

MORTGAGE APPLICATION FORM

IMPORTANT

To help us process this application quickly:-

- Make sure you send to us the items detailed below in the checklist.
- Answer all the questions and if a question does not apply write N/A for Not Applicable.
- Write in block capitals and tick the appropriate boxes.
- Please use additional information section on page 13 to provide any information that you cannot fit into the boxes provided.
- You should note that the processing of your mortgage application will be delayed if you do not submit the documents indicated in the checklist along with the required application fee.

IF YOU ARE APPLYING DIRECTLY TO THE MANSFIELD BUILDING SOCIETY AND YOU REQUIRE ANY HELP IN COMPLETING THIS FORM PLEASE CONTACT OUR SALES TEAM AT PRINCIPAL OFFICE ON 01623 676345.

CHECKLIST

In common with all other banks and building societies we are required to confirm the identity of all customers in order to comply with money laundering regulations. These requirements apply to all named applicants to ensure that we are doing everything possible to eliminate issues relating to financial crime such as money laundering and terrorism. On receipt of your application we will try to establish proof of identity by electronic means. If the electronic verification is unsuccessful we will write to you for proof of identity

Please enclose the following documents for each applicant along with your mortgage application and tick to indicate if enclosed:

These must be the original documents or if the application is through an FCA registered introducer we will accept copies certified by the introducer.

	App 1	App 2
Last 3 months bank statements		
Latest mortgage statement or rent book		
Proof of income in retirement e.g. pension statement or illustration if you are already retired or the mortgage term extends into planned retirement.		
Documentary evidence of deposit if this is not from the sale of existing property.		
Documentary evidence of repayment plan if the mortgage is to be repaid in full or in part on an interest only basis.		
Right to Buy offer letter (if purchasing from the local authority)		
<u>If employed:</u> Latest P60 Last 3 months payslips		
<u>If self-employed:</u> Last 2 years accounts OR The 3 most recent returns and last 2 HM Revenue & Customs self-assessment statements of account or projection from accountant in the case of a new business.		
Further information may be required depending on individual circumstances		

MORTGAGE PRODUCT REQUIRED

PRODUCT	PRODUCT CODE
PURPOSE OF LOAN (please tick)	
HOUSE PURCHASE <input type="checkbox"/>	RE-MORTGAGE <input type="checkbox"/>

APPLICATION FEE

An application fee of £199 is required in respect of all mortgage applications, which can be either paid by cheque or debit/credit card. Please indicate below how you wish to pay the fee.

- I enclose a cheque payable to 'The Mansfield Building Society' in respect of the application fee.
- I wish to pay the application fee by debit/credit card. We will contact you for payment on receipt of your application.

'Direct' Mortgage Applicants only to complete this page (if applicable)

WE WOULD LIKE YOU TO HELP US ENSURE THAT WE CONTINUE TO IMPROVE OUR SERVICES TO MEMBERS AND PROFESSIONAL CONTACTS. PLEASE LET US KNOW HOW YOU HEARD ABOUT THE MANSFIELD BUILDING SOCIETY. (PLEASE TICK RELEVANT BOX)

BRANCH DISPLAY

EXISTING BORROWER

BRANCH STAFF REFERRALS

EXISTING INVESTOR

FINANCIAL ADVISOR/MORTGAGE BROKER

Name and address of advisor

MBS WEBSITE

MBS E-MAIL MARKETING

OTHER WEBSITE

Please confirm website address

LOCAL NEWSPAPER

Please State which publication

NATIONAL NEWSPAPER

Please State which publication

RADIO

Please state which programme/station

BEST BUY TABLES

Please state which publication/website

RECOMMENDATION FROM EXISTING MEMBER

OTHER (Please specify)

PLEASE TICK THE BOX IF YOU WOULD LIKE TO RECEIVE DETAILS ON OUR SAVINGS PRODUCTS

FOR OFFICE USE ONLY

NAME OF INTERVIEWER

SOURCE D L I S

Please complete this page for all cases submitted to the Society to enable us to comply with the Mortgage Conduct of Business Rules. Failure to do so will delay the application. You must use appendix 5-1/1 from the Joint Money Laundering Steering Group Guidance Notes 2011 Edition to assist with identification.

Fees

With the exception of our procurement fee, please list all fees that you have included in your KFI illustration

Type of Fee	To whom payable	When payable	£	Refundable Yes/No - and at which stage - completion/prior to offer etc

What level of service have you provided?

Advice YES NO

Non-advice YES NO

I confirm that I/my company have/has the necessary permissions from the FCA to advise (where applicable), complete and submit this application to the Society on behalf of my/our clients.

Data Protection

I hereby give my consent for my details to be held on the Mansfield Building Society database and would like to receive product information from the Mansfield Building Society by email.

Signed		Date	
Adviser name			
Financial Services Register no.			
Company / Firm			
Address			
Postcode			
Telephone number			
Fax number			
E-mail address			
Name of network (if applicable)			
Financial Services Register No of the Network			
Procurator fee payable to			
Authorised (Office use only)			

Please Let Us Know How You Heard About Us (please tick)

- Trigold
 Mortgage Brain
 Mansfield Building Society email
 Other email
 Mansfield Building Society website
 Best Buy Table
 Personal Recommendation
 Mansfield Building Society Staff Member
 Other (please state)

PERSONAL DETAILS If there are more than two applicants, completion of a second application form is required (omitting property details). The person who is first named on this Mortgage Application Form will be identified as the Representative Joint Borrower in the records of the Society and will be the Person entitled to vote and receive notices from the Society on behalf of all Borrowers. You may choose who is to be the Representative Joint Borrower.

1st Applicant

2nd Applicant

MR/MRS/MISS/MS/OTHER

FIRST NAME(S) IN FULL

SURNAME

PREVIOUS SURNAME

DATE OF BIRTH

NATIONAL INSURANCE NUMBER

MARITAL/CIVIL PARTNERSHIP STATUS
(If separated or divorced has settlement been agreed?
Please give details on page 13)

NATIONALITY

MAIN COUNTRY OF RESIDENCE

NUMBER AND AGE OF DEPENDANTS

HAVE YOU LIVED IN THE UNITED KINGDOM
FOR MORE THAN 3 YEARS? (If no, please
give details on page 13)

TELEPHONE NUMBER (Including Area Code)

SECURITY IDENTIFIER

Required for security purposes and must be a word
that is easily remembered but not known to
any other party

SAVINGS ACCOUNTS

Please provide account number(s) of any savings
account(s) held with The Mansfield Building Society

CURRENT ADDRESS

HOW LONG HAVE YOU LIVED AT THIS
ADDRESS?

STATE TO WHICH ADDRESS YOU WISH
CORRESPONDENCE TO BE SENT

ARE YOU A:-

IF YOU HAVE LIVED AT YOUR CURRENT ADDRESS
FOR LESS THAN 3 YEARS PLEASE GIVE DETAILS OF
PREVIOUS ADDRESS. A FULL 3 YEAR HISTORY IS
REQUIRED. (Please use additional information box
on page 13 if required).

HOW LONG DID YOU LIVE AT THIS
ADDRESS?

WERE YOU A:-

YES <input type="checkbox"/> NO <input type="checkbox"/>
WORK
HOME
MOBILE
FAX
E-MAIL
POSTCODE
From
1st APPLICANT <input type="checkbox"/>
HOMEOWNER WITH MORTGAGE <input type="checkbox"/>
HOMEOWNER WITHOUT MORTGAGE <input type="checkbox"/>
TENANT <input type="checkbox"/>
OTHER <input type="checkbox"/> PLEASE SPECIFY
POSTCODE
From To
HOMEOWNER WITH MORTGAGE <input type="checkbox"/>
HOMEOWNER WITHOUT MORTGAGE <input type="checkbox"/>
TENANT <input type="checkbox"/>
OTHER <input type="checkbox"/> PLEASE SPECIFY

YES <input type="checkbox"/> NO <input type="checkbox"/>
WORK
HOME
MOBILE
FAX
E-MAIL
POSTCODE
From
2nd APPLICANT <input type="checkbox"/>
HOMEOWNER WITH MORTGAGE <input type="checkbox"/>
HOMEOWNER WITHOUT MORTGAGE <input type="checkbox"/>
TENANT <input type="checkbox"/>
OTHER <input type="checkbox"/> PLEASE SPECIFY
POSTCODE
From To
HOMEOWNER WITH MORTGAGE <input type="checkbox"/>
HOMEOWNER WITHOUT MORTGAGE <input type="checkbox"/>
TENANT <input type="checkbox"/>
OTHER <input type="checkbox"/> PLEASE SPECIFY

CREDIT INFORMATION

If the answer is YES to any of these please give additional information below

HAVE YOU PERSONALLY OR AS A COMPANY DIRECTOR BEEN BANKRUPT, INSOLVENT OR ENTERED INTO ANY ARRANGEMENT WITH YOUR CREDITORS?

YES NO

YES NO

HAVE YOU (GUARANTOR IF APPLICABLE) EVER INCURRED MORTGAGE, RENT, CREDIT CARD OR LOAN ARREARS OR DEFAULTED ON ANY CREDIT ACCOUNT?

YES NO

YES NO

HAVE YOU EVER HAD A COUNTY COURT JUDGEMENT OR ANY OTHER COURT ORDER FOR NON-PAYMENT OF A DEBT MADE AGAINST YOU?

YES NO

YES NO

OR AGAINST YOUR FIRM/COMPANY IF YOU ARE SELF EMPLOYED OR A CONTROLLING DIRECTOR?

YES NO NOT APPLICABLE

YES NO NOT APPLICABLE

HAVE YOU EVER HAD A PROPERTY RE-POSSESSED?

YES NO

YES NO

HAVE YOU EVER BEEN REFUSED A LOAN OR CREDIT?

YES NO

YES NO

ARE ANY LEGAL PROCEEDINGS BEING TAKEN AGAINST YOU IN RELATION TO ANY FINANCIAL COMMITMENT?

YES NO

YES NO

HAVE YOU HAD ANY CONVICTIONS, OR ARE THERE ANY PENDING PROSECUTIONS, WHICH RELATE TO ANY ASPECT OF DISHONESTY WHICH MAY HAVE A BEARING ON YOUR FUTURE EMPLOYMENT OR THE LIKELY CONDUCT OF THE MORTGAGE?

YES NO

YES NO

HAVE YOU GRANTED A FINANCIAL GUARANTEE FOR ANYONE IN THE LAST 3 YEARS. IF YES, PLEASE GIVE DETAILS ON PAGE 13

YES NO

YES NO

County Court Judgements / Individual Voluntary Arrangements

CCJ or IVA	Date	Amount	Date Satisfied

Reason:.....

Bankruptcy

Date	Amount	Date of Discharge

Reason:.....

Rent /Mortgage /Loan /Credit Card etc Arrears

Date	Type of Arrears i.e. credit card / mortgage etc.	Amount of Arrears	Monthly Payment

Reason:.....

Other

Date	Type of Arrears	Amount of Arrears	Monthly Payment

Reason:.....

ARE YOU: EMPLOYED SELF EMPLOYED RETIRED OR OTHER Please specify

EMPLOYMENT DETAILS

1st Applicant

2nd Applicant

EMPLOYERS NAME

EMPLOYERS ADDRESS

POSTCODE

POSTCODE

NATURE OF BUSINESS

OCCUPATION

HOW LONG HAVE YOU WORKED FOR THE ABOVE?

From

From

STAFF NUMBER

TELEPHONE NUMBER (Including Area Code)

FAX NUMBER (Including Area Code)

EMPLOYMENT:-

PERMANENT TEMPORARY
 PART-TIME CONTRACTED

PERMANENT TEMPORARY
 PART-TIME CONTRACTED

IS YOUR EMPLOYMENT SUBJECT TO COMPLETION OF A PROBATIONARY PERIOD?

YES NO

YES NO

IF YES, WHEN DOES THIS PROBATIONARY PERIOD END?

IF CONTRACTED WHEN DID YOU COMMENCE THIS CONTRACT?

WHAT IS THE END DATE OF THE CONTRACT?

EMPLOYED WITHIN YOUR FAMILY BUSINESS?

YES NO

YES NO

HAVE YOU BEEN SERVED WITH A NOTICE OF REDUNDANCY OR OTHER NOTICE OF TERMINATION BY YOUR CURRENT EMPLOYER?

YES NO

YES NO

IF YOU HAVE WORKED HERE FOR LESS THAN 3 YEARS PLEASE GIVE DETAILS OF PREVIOUS EMPLOYMENT. FULL 3 YEAR HISTORY REQUIRED WITH EXPLANATION OF GAPS STATED ON ADDITIONAL INFORMATION - PAGE 13

PREVIOUS EMPLOYERS NAME AND ADDRESS

 POSTCODE

 POSTCODE

NATURE OF BUSINESS

OCCUPATION

HOW LONG DID YOU WORK FOR THE ABOVE?

From
To

From
To

REASON FOR LEAVING

INCOME

BASIC INCOME/SALARY

£ Per

£ Per

OVERTIME/BONUSES/COMMISSION
(State if regular/guaranteed)

£ Per

£ Per

OTHER INCOME (Please specify source on page 13)

£ Per

£ Per

SELF EMPLOYED DETAILS

1st Applicant

2nd Applicant

NAME OF BUSINESS

--

--

BUSINESS ADDRESS

--

--

POSTCODE

POSTCODE

HOW LONG HAVE YOU OWNED THE BUSINESS?
(If less than 3 years, please give details of previous business/employment)

From To

From To

WHAT SHAREHOLDING OF THE COMPANY OR PARTNERSHIP IS YOURS?

	%
--	---

	%
--	---

HOW LONG BUSINESS ESTABLISHED?

Years Months

Years Months

TYPE OF BUSINESS

--

--

COMPANY REGISTRATION NUMBER

--

--

VAT NUMBER

--

--

TELEPHONE NUMBER (Including Area Code)

--

--

FAX NUMBER (Including Area Code)

--

--

E-MAIL ADDRESS

--

--

ACCOUNTANT DETAILS

NAME OF FIRM

--

--

ADDRESS

--

--

POSTCODE

POSTCODE

NAME OF ACCOUNTANT YOU DEAL WITH

--

--

QUALIFICATION

--

--

TELEPHONE NUMBER (Including Area Code)

--

--

E-MAIL ADDRESS/FAX NUMBER (Incl. Area Code)

--

--

IF SELF EMPLOYED
NET PROFIT FOR LAST 3 YEARS
(BEFORE TAX)

Year Ended £

Year Ended £

Year Ended £

Year Ended £

Year Ended £

Year Ended £

ARE ALL PAYMENTS TO HMRC IN RESPECT
OF TAX AND NATIONAL INSURANCE
FULLY UP TO DATE?

YES NO

YES NO

OUTGOINGS

DO YOU HAVE ANY CREDIT CARDS, STORE CARDS, MAIL ORDER, LOANS, STUDENT LOANS, SECOND CHARGES OR HIRE PURCHASE AGREEMENTS?
IF YES PLEASE PROVIDE DETAILS BELOW.

YES NO

STORE CARDS AND CREDIT CARDS:

APP 1 or 2	Issuer of Store/Credit Card	Account Number	Balance Outstanding £	Monthly Payment £	Are Payments Up to Date?	Credit Limit £

MAIL ORDER, LOANS, STUDENT LOANS, SECOND CHARGES, HIRE PURCHASE AND OTHER SIMILAR AGREEMENTS

APP 1 or 2	Lender	Account Number	Balance Outstanding £	Monthly Payment £	Are Payments Up to Date?	Secured on Property?	Contract End Date

WILL ANY OF THESE STORE CARDS, CREDIT CARDS, MAIL ORDER, LOANS, STUDENT LOANS, SECOND CHARGES,
HIRE PURCHASE AND OTHER SIMILAR AGREEMENTS BE REPAYED IN FULL BEFORE THE MORTGAGE FUNDS ARE RELEASED?

YES NO

If Yes, please give details:

--

DO YOU HAVE ANY OTHER REGULAR OUTGOINGS SUCH AS CHILD MAINTENANCE PAYMENTS,
CHILDCARE, NURSERY, SCHOOL OR UNIVERSITY FEES NOW OR IN THE NEXT 3 YEARS?

YES NO

If Yes, please give details:

APP 1 or 2	Child Maintenance Payments per Month £	Childcare Fees per Month £	Nursery Fees per Month £	School Fees per Month £	University Fees per Month £

BANK DETAILS

	FIRST APPLICANT	SECOND APPLICANT
BANK NAME	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
ADDRESS	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	POSTCODE	POSTCODE
ACCOUNT NAME	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
ACCOUNT NUMBER	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
SORT CODE	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>

PLEASE PROVIDE DETAILS OF ANY ADDITIONAL BANK ACCOUNTS ON PAGE 13

CURRENT MORTGAGE / LANDLORD DETAILS

	Applicant 1	Applicant 2
DO YOU CURRENTLY RENT?	YES/NO	YES/NO
CURRENT MONTHLY RENT PAYMENT	£	£
NAME & ADDRESS OF CURRENT LANDLORD		
NAME & ADDRESS OF PREVIOUS LANDLORD(S) IN THE LAST 18 MONTHS		

	Applicant 1	Applicant 2
DO YOU HAVE A CURRENT MORTGAGE?	YES/NO	YES/NO
NAME OF CURRENT LENDER		
MORTGAGE ACCOUNT NUMBER		
CURRENT MONTHLY MORTGAGE PAYMENT	£	£
AMOUNT OF ORIGINAL MORTGAGE	£	£
WHAT WAS THE ORIGINAL PRICE OF YOUR PROPERTY?	£	£
CURRENT MORTGAGE BALANCE OUTSTANDING	£	£
IF THERE HAS BEEN AN INCREASE FROM THE ORIGINAL MORTGAGE TO THE CURRENT MORTGAGE BALANCE OUTSTANDING PLEASE EXPLAIN HOW THIS INCREASE HAS OCCURRED		
WHEN DID THIS MORTGAGE START?		
NAME OF ALL PREVIOUS LENDERS WITHIN THE LAST 3 YEARS & MORTGAGE ACCOUNT NUMBERS		

YOUR MORTGAGE REQUIREMENTS

ARE YOU A FIRST TIME BUYER?

YES NO

YES NO

ARE YOU MOVING HOUSE RE-MORTGAGING PURCHASING A SECOND PROPERTY IN THE UK RIGHT TO BUY / LOCAL AUTHORITY BUY TO LET

IF 'BUY TO LET' PLEASE ALSO COMPLETE THE BUY TO LET SECTION ON PAGE 13

IF YOU ARE PURCHASING

IS YOUR EXISTING PROPERTY BEING SOLD? YES NO N/A

IF YES, WHAT IS THE SELLING PRICE?

£

WILL YOUR EXISTING MORTGAGE BE PAID OFF IN FULL WHEN YOU SELL THIS PROPERTY?

YES NO

IF THE PROPOSED PURCHASE WILL NOT BE SIMULTANEOUS WITH THE SALE OF YOUR EXISTING PROPERTY, DOES THE REQUESTED ADVANCE INCLUDE ANY ELEMENT OF "BRIDGING" FINANCE WHICH WILL BE REPAYED FOLLOWING THE SALE OF YOUR EXISTING MORTGAGE

YES NO N/A

IF YES, PLEASE CONFIRM AMOUNT TO BE REPAYED

£

IF YOU ARE RE-MORTGAGING

DO YOU WISH TO BORROW MORE THAN THE OUTSTANDING BALANCE ON YOUR MORTGAGE?

YES NO

IF YES, PLEASE TELL US WHAT YOU WANT THE MONEY FOR AND HOW MUCH EXTRA YOU WOULD LIKE TO BORROW

--

THINK CAREFULLY BEFORE SECURING OTHER DEBTS AGAINST YOUR HOME. YOUR HOME MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE

LOAN DETAILS

LOAN REQUIRED - ENSURE SUFFICIENT LOAN REQUESTED TO REPAY ANY REDEMPTION CHARGES ON CURRENT MORTGAGE IF RE-MORTGAGE

EXPECTED DATE WHEN FUNDS REQUIRED

PURCHASE PRICE OR IF IT IS A RE-MORTGAGE GIVE THE ESTIMATED VALUE

IS THE DIFFERENCE BETWEEN THE LOAN AND PURCHASE PRICE/VALUE, STAMP DUTY, SOLICITORS AND SURVEYORS FEES TO BE MET FROM YOUR OWN RESOURCES WITHOUT FURTHER BORROWING? (If no give details on page 13)

YES NO

HOW ARE YOU GOING TO PAY THE DIFFERENCE BETWEEN THE LOAN AND THE PURCHASE PRICE? (INCLUDING STAMP DUTY, SOLICITORS FEES, SURVEYORS FEES, ETC)

OWN SAVINGS REPAYABLE LOAN GIFT FROM FAMILY BUILDERS DISCOUNT EQUITY FROM SALE OF PROPERTY

OTHER (Please specify)

DO YOU REQUIRE THE ADVANCE IN STAGES?

YES NO

ARE YOU A LEASEHOLDER PURCHASING THE FREEHOLD?

YES NO

HAVE YOU PREVIOUSLY APPLIED FOR A MORTGAGE OR RE-MORTGAGE ON THIS PROPERTY? (If yes, give details)

YES NO

HAVE YOU EVER HAD A MORTGAGE ON THIS OR ANY OTHER PROPERTY REFUSED? (If yes, give details)

YES NO

} If yes, please give details on page 13

REPAYMENT OF YOUR MORTGAGE

HOW DO YOU WANT TO REPAY YOUR MORTGAGE?

CAPITAL REPAYMENT £

If interest only what repayment vehicle will you use to repay the capital?

INTEREST ONLY £

ENDOWMENT £ ISA £

PENSION £ OTHER £

IF ANY PART OF YOUR MORTGAGE IS OTHER THAN REPAYMENT THEN PLEASE GIVE DETAILS OF ALL EXISTING/PROPOSED POLICIES/PLANS/REPAYMENT VEHICLES WHICH YOU WISH TO USE IN CONNECTION WITH YOUR MORTGAGE.

Name of company	Type of Policy	Policy number	Person(s) assured	Guaranteed minimum death benefit (£)	Maturity date

OCCUPANTS OF THE PROPERTY

WILL THERE BE ANY OTHER PEOPLE, OTHER THAN THE APPLICANTS OVER THE AGE OF 17 WHO WILL OCCUPY THE PROPERTY? YES NO
IF YES, PLEASE PROVIDE DETAILS BELOW

SURNAME	FIRST NAMES	DATE OF BIRTH	RELATIONSHIP

SOLICITORS/LICENSED CONVEYANCERS. Please note that the Society does not accept Sole Practitioners (a Solicitor/Licensed Conveyancer who works on his own)

Name of Firm			
Address			
			Postcode
Telephone number (Including Area Code)	Fax number (If known)	E-mail address	DX number (If known)
Person acting for you			

PLEASE NOTE THAT WE RESERVE THE RIGHT TO INSTRUCT OUR OWN SOLICITOR. IN SUCH CASES WE CAN ADVISE ON OBTAINING AN ESTIMATE OF THE COSTS, WHICH WILL BE PAYABLE BY YOU.

DESCRIPTION OF PROPERTY

ADDRESS OF PROPERTY TO BE MORTGAGED

POSTCODE

IS THE PROPERTY BUILT OF? STONE BRICK OTHER (please specify)

TYPE OF ROOF? SLATE TILE THATCH OTHER (please specify)

NHBC/ARCHITECT

WHERE THE PROPERTY IS UNDER 10 YEARS OLD IS THERE A VALID NHBC OR OTHER SIMILAR CERTIFICATE? YES NO N/A

WAS THE PROPERTY ARCHITECT SUPERVISED? YES NO If yes, provide Architects name, address and qualification

WHEN WAS THE PROPERTY BUILT? IS THE PROPERTY CURRENTLY BEING CONSTRUCTED? YES NO

WHAT TYPE OF PROPERTY? HOUSE BUNGALOW PURPOSE BUILT FLAT
 CONVERTED FLAT MAISONETTE OTHER (Please specify)

IS THE PROPERTY? DETACHED SEMI DETACHED MID TERRACE END TERRACE

IF THIS IS A FLAT OR MAISONETTE On which floor is the flat/maisonette? How many floors are there in the block?

ACCOMMODATION

Please tell us the number of:- FLOORS LIVING ROOMS KITCHENS BEDROOMS BATHROOMS
 SEPARATE WCs BASEMENTS

DOES THIS PROPERTY HAVE A GARAGE? YES NO

IS THE PROPERTY ABOVE COMMERCIAL PREMISES? YES NO

IS THE PROPERTY? FREEHOLD LEASEHOLD

IF LEASEHOLD WHAT IS The ground rent?	£	PA
Service charge?	£	PA
The unexpired lease term?		Years

ARE YOU PURCHASING AS A SITTING TENANT? YES NO

IS PROPERTY BEING PURCHASED FROM LOCAL AUTHORITY? YES NO If yes specify

DO YOU INTEND TO LET ANY PART OF THE PROPERTY? YES NO If yes specify

WILL ANY BUSINESS BE CARRIED OUT IN THE PROPERTY? YES NO If yes specify

IF THE PROPERTY IS A NEW CONSTRUCTION, WILL YOU RECEIVE DISCOUNTS OR INCENTIVES AS PART OF THE PURCHASE? PLEASE GIVE DETAILS AND AMOUNTS YES NO If yes specify

WILL THE PROPERTY BE YOUR PRIMARY RESIDENCE? YES NO If no specify

IS THE PROPERTY TO BE LET TO A CLOSE RELATIVE? YES NO If yes specify

PROPERTY VALUATION

State contact name and address to enable valuer to gain access to inspect the property

<input type="text"/>	POSTCODE <input type="text"/>
<input type="text"/>	Telephone number (Including Area Code) <input type="text"/>
Selling agents name and address <input type="text"/>	
<input type="text"/>	POSTCODE <input type="text"/>
<input type="text"/>	Telephone number (Including Area Code) <input type="text"/>

DO YOU REQUIRE? Report and Mortgage Valuation YES NO

Home Buyers Report YES NO

HOUSEHOLD INSURANCE

We require that your property is insured for the full reinstatement value, on or before completion of your mortgage.

Protecting your property and its contents is an important decision and we feel that you should be able to select the level of cover to meet your own requirements.

We can meet these needs by offering you Mansfield Home Insure, a flexible Buildings and/or Contents policy that provides the level of cover that you require at a competitive price. The selling of Mansfield Home Insure is undertaken by The Mansfield Building Society and Heath Lambert Insurance Services. Mansfield Home Insure is administered by Heath Lambert Insurance Services. Heath Lambert Insurance Services is a trading name of Heath Lambert Ltd. The policy is underwritten by certain underwriters at Lloyd's. The Mansfield Building Society and Lloyd's are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Heath Lambert Limited is authorised and regulated by the Financial Conduct Authority.

The Mansfield Home Insure policy offers the following features and benefits:

- You can pay your premiums by using our Interest Free Direct Debit facility operated by Premium Credit.
- An automated sign up service with no complicated proposal form to complete.
- Cover tailored to your individual requirements with optional extras including Accidental Damage & Legal Expenses.
- Ability to consider a wide range of risks including Buy to Let, risks located in coal mining areas and non standard construction types.
- Your Building sum insured will reflect the rebuilding cost up to a maximum of £500,000.
- Numerous lifestyle discounts including a 10% reduction for Combined Building & Contents policy.
- If you take out Combined Building & Contents cover you also receive;
 - Free Personal Belongings cover is automatically provided away from the home (within the United Kingdom with a 60 day world-wide extension). Cover is provided up to 10% of the Contents Sum Insured with a £1,500 single unspecified item limit.
 - Unlimited Freezer Contents, and
 - Money & Credit Card cover up to £500 per claim.
- Our policies offer a 24-hour claims helpline.

In order for us to provide you with a competitive insurance quotation please provide a copy of your current insurance schedule or renewal notice.

Please tick the box if you do not want the Society to provide you with a quotation.

ARRANGING YOUR OWN INSURANCE

I/we wish to arrange my/our own insurance cover. An administration fee is payable (see Tariff of Charges leaflet for cost)

If I/we do not take advantage of the Society's household insurance, I/we understand and agree to:

1. Accept sole responsibility for the choice of insurer; the sum insured, the extent of cover and the financial consequences of any terms, conditions or excesses imposed.
2. Ensure the sum insured is not less than the rebuilding figure which will be detailed in the Offer of Advance once the mortgage has been approved.
3. Ensure that the cover provided by the policy includes financial protection against loss or damage to the property for all major insurable perils, including but not restricted to: Fire, Flood, Storm, Theft, Escape of Water, Malicious Damage, Subsidence, Landslip and Heave and Legal Liability.
4. The interest of The Mansfield Building Society is noted on the policy.
5. Undertake to pay all premiums as they fall due to maintain the policy cover for the life of the mortgage.
6. The Society accepts no responsibility for any loss suffered by me/us in connection with the insurance of the property, however caused.

SIGNED	<input type="text"/>	Print name in BLOCK CAPITALS	<input type="text"/>	Date	<input type="text"/>
SIGNED	<input type="text"/>	Print name in BLOCK CAPITALS	<input type="text"/>	Date	<input type="text"/>

PROTECTION INSURANCE

Protecting yourself and your family against death and/or Critical Illness is an important decision and we feel that you should be able to select the level of cover to meet your own requirements. We can meet these needs by offering you the appropriate policy that provides the level of cover you require at competitive rates. The selling of such policies is undertaken by The Mansfield Building Society and Legal & General. The Mansfield Building Society and Legal & General Assurance Society Limited are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

The cover offers the following features and benefits and much, much more:

- Life cover which can pay your mortgage off in the event of untimely death of the policy holder ensuring that your family has one less financial worry
- Critical Illness cover which can pay your mortgage off in full in the event of diagnosis of one of the Critical Illnesses recognised by Legal & General regardless of whether or not you recover from the condition which allows you the time and space to recover with less financial worry
- The cover normally will reflect the mortgage amount and term but you have the flexibility to increase or reduce this depending on your requirements and budget
- Free Smooth Move cover for house movers which covers you for moving disasters e.g. goods being lost in transit, the removal van failure to arrive, legal advice and emergency repairs and much more

Would you like us to contact you to provide an illustration? YES / NO (please circle)

DECLARATION - PLEASE READ CAREFULLY BEFORE YOU SIGN

Data Protection - Use of your Information

Information which you provide to The Mansfield Building Society or that we obtain from our dealings with you may be used for the following purposes:

- Account administration
- Compliance with legislation and voluntary codes
- Statistical analysis
- Marketing
- Debt collection
- The selling of household insurance services through Heath Lambert Insurance Services
- Fraud prevention
- The selling of protection cover through the Legal & General Group
- To enable a review to take place of your total relationship with The Mansfield Building Society Group
- To enable us to maintain contact with you by means of regular communication to inform you about products and services offered by The Mansfield Building Society.

And therefore it is important that the information you give us is accurate and up to date. The Society reserves the right to withdraw any offer if information provided in this form is found to be false or inaccurate

In considering your application we will search your record at a Credit Reference Agency. They will add to your record details of your search and this will be seen by other organisations that make searches. Your information will also be checked with Fraud Prevention Agencies. Your record will be shared with other organisations and used by them and us to:

- Help make decisions about credit for you and members of your household
- Trace debtors, recover debt, prevent money laundering and fraud.

We will make searches about you at credit reference agencies who will supply us with credit information, as well as information from the Electoral Register. The agencies will record details of the search whether or not this application proceeds. We may use credit-scoring methods to assess this application and to verify your identity. Credit searches and other information which is provided to us and/or the credit reference agencies, about you and those with whom you are linked financially may be used by The Mansfield Building Society and other companies if credit decisions are made about you, or other members of your household. This information may also be used for debt tracing and the prevention of money laundering as well as the management of your account.

In order to prevent or detect fraud, the information provided in the application will be shared with fraud prevention agencies. To prevent or detect fraud, or to assist in verifying your identity, we will make searches at fraud prevention agencies who will supply us with this information. We will record this information. We will also pass information to financial and other organisations involved in fraud prevention to protect ourselves and our customers from theft and fraud. We, and other companies will use this information if decisions are made about you or others at your address(es) on credit or credit-related services or motor, household, credit, life or any other insurance facilities. It may also be used for tracing and claims assessment.

Where you borrow or may borrow from us, we may give details of your account and how you manage it to credit reference agencies. If you borrow and do not repay in full and on time, we may tell credit reference agencies who will record the outstanding debt.

You have the right of access to your personal records held by credit and fraud agencies. You can obtain upon request details of those credit reference and fraud prevention agencies from whom we obtain and to whom we pass information about you by telephoning us on 01623 676340.

You may upon request obtain a copy of details we hold about you upon payment of a £10 fee.

We will take up all necessary references from the information that you have provided and that are relevant to this application.

We will provide confidential information about your finances to any persons giving a guarantee or other security, or to their legal advisor whilst we are processing this application or during the life of the mortgage.

We will continue to hold data about you for a period of 7 years if your application is unsuccessful. If your application is successful then we will continue to hold data about you for a period of 7 years after your account has been closed. We do this for audit purposes, money laundering and fraud prevention, and to help us to respond to any queries you may have in the future.

Phone calls may be monitored or recorded for quality and training purposes.

I/WE hereby apply for an advance to be made to ME/US in accordance with the rules of The Mansfield Building Society and the provisions of the Mortgage Deed.

I/WE declare that:

1. I am/we are aged 18 years or over.
2. The information given in this application is true and correct to the best of my/our knowledge.
3. I/we will inform the Society of any changes to this information immediately.
4. I/we fully understand that the payment of the valuation fee shall not bind the Society to grant an advance.
5. I/we fully understand that the making of an advance will not imply any warranty by the Society as to the reasonableness of the purchase price, the soundness of construction or state of repair of the property.
6. I/we understand that borrowers (except corporate borrowers) are members of The Mansfield Building Society and bound by its rules.
7. I/we have read and accept the above statement regarding Data Protection - Use of your Information.

By signing this form I/we consent to the credit reference agency searches, uses of information and disclosures of information listed. It is important that you read and understand the section entitled Data Protection - Use of your Information. By signing this application, you agree that we can use your information in this way.

We will bring to your attention by mail, telephone, e-mail or otherwise products or services offered by The Mansfield Building Society Group or other selected suppliers which may be of interest to you. In some instances this may mean passing your name and address on to these associates and selected suppliers. If you do not wish your information to be used for these purposes please tick the box.

SIGNATURE

DATE

SIGNATURE

DATE

YOUR HOME MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE.

Principal Office
Telephone: 01623 676300

**Instructions to your
Bank or Building Society
to pay by Direct Debit**

Please fill in the whole form using a ball point pen
and send it to:

The Mansfield Building Society Regent House Regent Street Mansfield Notts NG18 1SS
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Service User Number

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Name(s) of Account Holder(s)

FOR MANSFIELD BUILDING SOCIETY OFFICIAL USE ONLY. This is not part of the instruction to your bank or building society Mortgage Reference Number

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

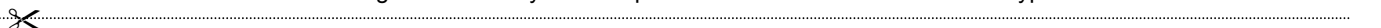
Instruction to your Bank or Building Society
Please pay The Mansfield Building Society Direct
Debits from the account detailed in this instruction
subject to the safeguards assured by the Direct
Debit Guarantee.
I understand that this instruction may remain with
The Mansfield Building Society and, if so, details will
be passed electronically to my Bank/Building
Society.

Signature(s)
Date

Reference

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Banks and Building Societies may not accept Direct Debit instructions for some types of account



This guarantee should be detached and retained by the Payer

The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit The Mansfield Building Society will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Mansfield Building Society to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit by The Mansfield Building Society or your Bank or Building Society, you are entitled to a full and immediate refund of the amount paid from your Bank or Building Society
 - If you receive a refund you are not entitled to, you must pay it back when The Mansfield Building Society asks you to
- You can cancel a Direct Debit at any time by simply contacting your Bank or Building Society. Written confirmation may be required. Please also notify us.

YOUR HOME MAY BE REPOSSESSED IF YOU DO NOT KEEP UP
REPAYMENTS ON YOUR MORTGAGE.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority
and the Prudential Regulation Authority. Reference number 206049

The Mansfield Building Society is a member of the
Building Societies Association,
Financial Ombudsman Service Scheme
and the
Financial Services Compensation Scheme.

Principal Office:

Regent House, Regent Street, Mansfield, Notts. NG18 1SS
Telephone (01623) 676345 Fax (01623) 676356
e-mail: salesteam@mansfieldbs.co.uk
www.mansfieldbs.co.uk

Branch Offices:

Regent House, Regent Street, Mansfield, Notts. NG18 1SS Tel: (01623) 676300
91 New Square, Chesterfield, Derbys. S40 1AH Tel: (01246) 202055
48 Station Street, Kirkby-in-Ashfield, Notts. NG17 7AS Tel: (01623) 756601
53 Portland Square, Sutton-in-Ashfield, Notts. NG17 1AZ Tel: (01623) 554265

M1002 – 03/14

MORTGAGE APPLICATION SUBMISSION CHECKLIST

ANY REQUIRED DOCUMENT NOT SUBMITTED WITH THE APPLICATION WILL CAUSE DELAY

NAMES OF APPLICANT(S)			
ITEM	1 ST APPLICANT	2 ND APPLICANT	ALL APPLICANTS
BANK STATEMENTS			
For each applicant holding a sole named account – for each account held, covering the latest 3 month period			
For applicants with a jointly named account - for each account held, covering latest 3 month period			
PROOF OF DEPOSIT			
Bank/building society statements			
Gifted Deposit evidence (bank/building society statement(s) showing funds in name of donor)			
Name & address of provider of gifted deposit			
EMPLOYED INCOME			
Latest Year P60 (or previous tax year & most recent month 12 pay slip)			
Salary/wage slips for last 3 months (monthly/weekly)			
CONTRACT WORKER			
Current contract			
Previous contract(s)			
SELF EMPLOYED INCOME			
Sole trader/partnership – latest 3 years accounts (profit & loss account and balance sheet)			
Shareholder in Ltd Company (or Director/senior employee) – latest 3 years accounts (latest <6 months since last year end)			
CURRENT RETIREMENT INCOME (where retired)			
Most recent confirmation(s) of payment level (dated <12 months ago)			
Evidence of spouse's payment (occurring on death of payment recipient)			
FORECAST RETIREMENT INCOME (where mortgage term is beyond the earlier of expected retirement age or age 70)			
State Pension Forecast (dated <24 months ago)			
Final Salary Scheme - most recent forecast (dated <12 months ago)			
Personal Pension Scheme – current value & most recent forecast (dated <3 months ago)			
FOR AN INTEREST ONLY MORTGAGE (if applicable)			
Endowment Policy, Personal Equity Plan - most recent statement/forecast			
Stocks and Shares ISA, Cash ISA, Unit/Investment Trust Plan – statement showing current value & contributions in last 6 months			
Pension Lump Sum – statement of current value and recent forecast			
BUY TO LET PORTFOLIO (where applicable)			
Schedule of all properties owned showing: property address, mortgage value, monthly mortgage payment, rental income			
LET TO BUY (where existing property to be rented out)			
Letter from ARLA member confirming estimated rental			
Consent to Let confirmation letter issued by existing lender			
Copy of Mortgage Offer (where existing property being remortgaged)			

Please Note: where a hard copy of a digital version is provided, this should be clearly indicated on the document

The Mansfield Building Society, Regent House, Regent Street, Mansfield, Notts NG18 1SS
Tel.: 01623 676360, Email: salesteam@mansfieldbs.co.uk