicant	Second Applicant
Residential status at previous address	Joint tenant  Single tenant  Owner with mortgage  Owner without mortgage  Living with friends  Living with partner  Living with relatives	Joint tenant
Previous address and postcode	Postcode	Postcode
Date moved in MM/YYYY	MMYYYY	MMYYYY
Residential status at previous address	Joint tenant  Single tenant  Owner with mortgage  Owner without mortgage  Living with friends  Living with partner  Living with relatives	Joint tenant  Single tenant  Owner with mortgage  Owner without mortgage  Living with friends  Living with partner  Living with relatives
Income Details		
Gross annual rental income	First Applicant	Second Applicant
Oross annual rental income	~	~
Does the applicant receive an income from any sources other than rental?	Yes No	Yes No
Does the applicant receive an income from		
Does the applicant receive an income from any sources other than rental?  If Yes please provide the annual income from	Yes No No	Yes No No
Does the applicant receive an income from any sources other than rental?  If Yes please provide the annual income from this source	Yes No Self-employed Notined House person	Yes No Self-employed Notine House person
Does the applicant receive an income from any sources other than rental?  If Yes please provide the annual income from this source  Employment status	Yes No Self-employed Notined House person	Yes No Self-employed Notine House person
Does the applicant receive an income from any sources other than rental?  If Yes please provide the annual income from this source  Employment status	Yes No Self-employed Retired House person Not working	Yes No Self-employed Not working
Does the applicant receive an income from any sources other than rental?  If Yes please provide the annual income from this source  Employment status  Employed Applicants/Directors	Yes No Self-employed Retired House person Not working	Yes No Self-employed Not working
Does the applicant receive an income from any sources other than rental?  If Yes please provide the annual income from this source  Employment status  Employed Applicants/Directors  Employers name	Yes No Self-employed Retired House person Not working	Yes No Self-employed Not working
Does the applicant receive an income from any sources other than rental?  If Yes please provide the annual income from this source  Employment status  Employed Applicants/Directors  Employers name  Job role	Yes No Self-employed Retired House person Not working	Yes No Self-employed Not working
Does the applicant receive an income from any sources other than rental?  If Yes please provide the annual income from this source  Employment status  Employed Applicants/Directors  Employers name  Job role  Industry	Yes No Self-employed Self-employed House person Not working	Yes No Semployed Self-employed House person Not working Second Applicant
Does the applicant receive an income from any sources other than rental?  If Yes please provide the annual income from this source  Employment status  Employed Applicants/Directors  Employers name  Job role  Industry  Gross annual income from employment	Yes No Self-employed Self-employed House person Not working	Yes No Semployed Self-employed House person Not working Second Applicant

Self-employed Applicants/Directors		
	First Applicant	Second Applicant
Name of business		
Job role		
Industry		
Annual income from self employment	£	£
Please only complete these questions if you are	e a Director:	
How many directorships do you currently hold?		
Please provide the taxable income figure	£	£
If accountant's reference selected please provide your accountant's name		
Please provide accountants email		
Retired Applicants		
Annual pension income	£	£
Name of previous employer		
Previous employer's business type (e.g. financial services/construction/public sector)		
Previous job title		
selling and renting of residential investment probeneficial owners in in all cases.  Company name	perties. Layered companies are not eligible.	Personal guarantees are required from all
Registered office		
Will this be your correspondence address?	Yes $\square$ No $\square$ If no please give details	in section xx
Trading address		
If the registered and trading addresses are different, please provide an explanation		
Company registration number		
Telephone number (inc. area code)		
Is the company a Special Purpose Vehicle (SPV) set up solely for the purpose of buying, letting and selling of residential property?	Yes No lf Yes, please answer qu	estion xx
Note: to confirm a company's nature of busines associated with it. TMW only accepts SPV's with		
Does the SPV only have one or more of the above SIC codes associated with it?	Yes No No	
Does the SPV have any commercial property/ assets within it?	Yes No No	
Nature of Business		
Date incorporated		
Please list all directors and shareholders of the company and list the percentage of issued shares they hold		%

Portfolio Details					
	First Applicant		S	econd Applicant	
Please confirm the number of Buy to	Number of properties on completion:		N	lumber of properties on completion:	
Let properties on completion of this	Mortgaged		N	Mortgaged	
mortgage including:	Unencumbered			Inencumbered	
<ul><li>Those held in a limited company</li><li>Any TMW purchase or let-to-buy</li></ul>	These can be held by the a			hese can be held by the applicant(s)	
application in progress	solely or jointly, or with a 3rd linked to this application.	d party not		olely or jointly, or with a 3rd party not nked to this application.	
Total estimated value of portfolio	£			The decision of the decision o	
Total borrowing secured against the portfolio	£				
Mortgage Details					
Is this application for a regulated mortgage?	Regulated Non regu	ulated/ Con:	sumer	Buy to Let 🗌	
Loan purpose	House purchase Remortgage Remortgage capital raising			House purchase  Demortgage  Demortgage capital raising	
Loan amount required	£			emortgage capital raising	
How do you want to pay the product fee?		 rom advanc	e 🗌		
Product	Product code			erest rate	
Loan term (years)					
Repayment basis	Repayment £		Inte	erest only £	
Purchase applications				2.001 0	
Purchase price of the security	£				
Estimated value	£				
Please state the source(s) of deposit	UK Savings Amount		Amou	nt S	
`,	Equity / sales proceeds		7 11100	2	
	Address of property				
	Inheritance Amount		Amou	nt £	
	Non repayable gift		from		
			Amou	nt £	
	UK stocks / shares Amount		Amou	nt £	
	Overseas savings / stocks / shares		Amou	nt 🗜	
	Business / company		Amou	nt £	
	Please provide details:				
	Business / company name			. [.	
	Intercompany Ioan Amount		Amou	nt £	
	Name of the Company prov Vendor cashback*	riaing tunas		nt C	
	Builder's cashback*		Amou		
	*only one may be selected		Amou	III [£	
Is the property vendor a limited company?	Yes No No				
Is the property being sold via an estate agent?	Yes No No				
If the property isn't being sold via an estate age	nt, please provide the follow	ing details:	-		
Does the vendor intend to reside in the property after completion?	Yes No No				
What's the clients relationship to the vendor?					
Will the property be purchased at full market value?	Yes No No				
How was the property sourced?					

Is full vacant possession being obtained on completion?	Yes No No
Is the vendor a limited company?	Yes No No
If yes, what is the company name and company address	
Business Type (e.g financial services/construction/public sector)	
	Yes No No
Remortgage/ Remortgage with capital raising a	applications
Date of purchase	
Original Purchase Price	£
Was the property purchased from a Limited Company?	Yes No (If yes, please provide the name of the Limited Company.
	Are you connected to this limited company? Yes No No
Estimated value of the security	£
Total value of existing mortgage to be repaid (please include all lending secured against the property)	$\mathfrak{E}$
Is this a let to buy application?	Yes No No
Please confirm the amount of capital raising (if applicable):	Amount of capital raising (if applicable): Amount   Please confirm purpose of capital raising:  Debt consolidation   Amount   Amount
	Home improvements (security address) Amount £
	Provide a description of the improvements  Home improvements  (other property)
	Provide a description of the improvements
	Property purchase Amount £
	Purchase of land Amount £
	Transfer of equity Amount £  Purchase of final share
	(shared ownership) Amount £
	Other Amount £
	If other, please provide details
Let to Buy - only complete this section for Let to	Buy applications
Does the applicant have an onward residential address?	Yes No No
Is the onward residential purchase being fully or partially funded by a mortgage?	Yes No No
The Let to Buy onward residential address:	
Please confirm the purchase price of the onward residential purchase	£
Selling agent's name	
Porting – only complete this section if you are pe	porting
Mortgage account number for the product to be ported	
Loan amount to be ported / loan term (years)	
Additional borrowing product code	
Additional borrowing amount / loan term (years)	

Director Residential Purchase	
Does the Director/Shareholder(s) have an onward residential address?	Yes
Will the Director/Shareholder(s) be renting their onward residential address?	Yes
Onward Residential address	
Purchase price of the onward residential address	£
Selling agents name	
New Company Address	
Is the property purchase address currently used as the company's registered address?	Yes
New registered address for the company	
Property Details	
Does the property have a valid Energy Performance Certificate (EPC) that satisfies current regulation for a private rented property?	Yes No No The Mortgage Works requires private rented properties to have a valid Energy Performance Certificate (EPC). Please visit the website themortgageworks.co.uk for further information.
Property address	
Is the property an HMO?	Yes
Type of property	House detached
Tenure	Freehold Leasehold Ownership Scotland Commonhold
If leasehold – unexpired lease term	
– annual ground rent	£
– annual service charge	£
Is the property a new build?	Yes No
Year built	
Standard construction	Yes
Was the property ever owned by a local authority or housing association?	Yes No No
Does the property have agricultural ties?	Yes No
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	No garage Single Single integral Double Double integral Other
If the property is a flat or maisonette, please confirm the number of floors in the building	

Planned major works Please note, significant changes to the structure/configuration of the property such as an extension, changes to the internal walls, or any other works you think may be considered significant may impact our lending decision. You'll be asked to leave details of any planned works in the notes section at the end of the online application.	Yes
Has the property ever been owned by the Local Authority?	Yes No No
Tenancy Details	
What is the actual or anticipated monthly rental income?	£
Is this a corporate let?	Yes
If this is a corporate let, please provide the name of the tenant	
How does your client intend to let the property?	Assured Shorthold Tenancy Short Assured Tenancy Cocupation Contract Non-Standard Private Residential Tenancy
Duration of the tenancy	
Direct Debit Details	First Applicant Second Applicant
Account number	
Sort code (xx-xx-xx)	
Name(s) of account holder(s)	
Conveyancer Details	
Name of firm	
Address	
Name of contact	
E-mail address	
Telephone number	
Sole practitioner	Yes
Valuation and Access Details	
Type of valuation required	Valuation for mortgage Home Survey Level 2 and Valuation Home Survey Level 3 Specialist Security Valuation
Property access contact	
Address	
Contact telephone number	
Secondary contact telephone number	
Valuation / access (other contact details)	Is this the selling agent Yes No Is this the managing agent? Yes No Is this the managing agent? Yes No Is this the managing agent? Yes No Is this the managing agent agent No Is the managing / selling agent Company name:  Address/postcode:  Telephone number:
	NOTE: This information may help us with gaining access to the property to carry out the valuation

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