

## COMMERCIAL MORTGAGE ENQUIRY FORM

### Financial Services & Market Act 2000

Independent Financial Advisers and mortgage brokers are required to have proper regard for a client's best interests in any advice given. They must therefore do their utmost to ensure that they are aware of your financial circumstances so that their advice is the most suitable for your needs. The questions here have been specifically designed to help your adviser provide advice that meets your needs. If, for any reason, you decline to answer any, or all the questions or, if you fail to provide true and accurate information to the best of your knowledge, the advice given subsequently may not be best advice, as it can only be based on the information provided in this and accompanying documents.

**Most Commercial Mortgages are not regulated by the Financial Conduct Authority (FCA)**

### How to complete this form

- Use this form to obtain an initial free assessment of your needs and an indicative quote
- Answer all questions honestly and to the best of your ability
- If there are any sections or questions you do not understand, drop us a line or pick up the phone
- If there is any information you feel is relevant and it is not covered in the questions, use the notes, drop us a line or pick up the phone
- This is an editable PDF document, and you should be able to complete it on your computer, tablet or smart phone. If you cannot complete for any reason, let us know and we will attempt to send in a different format or help you complete it over the phone

## PERSONAL DETAILS

**1<sup>st</sup> Applicant/Director/Shareholder**

**2<sup>nd</sup> Applicant/Director/Shareholder**

If more than 2 applicants, please complete an additional enquiry form

<p>Full name</p> <p>Gender</p> <p>Married/single/civil status</p> <p>Relationship to applicant 2</p> <p>Current home address &amp; full postcode</p> <p>Who owns this property?</p> <p>Relationship to owner</p> <p>Date moved in</p> <p>Birthdate</p> <p>Nationality</p> <p>How long have you lived in the UK?</p> <p>Have permanent right to reside?</p> <p>Home telephone number</p> <p>Mobile telephone number</p> <p>Email address</p>	<p>Full name</p> <p>Gender</p> <p>Married/single/civil status</p> <p>Relationship to applicant 1</p> <p>Current home address &amp; full postcode</p> <p>Who owns this property?</p> <p>Relationship to owner</p> <p>Date moved in</p> <p>Birthdate</p> <p>Nationality</p> <p>How long have you lived in the UK?</p> <p>Have permanent right to reside?</p> <p>Home telephone number</p> <p>Mobile telephone number</p> <p>Email address</p>
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If any applicant has any adverse credit, please provide a copies of credit reports and detail further information in the notes section

## EMPLOYMENT & INCOME DETAILS

**1<sup>st</sup> Applicant/Director/Shareholder**

**2<sup>nd</sup> Applicant/Director/Shareholder**

<p>Describe your employment status</p> <p>Occupation</p> <p>Name of your employer</p> <p>Type of industry/profession</p> <p>Date employment started</p> <p>Please note: if there have been any breaks or changes in your employment in the last three years, this may affect your eligibility for a mortgage or loan with some particular lenders, you should use the notes section to explain your circumstances and provide all relevant details</p> <p>Gross basic salary / drawings</p> <p>Other non-property related income</p> <p>Rental income from property</p> <p>Net monthly income, all sources</p> <p>If self-employed, you will need to provide the last three years figures taken from your audited accounts</p> <p>Latest yr</p> <p>Previous yr</p> <p>Previous yr</p> <p>How will you evidence all sources of income?</p>	<p>Describe your employment status</p> <p>Occupation</p> <p>Name of your employer</p> <p>Type of industry/profession</p> <p>Date employment started</p> <p>Please note: if there have been any breaks or changes in your employment in the last three years, this may affect your eligibility for a mortgage or loan with some particular lenders, you should use the notes section to explain your circumstances and provide all relevant details</p> <p>Gross basic salary / drawings</p> <p>Other non-property related income</p> <p>Rental income from property</p> <p>Net monthly income, all sources</p> <p>If self-employed, you will need to provide the last three years figures taken from your audited accounts</p> <p>Latest yr</p> <p>Previous yr</p> <p>Previous yr</p> <p>How will you evidence all sources of income?</p>
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## INCORPORATED LTD COMPANY/LLP/SPV DETAILS

If this is a Ltd Co./LLP/SPV purchase please provide details below

<p>Ltd. Company/LLP name</p> <p>Company No.</p> <p>Registered office address</p> <p>Trading address</p> <p>Name, address &amp; contact details of your tax advisers</p>	<p>Incorporation date</p> <p>Nature of business (SIC) code</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Director/Shareholder name</th> <th style="width: 20%;">Shareholding</th> </tr> </thead> <tbody> <tr><td> </td><td style="text-align: center;">%</td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Director/Shareholder name	Shareholding		%														
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	%																		

All directors and shareholders will need to provide a full Fact Find before any application can be submitted

## PERSONAL EXPENDITURE

All figures to be provided on a monthly basis

1 <sup>st</sup> Applicant/Director/Shareholder	2 <sup>nd</sup> Applicant/Director/Shareholder		
Main residential mortgage/rent	£	Main residential mortgage/rent	£
Other mortgages	£	Other mortgages	£
Secured loans	£	Secured loans	£
Unsecured loans	£	Unsecured loans	£
Credit Cards, HP, other	£	Credit Cards, HP, other	£
Household costs (utilities etc.)	£	Household costs (utilities etc.)	£
All other personal expenditure	£	All other personal expenditure	£
<b>Total Expenditure</b>	<b>£</b>	<b>Total Expenditure</b>	<b>£</b>

## ASSETS & LIABILITIES

1 <sup>st</sup> Applicant/Director/Shareholder	2 <sup>nd</sup> Applicant/Director/Shareholder		
Main residence value (if owned)	£	Main residence value (if owned)	£
Other property owned value	£	Other property owned value	£
Stocks, shares, investments, savings	£	Stocks, shares, investments, savings	£
<b>Total assets</b>	<b>£</b>	<b>Total assets</b>	<b>£</b>
Main residence mortgage balance	£	Main residence mortgage balance	£
All other mortgages outstanding	£	All other mortgages outstanding	£
All secured loans outstanding	£	All secured loans outstanding	£
All unsecured loans outstanding	£	All unsecured loans outstanding	£
All other debt (i.e., credit cards, HP)	£	All other debt (i.e., credit cards, HP)	£
<b>Total liabilities</b>	<b>£</b>	<b>Total liabilities</b>	<b>£</b>
<b>Total net worth</b>	<b>£</b>	<b>Total net worth</b>	<b>£</b>

## THE PROPERTY

Address & full postcode	The year built Current value Purchase price				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;"></td><td style="width: 20%; text-align: center;">£</td></tr> <tr><td style="width: 80%;"></td><td style="width: 20%; text-align: center;">£</td></tr> </table>		£		£
	£				
	£				

**Describe the property type:** please provide specific details of the property, this will avoid further questions and delays

*e.g., retail unit, convenience store with separate rear access to self-contained living accommodation above*

No of: Bedrooms  Bathrooms  Kitchens  Living rooms  Other rooms  Garages  Outbuildings

Is the property Freehold, Feuhold or leasehold?  If leasehold, years remaining on the lease?

Describe the construction if non-standard?

Is this an ex-local authority property?  Grade II listed?  If mixed use, % used for residential?

Describe any other non-standard features

### HMO's & Multi-Unit Freehold blocks

No of bedrooms in the property?	<input type="text"/>	How many are currently occupied?	<input type="text"/>	How many are self-contained?	<input type="text"/>
Is the property a converted house?	<input type="text"/>	When was in converted?	<input type="text"/>	Is it fully licensed?	<input type="text"/>

### Flats & Apartments only

How many flats in the block?  How many storeys in the block?  Which storey is the flat on?

Describe any other features of the building (e.g., deck access, lift access, cladding type etc.)

### Occupancy of the property

How many tenants will occupy the property?	<input type="text"/>	How many households will occupy the property?	<input type="text"/>
Under what type of tenancy agreement?	<input style="width: 100%;" type="text"/>	What is the expected monthly rental income?	£ <input type="text"/>

Provide any other details relating to the occupancy of the building here

*e.g., we will be trading from the property, the current tenancy expires on...*

## PROFESSIONAL & PORTFOLIO LANDLORDS

Number of properties owned. Please provide details of your portfolio in a separate spreadsheet. If you don't have your own, we can send you a template

Applicant 1:	Std residential	<input type="text"/>	HMO's	<input type="text"/>	MUFB's	<input type="text"/>	Commercial	<input type="text"/>	Other	<input type="text"/>
Applicant 2:	Std residential	<input type="text"/>	HMO's	<input type="text"/>	MUFB's	<input type="text"/>	Commercial	<input type="text"/>	Other	<input type="text"/>

## THE NEW LOAN

The loan required	£ <input style="width: 100%;" type="text"/>	Term of the loan required	<input style="width: 100%;" type="text"/>
Own cash funds available	£ <input style="width: 100%;" type="text"/>	Source of own cash funds	<input style="width: 100%;" type="text"/>
Required on capital repayment	£ <input style="width: 100%;" type="text"/>	Required on interest only	£ <input style="width: 100%;" type="text"/>

## Additional Borrowing

Required to pay existing mortgage	£ <input style="width: 100%;" type="text"/>	Additional borrowing required	£ <input style="width: 100%;" type="text"/>
Provide breakdown of the additional funds required and the purpose of the funds			
<i>e.g., debt consolidation, property improvements, buying additional property etc.</i>			

## The existing loan (remortgages only)

Current lender	<input style="width: 100%;" type="text"/>	Account no.	<input style="width: 100%;" type="text"/>
Date commenced	<input style="width: 100%;" type="text"/>	Term remaining	<input style="width: 100%;" type="text"/>
Early redemption charge	£ <input style="width: 100%;" type="text"/>	Penalty end date	<input style="width: 100%;" type="text"/>

## NOTES

Please use this space to provide any further information that would help us to fully understand your requirements

## DECLARATION

I/we confirm that the information provided in this document is true, accurate and can be evidenced	Completed by <input style="width: 100%;" type="text"/>	Date <input style="width: 100%;" type="text"/>
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Our assessment and any terms or quotes issued will be based solely on the information provided in this form. Loans will not be granted on this data alone and you will need to provide further information and evidence to support all data provided, should you wish to apply for a loan. Any rates quoted are not guaranteed and will only be valid on the date issued. Lenders may change their criteria, terms and conditions at any time. We cannot guarantee you will be able to obtain any mortgage or loan based on the information supplied in this document and we cannot be held responsible for any decision made by any lender. All regulated firms will carry out their own background checks on the validity of any information provided to us and suspicious activity will be reported to the appropriate authorities.

Your home or property may be repossessed if you do not keep up to date or make any loan repayments when due for any mortgage or loan secured on the property.

WP Property Finance is the trading name of Positive Property Finance Ltd, East Bridge House, East Street, Colchester, Essex. CO1 2TX. Tel. No. 01206-586580 which is authorised and regulated by the Financial Conduct Authority under FCA reference number: 702870