

# 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](http://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 <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"/>
Please enter ALL forenames	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Age and date of birth	Age <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"/> <input type="text"/>	Age <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"/>
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
Relationship between the Guarantor and Applicant(s)	<input type="text"/>	<input type="text"/>
Nationality	<input type="text"/>	<input type="text"/>
Country of residence	<input type="text"/>	<input type="text"/>
How long have you been resident in the UK?	<input type="text"/> <input type="text"/> Years <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Months	<input type="text"/> <input type="text"/> Years <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Months
Marital status	Single <input type="checkbox"/> Married/Civil Partnership <input type="checkbox"/> Divorced <input type="checkbox"/> Widow/er <input type="checkbox"/>	Single <input type="checkbox"/> Married/Civil Partnership <input type="checkbox"/> Divorced <input type="checkbox"/> Widow/er <input type="checkbox"/>
Current address including postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
How long have you lived here?	<input type="text"/> <input type="text"/> Years <input type="text"/> <input type="text"/> Months	<input type="text"/> <input type="text"/> Years <input type="text"/> <input type="text"/> Months
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"/>

## 2. Guarantors' personal details (continued)

	Primary Guarantor	Secondary Guarantor
<b>Telephone Numbers</b>		
Home	<input type="text"/>	<input type="text"/>
Work	<input type="text"/>	<input type="text"/>
Mobile	<input type="text"/>	<input type="text"/>
<b>Email addresses</b>		
Primary Guarantor	<input type="text"/>	
Secondary Guarantor	<input type="text"/>	
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 <input type="checkbox"/>	
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"/> Postcode
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"/>
Length at previous address	<input type="text"/> <input type="text"/> Years <input type="text"/> <input type="text"/> Months	<input type="text"/> <input type="text"/> Years <input type="text"/> <input type="text"/> Months
If you have had more than one previous address in the last three years, please give full details in section 13		
Occupancy type at previous 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"/>

## 3. Retirement details

At what age do you plan to retire?	<input type="text"/>	<input type="text"/>
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## 4. Dependant details

How many financial dependants do you have in the following age groups?	Under 6 years	<input type="text"/> <input type="text"/>	Under 6 years	<input type="text"/> <input type="text"/>	
	6 to 11 years	<input type="text"/> <input type="text"/>	6 to 11 years	<input type="text"/> <input type="text"/>	
	Where responsibility for dependants is shared please record them once under the Primary Guarantor	12 to 17 years	<input type="text"/> <input type="text"/>	12 to 17 years	<input type="text"/> <input type="text"/>
	18 years and above	<input type="text"/> <input type="text"/>	18 years and above	<input type="text"/> <input type="text"/>	

## 5. Your employment and income details

### 1. Main Employment

How are you employed?	Employed <input type="checkbox"/>	Employed <input type="checkbox"/>
	Self Employed (Partner) <input type="checkbox"/>	Self Employed (Partner) <input type="checkbox"/>
	Self Employed (Sole Trader) <input type="checkbox"/>	Self Employed (Sole Trader) <input type="checkbox"/>
	Director/Shareholder with 20% or less shareholding <input type="checkbox"/>	Director/Shareholder with 20% or less shareholding <input type="checkbox"/>
	Director/Shareholder with more than 20% shareholding <input type="checkbox"/>	Director/Shareholder with more than 20% shareholding <input type="checkbox"/>
	Unemployed <input type="checkbox"/>	Unemployed <input type="checkbox"/>
	Homemaker <input type="checkbox"/>	Homemaker <input type="checkbox"/>
	Retired <input type="checkbox"/>	Retired <input type="checkbox"/>
	Student <input type="checkbox"/>	Student <input type="checkbox"/>



**5. Your employment and income details (continued)**

**2. Previous Employment Details**

	Primary Guarantor	Secondary Guarantor
<b>Only complete this section if you've been with your current employer for one month or less.</b>		
What is your specific job role?	<input type="text"/>	<input type="text"/>
What industry do you work in?	<input type="text"/>	<input type="text"/>
Start Date:	<input type="text" value="DDMMYYYY"/>	<input type="text" value="DDMMYYYY"/>
End Date:	<input type="text" value="DDMMYYYY"/>	<input type="text" value="DDMMYYYY"/>
How were you employed?	<input type="checkbox"/> Employed <input type="checkbox"/> Self Employed (Partner) <input type="checkbox"/> Self Employed (Sole Trader) <input type="checkbox"/> Director/Shareholder with 20% or less shareholding <input type="checkbox"/> Director/Shareholder with more than 20% shareholding	<input type="checkbox"/> Employed <input type="checkbox"/> Self Employed (Partner) <input type="checkbox"/> Self Employed (Sole Trader) <input type="checkbox"/> Director/Shareholder with 20% or less shareholding <input type="checkbox"/> Director/Shareholder with more than 20% shareholding
Annual gross salary?	£ <input type="text"/>	£ <input type="text"/>

**3. Second Employment**

**Please complete this section only if you have a second job**

How are you employed?	<input type="checkbox"/> Employed <input type="checkbox"/> Self Employed (Partner) <input type="checkbox"/> Self Employed (Sole Trader) <input type="checkbox"/> Director/Shareholder with 20% or less shareholding <input type="checkbox"/> Director/Shareholder with more than 20% shareholding	<input type="checkbox"/> Employed <input type="checkbox"/> Self Employed (Partner) <input type="checkbox"/> Self Employed (Sole Trader) <input type="checkbox"/> Director/Shareholder with 20% or less shareholding <input type="checkbox"/> Director/Shareholder with more than 20% shareholding
What is your employment type?	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Fixed Term Contract <input type="checkbox"/> Sub-Contractor Fixed Term <input type="checkbox"/> Sub-Contractor Open Ended	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Fixed Term Contract <input type="checkbox"/> Sub-Contractor Fixed Term <input type="checkbox"/> Sub-Contractor Open Ended
What is your specific job role?	<input type="text"/>	<input type="text"/>
What industry do you work in?	<input type="text"/>	<input type="text"/>
Length of service with your current employer or self-employed trading	<input type="text" value="YYMM"/>	<input type="text" value="YYMM"/>

**Contracting guarantors**

How long have you been contracting? (for fixed term only)	<input type="text" value="YYMM"/>	<input type="text" value="YYMM"/>
How long is remaining on your current contract? (for fixed term only)	<input type="text" value="YYMM"/>	<input type="text" value="YYMM"/>
If you are sub-contractor, are you employed for tax purposes?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 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
<b>or</b> 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
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## 7. Monthly outgoings details

	Primary Guarantor	Secondary Guarantor
Total monthly childcare expenditure	£ <input type="text"/> per month	£ <input type="text"/> per month
Total monthly expenditure on school fees	£ <input type="text"/> per month	£ <input type="text"/> per month
Total monthly expenditure on CSA and/or maintenance	£ <input type="text"/> per month	£ <input type="text"/> per month
Additional monthly expenditure for financial dependants	£ <input type="text"/> per month	£ <input type="text"/> per month
Total monthly travel expenditure	£ <input type="text"/> per month	£ <input type="text"/> per month
Total monthly expenditure on any personal loan/hire purchase with more than six months to run	£ <input type="text"/> per month	£ <input type="text"/> 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)	£ <input type="text"/> per month	£ <input type="text"/> per month
Total monthly expenditure on any secured loans with more than six months to run	£ <input type="text"/> per month	£ <input type="text"/> per month
Total monthly expenditure on any student loans	£ <input type="text"/> per month	£ <input type="text"/> per month
Total outstanding credit card balance	£ <input type="text"/> per month	£ <input type="text"/> per month
Any other monthly expenditure that has not been provided above?	£ <input type="text"/> per month	£ <input type="text"/> 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	£ <input type="text"/> per month	£ <input type="text"/> 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)	£ <input type="text"/> per month	£ <input type="text"/> per month
Total monthly expenditure on any secured loans that is being cleared before completion	£ <input type="text"/> per month	£ <input type="text"/> per month
Total monthly expenditure on any student loans that is being cleared before completion	£ <input type="text"/> per month	£ <input type="text"/> per month
Total outstanding credit card balance that is being cleared before completion	£ <input type="text"/>	£ <input type="text"/>



## 9. Property outgoings details (continued)

### Other Mortgage Details - Primary Guarantor

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

\*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 <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
TMW Mortgage Account Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Outstanding Balance*	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Total Interest Only amount*	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Term Remaining*	<input type="text"/> Y <input type="text"/> Y <input type="text"/> M <input type="text"/> M	<input type="text"/> Y <input type="text"/> Y <input type="text"/> M <input type="text"/> M	<input type="text"/> Y <input type="text"/> Y <input type="text"/> M <input type="text"/> M
Do you let any of these properties?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, do you have a tenancy agreement in place for any of the properties you let?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Total Monthly Mortgage Payment*	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Total Monthly Rental Income	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

\*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	
<input type="checkbox"/>	<input type="checkbox"/>	Latest full month bank statement (for all guarantors)
<input type="checkbox"/>	<input type="checkbox"/>	<b>If Employed:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Most recent payslip (Primary Employment)
<input type="checkbox"/>	<input type="checkbox"/>	OR
<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	AND
<input type="checkbox"/>	<input type="checkbox"/>	If your commission and/or bonus is paid quarterly, submit payslips with evidence of last 3 consecutive commission and/or bonus payments
<input type="checkbox"/>	<input type="checkbox"/>	AND
<input type="checkbox"/>	<input type="checkbox"/>	If your commission and/or bonus is paid annually, submit payslips with evidence of last 2 consecutive commission and/or bonus payments
<input type="checkbox"/>	<input type="checkbox"/>	<b>If Self-employed:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Accountant Certificates covering latest and previous years
<input type="checkbox"/>	<input type="checkbox"/>	OR
<input type="checkbox"/>	<input type="checkbox"/>	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

Signature of Secondary Guarantor

Date

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

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**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.**

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**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.

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