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## Confidential Fact Find

## \&

## Mortgage/Loan Application Data Capture Form

| Purpose of this application: | Yes |  | No |
| :---: | :---: | :---: | :---: |
| To purchase or refinance a residential owner occupied or Buy to Let/investment property |  | Have you completed \& attached a Residential \& BTL Loan Enquiry |  |
| To purchase or refinance a commercial or semi commercial trading premises or investment property |  | Have you completed \& attached a Commercial Loan Enquiry. |  |
| To purchase or refinance an owner occupied or Buy to Let/Investment property using a bridging/short term loan. |  | Have you completed \& attached a Decision in Principle (Bridging \& Short-Term Loans) |  |
| You must complete one of the above enquiry forms in addition to this application |  |  |  |

## Important information:

This Confidential Fact Find \& Mortgage/Loan Application Data Capture Form will be used to assist us in completing the lenders application forms for you. Before completing \& signing this document, you must ensure \& confirm you have received a copy of our Terms of Business (information about our services), a copy of our Privacy Policy Statement and you have read and understand the content of these. In addition to this form, you will need to complete, if you haven't already done so, one of our enquiry forms created specifically to capture the data for the purpose of mortgage/loan you are applying for. You may need to provide additional information and documentation to support your application and you will be advised of these requirements during the application process. When a lender application has been completed on your behalf, a copy will be sent to you for checking and signing, please ensure you read the lender's declaration carefully and ensure you understand this before signing. The lender may issue additional documentation, agreements, terms and contracts which may need to be signed. These should be read carefully and understood before doing so. Do not sign anything you do not fully understand and seek professional advice if you need to. Please ensure you understand the risks involved in taking out a mortgage or loan secured against a property and take the appropriate legal advice before you enter into such a transaction. Please ensure you also take appropriate advice from qualified tax advisers, planning consultants, quantity surveyors, chartered engineers, valuers \& surveyors and other qualified professionals that may need to be involved with your particular proposition. It is your responsibility to ensure you can afford any mortgage or loan you agree to. The information you provide to us, the lender or any third party connected with this application must be true, accurate and may need to be evidenced.

For office use only:
Client name:
Co. Name:
Customer ref. no.
Broker name:
Date started:

## Financial Services and Markets 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.

## Personal \& contact details:

Title:
First Name/s:
Middle name/s:
Surname:
Previous, other or maiden name:
Date: (change of name)
Date of birth:
Gender:
Married/Civil Status:
Place of birth
Nationality:
Country of residence:
Relationship to other applicant/s:
National insurance no.:
Expected retirement/state pension age:
Present home address \& full postcode:

Residential status
Date moved to current address:
Home telephone no.:
Mobile telephone no.
Work telephone no.:
Email address:
Contact method: (i.e., email/phone \& preferred time)
If renting, how much do you pay?
Are you on the electoral role there?
Are you in good health?
Do you have religious beliefs? (mortgage related)
Have you smoked or used any tobacco, nicotine replacement products or e-cigarettes in the last 12 months
Provide more information here if required:


Previous address/s: (please provide 3 years address history)

| Occupier: | Full address \& postcode: | Date moved in: | Date Moved out: |
| :---: | :---: | :---: | :---: |
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## Dependants:

| Dependant of: | Dependant's full name: |  |
| :--- | :--- | :--- |
|  |  | Date of birth: |
|  |  |  |
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| Living with you: |  |  |  |
| :---: | :---: | :---: | :---: |
| Yes | $\square$ | No | $\square$ |
| Yes | $\square$ | No | $\square$ |
| Yes | $\square$ | No | $\square$ |
| Yes | $\square$ | No | $\square$ |
| Yes | $\square$ | No | $\square$ |
| Yes | $\square$ | No | $\square$ |
| Yes | $\square$ | No | $\square$ |
| Yes | $\square$ | No | $\square$ |

## Employment:

|  | Applicant 1: |  |  |  | Applicant 2: |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Employee | $\square$ | Employer | $\square$ | Employee | $\square$ | Employer | $\square$ |
| Type of employment: | Salaried | $\square$ | Director | $\square$ | Salaried | $\square$ | Director | $\square$ |
|  | Sole trader | $\square$ | Partnership | $\square$ | Sole trader | $\square$ | Partnership | $\square$ |
|  | Ltd. Co. | $\square$ | Shareholder | $\square$ | Ltd. Co. | $\square$ | Shareholder | $\square$ |
| Occupation, job title, job description: |  |  |  |  |  |  |  |  |
| If shareholder, current shareholding: |  |  |  |  |  |  |  |  |
| Are you full time or part time? | Full time | $\square$ | Part time | $\square$ | Full time | $\square$ | Part time | $\square$ |
| Name of employer or business name: |  |  |  |  |  |  |  |  |
| Company registration number: |  |  |  |  |  |  |  |  |
| UK incorporated: | Yes | $\square$ | No | $\square$ | Yes | $\square$ | No | $\square$ |
| Trading address of employer or business: |  |  |  |  |  |  |  |  |
| Type of business / industry: |  |  |  |  |  |  |  |  |
| Date employment commenced: |  |  |  |  |  |  |  |  |

## Additional employment:

Type of employment:
Occupation, job title, job description If shareholder, current shareholding Are you full time or part time?

Name of employer or business name:
Company registration number:
UK incorporated:

Trading address of employer or business:

Type of business / industry:
Date employment commenced:


## Previous employment:

Type of employment:
Occupation, job title, job description
If shareholder, previous shareholding
Were you full time or part time?
Name of employer or business name:
Company registration number:
UK incorporated:

Trading address of employer or business:

Type of business / industry:
Date employment commenced:
Date employment ceased


## Professional connections:

Contact name:
Business name
Business address \& postcode:

Office telephone no.
Mobile telephone no.
Email address:
DX no.:

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## Other advisers:

Contact name:
Business name:
Business address \& postcode:

Office telephone no.
Mobile telephone no.
Email address:

| Estate agent/Sourcing agent: Financial advisers: | Mortgage broker: |  |
| :--- | :--- | :--- |
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## Bankers:

|  | Personal bank account: | Business bank account: | Savings/other bank account: |
| :---: | :---: | :---: | :---: |
| Bank name: |  |  |  |
| Name on the account: |  |  |  |
| Account No. |  |  |  |
| Sort code: |  |  |  |
| Bank address \& postcode: |  |  |  |


| Income: | Applicant 1: |  |  |  | Applicant 2: |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Amount received per: | Year | Month | Week | Amount received per: | Year | Month | Week |
| Basic salary: (evidenced on payslip) | £ | $\square$ | $\square$ | $\square$ | £ | $\square$ | $\square$ | $\square$ |
| Guaranteed overtime / bonus: | £ | $\square$ | $\square$ | $\square$ | £ | $\square$ | $\square$ | $\square$ |
| Regular overtime / bonus: | £ | $\square$ | $\square$ | $\square$ | £ | $\square$ | $\square$ | $\square$ |
| Regular commission: | £ | $\square$ | $\square$ | $\square$ | £ | $\square$ | $\square$ | $\square$ |
| State pension income: | £ | $\square$ | $\square$ | $\square$ | £ | $\square$ | $\square$ | $\square$ |
| Private / other pension income: | £ | $\square$ | $\square$ | $\square$ | £ | $\square$ | $\square$ | $\square$ |
| State benefits: (please provide breakdown in notes) | £ | $\square$ | $\square$ | $\square$ | £ | $\square$ | $\square$ | $\square$ |
| Other income: (please provide breakdown in notes) | £ | $\square$ | $\square$ | $\square$ | £ | $\square$ | $\square$ | $\square$ |
| Landlord gross rental income: (last year) | £ |  |  |  | £ |  |  |  |
| Ltd. Co. dividends: (latest accounting year) | £ | $\square$ | $\square$ |  | £ | $\square$ | $\square$ |  |
| Ltd. Co. dividends: (previous accounting year) | £ | $\square$ | $\square$ |  | £ | $\square$ | $\square$ |  |
| Net profit: | £ |  |  | ax year: | £ |  |  | Tax year: |
| (Last three years returns. Provide annual net | £ |  |  | 就 year: | £ |  |  | Tax year: |
|  | £ |  |  | ax year: | £ |  |  | Tax year: |
| Net take home pay from all sources: | £ | $\square$ | $\square$ | $\square$ | £ | $\square$ | $\square$ | $\square$ |

## Expenditure:

Current mortgage or rent:
Current insurance payments:
Current pension contributions:
Alimony payments:
Maintenance for dependants:
Utilities: (gas, electric, water, other fuels)
TV/satellite/broadband/telephone landline:
Mobile phone:
Council tax:
Food/living expenses: (clothing/personal/household)
Childcare, school \& education fees:
Ground rent \& property maintenance:
Essential travel costs: (commuting)
Additional travel costs:
Holidays:
Socialising \& leisure activities:
Regular savings and investments:
Other: (please provide details in the notes)
Totals:

| Applicant 1: | Year | Month | Week | Applicant 2: | Year | Month | Week |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| £ | $\square$ | $\square$ | $\square$ | E | $\square$ | $\square$ | $\square$ |
| £ | $\square$ | $\square$ | $\square$ | £ | $\square$ | $\square$ | $\square$ |
| £ | $\square$ | $\square$ | $\square$ | £ | $\square$ | $\square$ | $\square$ |
| f | $\square$ | $\square$ | $\square$ | E | $\square$ | $\square$ | $\square$ |
| £ | $\square$ | $\square$ | $\square$ | £ | $\square$ | $\square$ | $\square$ |
| £ | $\square$ | $\square$ | $\square$ | £ | $\square$ | $\square$ | $\square$ |
| £ | $\square$ | $\square$ | $\square$ | £ | $\square$ | $\square$ | $\square$ |
| £ | $\square$ | $\square$ | $\square$ | £ | $\square$ | $\square$ | $\square$ |
| £ | $\square$ | $\square$ | $\square$ | E | $\square$ | $\square$ | $\square$ |
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| £ | $\square$ | $\square$ | $\square$ | £ | $\square$ | $\square$ | $\square$ |
| £ | $\square$ | $\square$ | $\square$ | £ | $\square$ | $\square$ | $\square$ |
| £ |  |  |  | £ |  |  |  |

Non-property assets: (saving \& investments)


## Unsecured liabilities: (loans \& credit cards)

| Owner: | Liability type: | Provider/lender: |  |  | End date: | Consolidated into loan? |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | £ | £ |  | Yes | $\square$ | No | $\square$ |
|  |  |  | £ | £ |  | Yes | $\square$ | No | $\square$ |
|  |  |  | £ | £ |  | Yes | $\square$ | No | $\square$ |
|  |  |  | £ | £ |  | Yes | $\square$ | No | $\square$ |
|  |  |  | £ | £ |  | Yes | $\square$ | No | $\square$ |
|  |  |  | £ | £ |  | Yes | $\square$ | No | $\square$ |
|  |  |  | £ | £ |  | Yes | $\square$ | No | $\square$ |
|  |  |  | £ | £ |  | Yes | $\square$ | No | $\square$ |
|  |  |  | £ | £ |  | Yes | $\square$ | No | $\square$ |
|  |  |  | £ | £ |  | Yes | $\square$ | No | $\square$ |

Property Assets, owner-occupied property: (including 2nd homes, family homes, holiday homes etc.)


Buy to let property: (portfolio landlords, those owning 3 or more mortgaged properties, should provide a detailed portfolio spreadsheet)
Owner:

| Current value: |  | Mortgage o/s: |  |  |  |
| :--- | :--- | :--- | :--- | :--- | :---: |
|  | $£$ | $£$ | $£$ | Net value: |  |
|  | $£$ | $£$ |  |  |  |
| $£$ | $£$ | $£$ |  |  |  |
| $£$ | $£$ | $£$ |  |  |  |
| $£$ | $£$ | $£$ |  |  |  |
| $£$ | $£$ | $£$ |  |  |  |


| Lender: | $£$ | Ann. rental inc.: |
| :--- | :--- | :--- |
|  | $£$ | Postcode + name/no.\& street: |
|  | $£$ |  |
|  | $£$ |  |
|  | $£$ |  |
|  | $£$ |  |

## Other secured mortgages/loans:

| Owner: | Liability type: | Provider/lender: |  |  | End date: | Consolidated into loan? |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | £ | £ |  | Yes | $\square$ | No | $\square$ |
|  |  |  | £ | £ |  | Yes | $\square$ | No | $\square$ |
|  |  |  | £ | £ |  | Yes | $\square$ | No | $\square$ |
|  |  |  | £ | £ |  | Yes | $\square$ | No | $\square$ |
|  |  |  | £ | £ |  | Yes | $\square$ | No | $\square$ |
|  |  |  | £ | £ |  | Yes | $\square$ | No | $\square$ |

## Credit profile:

Have you ever had a mortgage or loan application refused or declined for any reason?
Have you ever had a judgement for debt, or a loan default registered against you?
Have you ever been declared bankrupt, in debt management or made an arrangement with creditors?
Have you ever missed or made late regular payments on any credit or loan agreement?
Have you ever failed to keep up payments on current or previous mortgage, loan or rental agreement?

| Applicant 1: |  |  |  | Applicant 2: |  |  |  |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| Yes | $\square$ | No | $\square$ | Yes | $\square$ | No | $\square$ |
| Yes | $\square$ | No | $\square$ | Yes | $\square$ | No | $\square$ |
| Yes | $\square$ | No | $\square$ | Yes | $\square$ | No | $\square$ |
| Yes | $\square$ | No | $\square$ | Yes | $\square$ | No | $\square$ |
| Yes | $\square$ | No | $\square$ | Yes | $\square$ | No | $\square$ |

If any applicant has answered yes to any question above you will need to provide further details and a copy of your credit reports

| Director/Shareholder 1: |  | Director/Shareholder 2: | Director/Shareholder 3: |
| :--- | :--- | :--- | :--- |
|  |  |  | Director/Shareholder 4: |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

## Parental/Guarantor assisted applications:

Parent/Family Member/Guarantor 1: Parent/Family Member/Guarantor 2:
Full name:
Relationship:
Date of Birth:
Nationality:
Country of residence:

|  |  |  |  |
| :--- | :--- | :---: | :---: |
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|  |  |  |  |
| All parents, family member, guarantors, will need to complete a separate Fact Find/application form |  |  |  |

Vendors gift applications: (Including inter family purchases \& landlords)
Company name: (if applicable) $\square$

Full name:
Relationship:
Home address \& full
postcode:

Nationality:
Country of residence:
Nature of gift: (please detail amount of gift and means i.e., cash, equity/discounted sale, other)

## Risks:

Buying any property and arranging finance in order to do so involves taking a risk. Engaging us as your brokers to assist with your application does not completely mitigate all the risks associated with this process as many of these can be outside our control. If the mortgage is regulated then you are offered some protection against financial loses if you can evidence you have been misled or poorly advised by a regulated broker or a lender. If the mortgage is unregulated, then you forego this protection.

- When we introduce a lender to you we cannot be held responsible for any decisions they make. This also includes time delays incurred or change of policy decisions that a lender (or any other associated professional or third party) make in relation to you or your application. A lender can also withdraw a loan offer at any time, and they can issue a notice for a mortgage to be repaid on demand if they have a valid reason to do so.
- Valuers instructed by the lenders are working on the lenders behalf whether you have paid for that valuation or not. We cannot be held responsible for the decisions they make or their professional opinion of the value of your current/proposed property.
- If, in the valuer's opinion, further inspections or reports are required to assess the condition of the property, we or the lender cannot be held responsible for the purpose of this report or the additional costs you may incur.
- We do not engage the services of estate agents and cannot be held responsible for their actions if they withdraw the property or change any terms or conditions of the purchase.
- We do not recommend solicitors (but we can instruct on your behalf if asked to do so). They are not employed by us and therefore, we are not responsible for their delays, or any action or decisions they make in relation to the services they have offered you.
- The type of mortgage/loan being applied for must be appropriate for the purpose, and you must tell us, and the lender, of your true intentions. If you do not, then you may be intentionally or unintentionally be committing mortgage fraud.
- If you borrow money secured against a property for any purpose other than to purchase that property you must ensure the reason to do so is legal and acceptable to the lender.
- You must ensure you have the means to repay the mortgage within the agreed term.
- You must ensure you make adequate provision to maintain your mortgage payments on time and make suitable provision to continue these payments or repay the mortgage if you are unable to do so for any reason.

By returning this form, you acknowledge you have read this document thoroughly and fully understand the risks associated with buying property and applying for mortgage/loan finance.

## Product preferences:

Do you want fixed mortgage rate for a certain period?

Do you want a Bank Base Rate tracker mortgage?

Do you want a lender rate discounted mortgage?

Do you want a cashback (initial sum) mortgage?
Are you happy to pay higher lending fees?
Do you have a deadline completion date?
Would you accept a tie in on a preferential rate?

Do you want lenders fees added to the loan?

Do you plan to pay off all or part of the mortgage during the preferential rate period?
Are you likely to move home during the preferential rate period of the mortgage?
Do you need the mortgage repaid on or before you retire from working?
Do you want to keep your existing mortgage term?
Do you want to guarantee the mortgage is repaid by the end of the term?
Might your household income or expenditure change significantly with the foreseeable future?
Do you have any concerns about interest rate movements?
Do you fully understand the risks associated with taking an interest only mortgage?
Do you understand the risks associated with consolidating unsecured debt into this mortgage? Will you make your own arrangements to repay the mortgage at the end of the term?


## Repayment strategy and protection:

Will this mortgage be repaid in full should any applicant lose their life during the term of the loan?
Will this mortgage be repaid in full should any applicant suffer a serious or debilitating illness or condition? Will you be able to maintain the mortgage payments if any applicant cease to be gainfully employed?
Will you be able to maintain the mortgage payments if any applicant suffer sickness or disability?

## Estate planning:

Do you have a written Will, is it up to date, and is it kept in a secure place?
Has this Will been reviewed within the last 5 years?

| Yes | No | Please provide a brief outline of your current arrangements |
| :---: | :---: | :---: |
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|  |  |  |
| Yes | No | Please provide a brief outline of your current arrangements |
|  |  |  |
| $\square$ | $\square$ |  |

## Additional services:

Do you need our assistance to find solicitors or conveyancers who have experience with the type of mortgage you are applying for?

Do you need our assistance to find suitable accountants or tax advisers experienced in property related advice?

Do you need quotes or guidance to arrange suitable life, critical illness and/or sickness and disability insurance?
Do you need quotes or guidance to arrange suitable building \& contents insurance or professional landlord's cover?
Do you need our assistance to find a suitable professional who could advise you on retirement planning and/or long-term investment?
Do you have any other financial requirements you feel we may be able to help with? (if yes, provide more details below)

## Consent authority:

Please provide names, details and your consent of those we may need to contact on your behalf to obtain the information we require to assist with your application for a mortgage or loan.
Please provide consent and contact details for: $\square$


Please provide consent and contact details for: $\square$

| Name: <br> Position: | I give my authority for you to provide any information requested by W. P. Property Finance on my behalf. |  |  |
| :---: | :---: | :---: | :---: |
| Company: | Name: |  |  |
| Address | Signature: X |  |  |
| Contact No. | Date: |  |  |
| Email: | Ref/Account no/s: |  |  |

Please provide consent and contact details for: $\square$


Please provide consent and contact details for: $\square$


Notes:
Please use this space to record any further information that you feel would be important to us or the lender that may not have been recorded in this and the accompanying enquiry forms we have provided. Any advice we provide on regulated mortgage products will only be based on information in these documents.

## Disclaimer

This Confidential Fact Find \& mortgage/loan application data capture form has been designed to capture the information we need in order to offer advice to you. Advice will only be offered after you have read, accepted, and signed our terms of business. It will be used in conjunction with other forms and documentation requested which will vary according to the nature of your needs and enquiry. The advice given, will only be based on the information you provide in these documents. Any advice we provide to you will be offered in good faith based on our understanding and knowledge of the marketplace at the time. Any mortgage rates discussed or offered are not guaranteed, any quotes provided will only be valid on the day they are issued. Lender's criteria can change at any time; therefore, we cannot guarantee you will be accepted for any loan or mortgage based on this information and cannot be held responsible for any decisions made by any lender. All regulated firms will carry out their own background checks on the validity of any information provided and suspicious activity will be reported to the appropriate authorities


W P Property Finance is the trading name of Positive Property Finance Ltd. East Bridge House, East Street, Colchester, Essex. CO1 2TX Tel. No. 01206586580 which is authorised and regulated by the Financial Conduct Authority under FCA reference number: 702870.

