The mortgage works

Guarantor Information Form

Please write inside the boxes in BLOCK CAPITALS using black ink

Before you complete this form, please see 'How The Mortgage Works and Nationwide use your information' by visiting **themortgageworks.co.uk/cookies-privacy**. If you're a broker completing this form on behalf of the guarantor, please make sure they have understood how their information will be used.

1. Account details

Account number

Please indicate which change you are acting as guarantor for on the above account number:
Porting ☐ Transfer of Equity ☐ Product Switch ☐ Change of Repayment Method ☐

2. Guarantors' personal details

	Primary Guarantor	Secondary Guarantor
Title	Mr ☐ Mrs ☐ Miss ☐ Other ☐ Other (specify)	Mr ☐ Mrs ☐ Miss ☐ Other ☐ Other (specify)
Please enter ALL forenames		
Surname		
Age and date of birth	Age Y Y DOB D D M M Y Y Y Y	Age Y Y DOB D D M M Y Y Y Y
Gender	Male ☐ Female ☐	Male ☐ Female ☐
Relationship between the Guarantor and Applicant(s)		
Nationality		
Country of residence		
How long have you been resident in the UK?	Years Months	Years Months
Marital status	Single ☐ Married/Civil Partnership ☐ Divorced ☐ Widow/er ☐	Single ☐ Married/Civil Partnership ☐ Divorced ☐ Widow/er ☐
Current address including postcode	Postcode	Postcode
How long have you lived here?	Years Months	Years Months
Occupancy type at current address	Owner with mortgage ☐ Tenant ☐ Owner without mortgage ☐ With relatives ☐ Other (specify)	Owner with mortgage ☐ Tenant ☐ Owner without mortgage ☐ With relatives ☐ Other (specify)

2. Guarantors' personal details (continued)

	Primary Guarantor	Secondary Guarantor
Telephone Numbers		
Home		
Work		
Mobile		

Email addresses

Primary Guarantor

Secondary Guarantor

We'll sometimes use this email address and/or phone number(s) to get in touch with you as the guarantor.
If you're a broker completing this form on behalf of the guarantor, please ensure they're made aware of this.

The Mortgage Works (UK) plc will use email as the primary contact method unless you tick the letter box.

Contact preference — Letter ☐

	Primary Guarantor	Secondary Guarantor
Details of your previous address if less than three years at current address	Postcode	Postcode
Date you moved in to your previous address	D D M M Y Y Y Y	D D M M Y Y Y Y
Length at previous address	Years Months	Years Months

If you have had more than one previous address in the last three years, please give full details in section 13

	Primary Guarantor	Secondary Guarantor
Occupancy type at previous address	Owner with mortgage ☐ Tenant ☐ Owner without mortgage ☐ With relatives ☐ Other (specify)	Owner with mortgage ☐ Tenant ☐ Owner without mortgage ☐ With relatives ☐ Other (specify)

3. Retirement details

At what age do you plan to retire?

4. Dependant details

How many financial dependants do you have in the following age groups?

Where responsibility for dependants is shared please record them once under the Primary Guarantor

Primary Guarantor	Secondary Guarantor
Under 6 years	Under 6 years
6 to 11 years	6 to 11 years
12 to 17 years	12 to 17 years
18 years and above	18 years and above

5. Your employment and income details

1. Main Employment

How are you employed?

Primary Guarantor	Secondary Guarantor
Employed ☐	Employed ☐
Self Employed (Partner) ☐	Self Employed (Partner) ☐
Self Employed (Sole Trader) ☐	Self Employed (Sole Trader) ☐
Director/Shareholder with 20% or less shareholding ☐	Director/Shareholder with 20% or less shareholding ☐
Director/Shareholder with more than 20% shareholding ☐	Director/Shareholder with more than 20% shareholding ☐
Unemployed ☐	Unemployed ☐
Homemaker ☐	Homemaker ☐
Retired ☐	Retired ☐
Student ☐	Student ☐

5. Your employment and income details (continued)

	Primary Guarantor	Secondary Guarantor
What is your employment type?	Permanent ☐ Temporary ☐ Fixed Term Contract ☐ Sub-Contractor Fixed Term ☐ Sub-Contractor Open Ended ☐	Permanent ☐ Temporary ☐ Fixed Term Contract ☐ Sub-Contractor Fixed Term ☐ Sub-Contractor Open Ended ☐
What is your specific job role?		
What industry do you work in?		
Name and address of employer	Postcode	Postcode
Length of service with your current employer or self-employed trading	Y Y M M	Y Y M M

Contracting guarantors

	Primary Guarantor	Secondary Guarantor
How long have you been contracting? (for fixed term only)	Y Y M M	Y Y M M
How long is remaining on your contract? (for fixed term only)	Y Y M M	Y Y M M
If you are a sub-contractor, are you employed for tax purposes?	Yes ☐ No ☐	Yes ☐ No ☐

Income Details

Note: W = Weekly, 4W = Four Weekly, M= Monthly, Q= Quarterly and A = Annually (tick the relevant frequency of payment box for each applicable income)

	Frequency of payment	Frequency of payment
Gross Salary (before tax & National Insurance)	£ per annum	£ per annum
Bonus	£ per	£ per
Overtime	£ per	£ per
Commission	£ per	£ per
If self employed please enter amount and share of net profit/income	£ latest year % £ previous year %	£ latest year % £ previous year %
or if you are a Director/ Shareholder of a Limited Company and have greater than 20% shareholding, please provide annual salary/dividend	£ latest year £ previous year	£ latest year £ previous year

Note : Please make sure that the amount entered in these boxes matches the evidence you provide to support the request.

If you are a sub-contractor are you employed for tax purposes? – if "Yes" complete the Gross Salary, Bonus, Overtime, Commission details; if "No" complete the Net Profit/Income details.

	Primary Guarantor	Secondary Guarantor
Do you expect a reduction in annual income in the near future?	Yes ☐ No ☐	Yes ☐ No ☐
If yes, how much are you expecting this to be reduced by?	£	£
When?	D D M M Y Y Y Y	D D M M Y Y Y Y

Please give details of the anticipated reduction in the Additional Information box in section 13.

5. Your employment and income details (continued)

2. Previous Employment Details

Only complete this section if you've been with your current employer for one month or less.

	Primary Guarantor	Secondary Guarantor
What is your specific job role?		
What industry do you work in?		
Start Date:	DD MM YYYY	DD MM YYYY
End Date:	DD MM YYYY	DD MM YYYY
How were you employed?	Employed ☐ Self Employed (Partner) ☐ Self Employed (Sole Trader) ☐ Director/Shareholder with 20% or less shareholding ☐ Director/Shareholder with more than 20% shareholding ☐	Employed ☐ Self Employed (Partner) ☐ Self Employed (Sole Trader) ☐ Director/Shareholder with 20% or less shareholding ☐ Director/Shareholder with more than 20% shareholding ☐
Annual gross salary?	£	£

3. Second Employment

Please complete this section only if you have a second job

	Primary Guarantor	Secondary Guarantor
How are you employed?	Employed ☐ Self Employed (Partner) ☐ Self Employed (Sole Trader) ☐ Director/Shareholder with 20% or less shareholding ☐ Director/Shareholder with more than 20% shareholding ☐	Employed ☐ Self Employed (Partner) ☐ Self Employed (Sole Trader) ☐ Director/Shareholder with 20% or less shareholding ☐ Director/Shareholder with more than 20% shareholding ☐
What is your employment type?	Permanent ☐ Temporary ☐ Fixed Term Contract ☐ Sub-Contractor Fixed Term ☐ Sub-Contractor Open Ended ☐	Permanent ☐ Temporary ☐ Fixed Term Contract ☐ Sub-Contractor Fixed Term ☐ Sub-Contractor Open Ended ☐
What is your specific job role?		
What industry do you work in?		
Length of service with your current employer or self-employed trading	YY MM	YY MM
Contracting guarantors		
How long have you been contracting? (for fixed term only)	YY MM	YY MM
How long is remaining on your current contract? (for fixed term only)	YY MM	YY MM
If you are sub-contractor, are you employed for tax purposes?	Yes ☐ No ☐	Yes ☐ No ☐

5. Your employment and income details (continued)

Income Details

Note: W = Weekly, 4W = Four Weekly, M= Monthly, Q= Quarterly and A = Annually

	Frequency of payment			Frequency of payment		
Gross Salary (before tax & National Insurance)	£	per annum		£	per annum	
Bonus	£	per		£	per	
Overtime	£	per		£	per	
Commission	£	per		£	per	
If self employed please enter amount and share of net profit/income	£	latest year	%	£	latest year	%
	£	previous year	%	£	previous year	%
or if you are a Director/ Shareholder of a Limited Company and have greater than 20% shareholding, please provide annual salary/dividend	£	latest year		£	latest year	
	£	previous year		£	previous year	

Note: You don't need to provide evidence of your income for second employment with your application, we'll let you know if we require this.

6. Other income details

	Primary Guarantor		Secondary Guarantor	
Child Benefit	£	per month	£	per month
State disability Benefit	£	per month	£	per month

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.

If you're a broker completing this form on behalf of the guarantor, please make sure they're made aware of this.

Universal credit/tax credit	£	per month	£	per month
Investment income	£	per month	£	per month
Maintenance	£	per month	£	per month
Pension income	£	per month	£	per month
Pension credits	£	per month	£	per month
Rental income from a mortgage free property	£	per month	£	per month

Note: You don't need to provide evidence of your other monthly income with your application, we'll let you know if we require this.

If any income is received and shared by both guarantors only include it once, do not duplicate the amounts.

6a. Anticipated Retirement Income

If you are within 10 years of your intended retirement date and the loan will extend beyond this date please complete the following anticipated income details. The retirement date is the date of intended retirement age given in Section 3 (Retirement details):

	Primary Guarantor		Secondary Guarantor	
Annual investment income (including dividends)	£	per annum	£	per annum
Annual maintenance income	£	per annum	£	per annum
Annual rental income from a mortgage free property	£	per annum	£	per annum
Annual pension income (including annuities)	£	per annum	£	per annum
Annual pension credit	£	per annum	£	per annum
Annual child benefit	£	per annum	£	per annum
Annual state disability benefit	£	per annum	£	per annum

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.

If you're a broker completing this form on behalf of the guarantor, please make sure they're made aware of this.

Annual universal credit/tax credit	£	per annum	£	per annum

7. Monthly outgoings details

	Primary Guarantor	Secondary Guarantor
Total monthly childcare expenditure	£ per month	£ per month
Total monthly expenditure on school fees	£ per month	£ per month
Total monthly expenditure on CSA and/or maintenance	£ per month	£ per month
Additional monthly expenditure for financial dependants	£ per month	£ per month
Total monthly travel expenditure	£ per month	£ per month
Total monthly expenditure on any personal loan/hire purchase with more than six months to run	£ per month	£ per month
Total monthly expenditure on any Deferred purchase agreements with more than six months to run (Deferred purchase agreements are buy now, pay later contracts that you have in place)	£ per month	£ per month
Total monthly expenditure on any secured loans with more than six months to run	£ per month	£ per month
Total monthly expenditure on any student loans	£ per month	£ per month
Total outstanding credit card balance	£ per month	£ per month
Any other monthly expenditure that has not been provided above?	£ per month	£ per month

Note: For any additional expenditure please enter the details in the Additional Information box in section 13.
If any outgoings are shared and paid by both guarantors only include them once, do not duplicate the amounts.

7a. Monthly outgoings details

Total monthly expenditure on any personal loan/hire purchase that is being cleared before completion	£ per month	£ per month
Total monthly expenditure on any Deferred purchase agreements that is being cleared before completion (Deferred purchase agreements are buy now, pay later contracts that you have in place)	£ per month	£ per month
Total monthly expenditure on any secured loans that is being cleared before completion	£ per month	£ per month
Total monthly expenditure on any student loans that is being cleared before completion	£ per month	£ per month
Total outstanding credit card balance that is being cleared before completion	£	£

8. Credit History

Have you ever:	Primary Guarantor	Secondary Guarantor
a) missed any payments on:	Yes ☐ No ☐	Yes ☐ No ☐
i) any credit, rental or mortgage agreement?	If yes in the last 2 years, have you missed payments for 3 or more months on;	If yes in the last 2 years, have you missed payments for 3 or more months on;
ii) any mortgage or secured loan; or	Yes ☐ No ☐ Highest number of months in arrears	Yes ☐ No ☐ Highest number of months in arrears
iii) any unsecured loan?	Yes ☐ No ☐ Highest number of months in arrears	Yes ☐ No ☐ Highest number of months in arrears
b) had a property taken into possession voluntarily or otherwise by a lender?	Yes ☐ No ☐	Yes ☐ No ☐
c) had any application for credit or mortgage refused?	Yes ☐ No ☐	Yes ☐ No ☐

If the answer to any of the questions is yes, please provide full details in section 13

9. Property outgoings details

Please enter your annual payment for:

Council Tax	£	per annum
Ground Rent	£	per annum
Service Charge(s)	£	per annum
Home Insurance	£	per annum
Shared ownership rent amount	£	per annum

Note: This should be the total of all property outgoings for all guarantors

Main Residence Mortgage Details

	Primary Guarantor	Secondary Guarantor
Do you have a mortgage on your main residence?	Yes ☐ No ☐	Yes ☐ No ☐
If no proceed to Other Mortgage Details Is your main residence mortgage with The Mortgage Works?	Yes ☐ No ☐	Yes ☐ No ☐
If yes, please enter account number and then proceed to Other Mortgage Details. If no, complete main residence mortgage details.		
Full postal address	Postcode	Postcode
Estimated Property Value	£	£
Total Outstanding Balance	£	£
Total Interest Only amount	£	£
Term Remaining	Y Y M M	Y Y M M
Total Monthly Mortgage Payment	£	£

Note: If the mortgage is shared and paid by both guarantors only include the details once, do not duplicate the amounts

9. Property outgoings details (continued)

Other Mortgage Details - Primary Guarantor

	Mortgage 1	Mortgage 2	Mortgage 3
Is this mortgage with The Mortgage Works?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
TMW Mortgage Account Number			
Total Outstanding Balance*	£	£	£
Total Interest Only amount*	£	£	£
Term Remaining*	Y Y M M	Y Y M M	Y Y M M
Do you let any of these properties?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
If yes, do you have a tenancy agreement in place for any of the properties you let?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
Total Monthly Mortgage Payment*	£	£	£
Total Monthly Rental Income	£	£	£

*Not applicable for TMW mortgages

Note: If the mortgage is shared and paid by both guarantors only include the details once, do not duplicate the amounts

Other Mortgage Details - Secondary Guarantor

	Mortgage 1	Mortgage 2	Mortgage 3
Is this mortgage with The Mortgage Works?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
TMW Mortgage Account Number			
Total Outstanding Balance*	£	£	£
Total Interest Only amount*	£	£	£
Term Remaining*	Y Y M M	Y Y M M	Y Y M M
Do you let any of these properties?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
If yes, do you have a tenancy agreement in place for any of the properties you let?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
Total Monthly Mortgage Payment*	£	£	£
Total Monthly Rental Income	£	£	£

*Not applicable for TMW mortgages

Note: If the mortgage is shared and paid by both guarantors only include the details once, do not duplicate the amounts

10. Supporting documentation required

Please ensure you submit the documentation listed below in order to support the application. Please send original documents. This documentation will be returned to you within 7 days.

Primary Guarantor	Secondary Guarantor	
☐	☐	Latest full month bank statement (for all guarantors)
		If Employed:
☐	☐	Most recent payslip (Primary Employment)
		OR
☐	☐	If your commission and/or bonus and/or overtime is paid weekly or 4 weekly or monthly, submit last 3 months / last 13 weeks' payslips
		AND
☐	☐	If your commission and/or bonus is paid quarterly, submit payslips with evidence of last 3 consecutive commission and/or bonus payments
		AND
☐	☐	If your commission and/or bonus is paid annually, submit payslips with evidence of last 2 consecutive commission and/or bonus payments
		If Self-employed:
☐	☐	Accountant Certificates covering latest and previous years
		OR
☐	☐	HMRC Tax Assessment Forms (e.g. SA302) covering latest and previous years

Note: Please ensure that the amount (for annual salary, bonus, overtime and commission or net profit etc) entered by you in the Income section of this form matches with the supporting documents you submit. You're not required to provide evidence of Income for second employment or other income with this application. The Mortgage Works (UK) plc will request these from you if they are required.

11. Signatures

By signing this form, you have applied to act as a guarantor for the change detailed in this application form. If you have declared on this form that you will repay the debt amounts as specified in section 7a, then the application will be assessed on that basis.
These debts must be repaid on or before completion of the mortgage change and must not be transferred to any other lender.

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

Signature of Primary Guarantor

Date D D M M Y Y Y Y

Signature of Secondary Guarantor

Date D D M M Y Y Y Y

Please ensure that all guarantors to the mortgage sign with date to confirm consent to this change.

12. Additional information

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.
If you're a broker completing this form on behalf of the guarantor, please make sure they're made aware of this.

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 **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, Northampton Administration Centre, Kings Park Road, Moulton Park, Northampton, NN3 6NW

Telephone: **0345 606 40 60**

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