



the**melton**  
building society

# Regulated Mortgage Contract Application Form

Branch of Issue

## What do you need to submit with your application form?

For Office Use Only

Name(s) .....

Address to be  
mortgaged .....

.....

.....

Date received by MPC .....

A number of documents are required with your mortgage application form. Please ensure that these are submitted when returning the completed form so that we may process your application as quickly as possible.

The information should be supplied for each applicant and we do require original documentation.

For applications submitted by a Mortgage Intermediary copy documents will be acceptable. All copies must be individually certified by the Mortgage Intermediary.

Please see below for details of what is required and tick the relevant box to indicate which documents have been enclosed.

Personal Identification	Address Identification	Proof of Earnings	Proof of Mortgage Payments
Current valid full Passport <input type="checkbox"/>	Domestic Utility Bill * (not mobile telephone) <input type="checkbox"/>	<b>Employed</b>	<b>Proof of Mortgage Payments</b>
Current (old style) full UK Driving Licence <input type="checkbox"/>	Current Council Tax Bill <input type="checkbox"/>	Last 3 payslips <input type="checkbox"/>	Most recent mortgage statement plus proof of payment from last statement date. <input type="checkbox"/>
Current UK Photocard Driving Licence, full or provisional (either part) <input type="checkbox"/>	Bank / Building Society / Credit Card Statement * <input type="checkbox"/>	Last 3 Months Bank Statements <input type="checkbox"/>	
State / Local Authority funded benefit statement <input type="checkbox"/>	State / Local Authority funded benefit statement <input type="checkbox"/>	P60 <input type="checkbox"/>	
Inland Revenue Documentation <input type="checkbox"/>	Inland Revenue Documentation * <input type="checkbox"/>	<b>Self Employed</b>	
Valid Firearms Certificate or Shotgun Licence <input type="checkbox"/>	Council Rent Book <input type="checkbox"/>	Last 3 years trading accounts and projection for current year. <input type="checkbox"/>	
	Current (old style) full UK Driving Licence <input type="checkbox"/>	Last 3 Months Bank Statements <input type="checkbox"/>	
	Current UK Photocard Driving Licence, full or provisional (either part) <input type="checkbox"/>		

\* Items must not be more than 3 months old

**Please complete in BLOCK LETTERS and ensure that all sections are completed**

# For Completion by a Mortgage Intermediary Only

## Mortgage Intermediary

Please ensure that you complete the client verification form below and enclose certified copies of the client identification.

Name ..... FCA Reference No. ....

Firm ..... FCA Reference No. ....  
of principal / network (If appropriate)

Name of principal / network (If appropriate) .....

Address .....

Telephone No. .... Advice at point of sale ..... Advised / Execution only\*

Fax. No. .... Email .....

Has the applicant been seen face to face? ..... Yes / No\* ..... *\*delete as appropriate*

### Broker fees:

Broker fee:	£	Payable on application / completion*
Other	£	Payable on application / completion*

*\*Delete as appropriate*

State here the date you issued a Key Facts Illustration(s) to your client(s)

## Client Verification

This section is for the verification of client identity in accordance with the requirements of the FCA Money Laundering Rules, The Money Laundering Regulations 2003 and the Proceeds of Crime Act 2002.

Proof of identity must be obtained for all applicants. One item from lists A and B is required for each applicant. Please tick the appropriate boxes to indicate what has been used to verify the customer. Please supply copies of the documents used. Copies should be certified, dated and signed "original seen".

*\* Items must not be more than 3 months old.*

<b>A - Personal</b>	1st Applicant	2nd Applicant
Current valid full Passport	<input type="checkbox"/>	<input type="checkbox"/>
Current (old style) full UK Driving Licence	<input type="checkbox"/>	<input type="checkbox"/>
Current UK Photocard Driving Licence, full or provisional (either part)	<input type="checkbox"/>	<input type="checkbox"/>
State / Local Authority funded benefit statement	<input type="checkbox"/>	<input type="checkbox"/>
Inland Revenue Documentation	<input type="checkbox"/>	<input type="checkbox"/>
Valid Firearms Certificate or Shotgun Licence	<input type="checkbox"/>	<input type="checkbox"/>

<b>B - Address</b>	1st Applicant	2nd Applicant
Domestic Utility Bill * (not mobile telephone)	<input type="checkbox"/>	<input type="checkbox"/>
Current Council Tax Bill	<input type="checkbox"/>	<input type="checkbox"/>
Bank / Building Society / Credit Card Statement *	<input type="checkbox"/>	<input type="checkbox"/>
State / Local Authority funded benefit statement	<input type="checkbox"/>	<input type="checkbox"/>
Inland Revenue Documentation *	<input type="checkbox"/>	<input type="checkbox"/>
Council Rent Book	<input type="checkbox"/>	<input type="checkbox"/>
Current (old style) full UK Driving Licence	<input type="checkbox"/>	<input type="checkbox"/>
Current UK Photocard Driving Licence, full or provisional (either part)	<input type="checkbox"/>	<input type="checkbox"/>

## Arrangement of Insurance

The Society acts as an introducer for the purpose of selling and advising on general insurance products. If you are not authorised for the purposes of advising or arranging on general insurance you should simply pass on details of the customer and we will act in accordance with ICOB.

## Mortgage Intermediary Submission Checklist

It is important that this application form is fully completed and signed before being sent to us for assessment and processing.

To enable us to process it efficiently we require the application to be supported by all relevant documentation at the outset. Failure to provide this may result in delays in processing the application or the application being returned to you.

The standard documentation required in all cases is indicated on the front page of this application form; however there may be additional information and/or documentation that is needed.

Please use the following checklist to ensure that you provide all relevant documentation when submitting the application to us:

Affordability Calculator	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Personal Identification (for all applicants)	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Address Identification (for all applicants)	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Proof of earnings (for all applicants)	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Proof of any other income (if applicable)	YES <input type="checkbox"/>	NA <input type="checkbox"/>
3 Months Full Bank Statements (for all applicants)	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Proof of mortgage or rent payments (if applicable)	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Proof of deposit (if applicable)	YES <input type="checkbox"/>	NA <input type="checkbox"/>
Latest Mortgage Statement (if remortgage application)	YES <input type="checkbox"/>	NA <input type="checkbox"/>

## Declaration

This is to be completed by the Mortgage Intermediary, who has undertaken verification of identity.

I confirm that the firm is authorised by the Financial Conduct Authority and has appropriate permissions to advise on and / or arrange regulated mortgage contracts.

I enclose signed and dated copies of the forms of identification which I have seen in order to comply with the Money Laundering Regulations and Guidance.

I certify that the copies are true copies of the originals which I have seen and checked.

SIGNED: **X**

DATE:

PRINT NAME:

NAME OF INTERMEDIARY FIRM:

# Welcome to the Melton

Thank you for choosing Melton Mowbray Building Society. Our aim is to make the process of applying for a mortgage as simple as possible for you. Our staff will be more than happy to help you fill in this form and answer any questions you may have.

We aim to issue a mortgage offer as promptly as possible, however our ability to do this is dependent on us receiving the information we require from you at an early stage and a timely response to references requested.

If you have a specific completion date in mind, it is important that you tell us at the application stage. It is also important to tell your solicitor so that he / she can ensure that their part in the process is undertaken in time to meet your requirements.

## Assistance is only a call away

We understand that a mortgage can be daunting for many people and would like to offer our assistance in taking away any concerns.

Help can be sought at any stage by telephoning **01664 414141**.

We look forward to being of service.

## 1 Your Mortgage Needs

Purchase price / approximate value of property

£

Total Loan required

£

Term of Loan

years

**House Purchase** - How much of the loan is for

House Purchase?

£

New home improvements

£

Please indicate whether

House Purchase

☐

Remortgage

☐

Self Build

☐

Capital Raising

☐

If in joint names, the loan is for the benefit of both parties

☐

### Remortgage

Repay an existing loan for house purchase

£

Repay an existing loan for home improvements

£

Additional amount for home improvements

£

Repay an existing loan not used for

house purchase / home improvements

£

Other (please provide full details)

£

If already owned please state Year of Purchase

Original purchase price

£

### Other Information

Is the deposit for this loan coming from your own resources?

Yes

☐

No

☐

If No, please provide full details on the **additional information sheet**

Date completion is scheduled

### Mortgage product required

If a completion fee is payable, do you wish to add this the loan?

Yes

☐

No

☐

Repayment method required

Interest Only\*

☐

Repayment

☐

Part and Part

☐

\* If Interest Only, please specify how the loan will be repaid.

If using a combination of the above please specify types and values.

Type

£

Type

£

**Higher Lending Charge** - If your advance is in excess of 75% of the purchase price or valuation, whichever is the lower, it will be necessary for the Society to arrange additional security for which you will be required to pay a higher lending charge.

If there is Higher Lending Charge payable, do you wish to pay this prior to completion ☐ or have it added to the loan. ☐

**The higher lending charge may only be added if the loan amount plus the higher lending charge does not exceed 95% of the purchase price or valuation whichever is the lower (90% on a remortgage) unless otherwise indicated on a particular Product Information Sheet.**

## 2

## Your Personal Details

## FIRST APPLICANT

## JOINT APPLICANT

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>
First Name(s)	<input type="text"/>	<input type="text"/>
Surname and Previous name	<input type="text"/>	<input type="text"/>
Maiden name	<input type="text"/>	<input type="text"/>
Present Address	<input type="text"/>	<input type="text"/>
	Post Code <input type="text"/>	Post Code <input type="text"/>
Email Address	<input type="text"/>	<input type="text"/>
Telephone Nos	Home <input type="text"/>	Home <input type="text"/>
	Daytime (if Different) <input type="text"/>	Daytime (if Different) <input type="text"/>
Lived there since	Month <input type="text"/> Year <input type="text"/>	Month <input type="text"/> Year <input type="text"/>
Previous Address	<input type="text"/>	<input type="text"/>
	Post Code <input type="text"/>	Post Code <input type="text"/>
Lived there since	Month <input type="text"/> Year <input type="text"/>	Month <input type="text"/> Year <input type="text"/>
Age and Date of Birth	<input type="text"/>	<input type="text"/>
National Insurance No.	<input type="text"/>	<input type="text"/>
Marital Status	Single <input type="checkbox"/> Married <input type="checkbox"/> Civil Partnership <input type="checkbox"/>	Single <input type="checkbox"/> Married <input type="checkbox"/> Civil Partnership <input type="checkbox"/>
	Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/>	Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/>
Smoker / Non-Smoker	<input type="text"/>	<input type="text"/>
Nationality	<input type="text"/>	<input type="text"/>
Dependants	Number <input type="text"/> Ages <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Number <input type="text"/> Ages <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

## 3

## Your Current Residence

## FIRST APPLICANT

## JOINT APPLICANT

Are you:-	The Owner <input type="checkbox"/> A Tenant <input type="checkbox"/> Living with family / friends <input type="checkbox"/>	The Owner <input type="checkbox"/> A Tenant <input type="checkbox"/> Living with family / friends <input type="checkbox"/>
Are you a first time buyer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you currently have a mortgage?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**If you have a mortgage on any additional properties please provide details on a separate sheet of paper stating property address, value of property, outstanding mortgage amount and name of lender.**

If no, have you had a mortgage in the last 3 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--	--

Name and Address of current lender / landlord	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Account Number of Mortgage	<input type="text"/>	<input type="text"/>
Balance Outstanding	£ <input type="text"/>	£ <input type="text"/>
Account Holder(s)	<input type="text"/>	<input type="text"/>
Date Started	<input type="text"/>	<input type="text"/>
Monthly Payment	£ <input type="text"/>	£ <input type="text"/>
Are you selling the present property?	No <input type="checkbox"/> Yes <input type="checkbox"/> For <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> For <input type="text"/>

**DETAILS OF ANY PREVIOUS LENDER OR MORTGAGE WITH A SECOND LENDER OTHER THAN DECLARED IN THIS APPLICATION FORM SHOULD BE DETAILED ON THE ADDITIONAL INFORMATION SHEET**

**DETAILS OF ANY PREVIOUS LENDER OR MORTGAGE WITH A SECOND LENDER OTHER THAN DECLARED  
IN THIS APPLICATION FORM SHOULD BE DETAILED ON THE ADDITIONAL INFORMATION SHEET**

## 4 Occupation, Income and Expenditure

### If Employed

#### FIRST APPLICANT

#### JOINT APPLICANT

Post Held  
Company Name  
Company Address

Contact Name  
Company Telephone / Fax No.  
Employed there since

Payroll Number  
Basic Wage / Salary  
Guaranteed Overtime / Bonus /  
Commission

Fixed Term Contract

Permanent Contract

Tel	Fax
Month	Year

£	gross per annum

£	
gross per annum	

Yes ☐ No ☐

Yes ☐ No ☐

Tel	Fax
Month	Year

£	gross per annum

£	
gross per annum	

Yes ☐ No ☐

Yes ☐ No ☐

### Previous Occupation

Post Held  
Company Name  
Company Address

Contact Name

Start Date

End Date

Month	Year
Month	Year

Month	Year
Month	Year

### If Self Employed or a Company Director

Trading Name  
Company Address

Trading Since  
Nature of Business

Company Telephone / Fax No.

Personal Profit: Last 3 years  
and projection

Accountants Name  
Accountants Address  
Accountants Qualifications

Telephone / Fax No.

Month	Year
Tel	Fax
20	£
20	£
Tel	Fax

Month	Year
Tel	Fax
20	£
20	£
Tel	Fax

If you are a company director please state percentage of shareholding

--

%

--

%

### Details of any other income

Source

Source

£	per annum
£	per annum

If maintenance,  
is this by court order

Yes ☐

No ☐

Source

Source

£	per annum
£	per annum

Yes ☐

No ☐

**If rental income, please provide details on a separate sheet stating property address, value of property and outstanding mortgage amount.**

Do you have any savings accounts with the Society?

Yes ☐

No ☐

Yes ☐

No ☐

If Yes please provide details of account number(s)

--	--

Do you have a pension?

Yes ☐

No ☐

Yes ☐

No ☐

Intended/Expected Retirement Age

--

--

Do you have a will?

Yes ☐

No ☐

Yes ☐

No ☐

**Income (Annual)**

Basic Salary / Earnings

£

£

Guaranteed Overtime / Bonus / Allowance

£

£

Regular overtime / bonus / second job

£

£

Pension income

£

£

Invalidity / Disability Benefits

£

£

Maintenance

£

£

Rental Income

£

£

**Monthly Expenditure after completion****Committed Expenditure**

Payslip deductions Applicant 1

£

Payslip deductions Applicant 2

£

Total Monthly Loan/Rent Payments

£

Total Credit Card/Mail Order Balance

£

Pension (not through payslips)

£

Life Insurance

£

Interest Only Repayment Strategy

£

Ground Rent/Service Charge

£

**Applicant 1** - Maximum Overdraft Balance within last 3 months

£

**Applicant 2** - Maximum Overdraft Balance within last 3 months

£

**Basic Essential Expenditure**

Council Tax

£

Water Rates

£

Gas/Electricity/Other household fuel

£

Housekeeping/Food

£

Mobile Telephone

£

Household Insurance

£

Essential Travel (Work/School to include vehicle maintenance)

£

Car Expenses Insurance

£

Car Expenses Tax

£

**Basic Quality of Living Costs**

TV Licence

£

Telephone/Internet/Subscription TV

£

Clothing

£

Alcohol

£

Tobacco

£

Gambling/Lottery

£

Household Maintenance

£

Social travel

£

Child Care/School Fees Monthly/Maintenance

£

Other \_\_\_\_\_ (Please state)

£

Other \_\_\_\_\_ (Please state)

£

Other \_\_\_\_\_ (Please state)

£

DETAILS OF OTHER LOANS / MAINTENANCE PAYMENTS / CHILD CARE COSTS / OTHER COMMITMENTS / BALANCE OUTSTANDING ON CREDIT CARDS ETC.

If there are no other financial commitments please state NONE

A/C No.	Name Lender / Recipient	Amount Outstanding	Monthly Payment	Date of final Payment	Name(s) Held In	*	To be discharged on or before Commencement of this Further Advance?
							Yes No
							Yes No
							Yes No
							Yes No
							Yes No
							Yes No
							Yes No
							Yes No
							Yes No
							Yes No
							Yes No

\* Tick if this is being repaid using the Mortgage Funds

Tick as appropriate	First Applicant		Second Applicant	
	Yes	No	Yes	No
1. Have you ever been party to insolvency proceedings, bankruptcy or made a formal agreement with your creditors, or is there an outstanding bankruptcy petition against you? (if yes bankruptcy registration/discharge date and certificate is required)	Yes	No	Yes	No
2. Have you ever entered into a Voluntary Arrangement? (IVA or VA or trust deed)? (If yes IVA arrangement/completion date and name & address of IVA supervisor is required)	Yes	No	Yes	No
3. Have you ever had County Court Judgements (or decrees) registered against you?	Yes	No	Yes	No
4. Have you ever been party to a mortgage where possession or voluntary surrender took place? (If yes, provide an explanation including dates and actions taken by the lender to recover the shortfall)	Yes	No	Yes	No
5. Have you ever been refused a mortgage on the property to be mortgaged or any other property?	Yes	No	Yes	No
6. Have you ever failed to keep up the payments on any existing or previous mortgage or secured loan within the last 12 months?	Yes	No	Yes	No
7. Have you had a cumulative total of three months or more arrears on any secured or unsecured loan at anytime in the last two years?	Yes	No	Yes	No
8. Have you, or anyone normally resident with you been convicted of, or have any prosecution pending, for any offence (other than motoring offences)?	Yes	No	Yes	No
9. Are there any matters that should be brought to the attention of the lender?	Yes	No	Yes	No

**IF YOU HAVE ANSWERED YES TO ANY OF THE ABOVE QUESTIONS YOU MUST PROVIDE FULL DETAILS AND AN EXPLANATION OF CIRCUMSTANCES LEADING TO ANY ADVERSE CREDIT YOU HAVE INCURRED IN THE ADDITIONAL INFORMATION SECTION**



## 6 Property to be Mortgaged

Address of the Property for which the loan is required

Post Code

Vendors Name / Telephone No.

Name	Tel
------	-----

Agents Name / Telephone No.

Name	Tel
------	-----

Type of Property

House	<input type="checkbox"/>	Bungalow	<input type="checkbox"/>	Purpose Built Flat	<input type="checkbox"/>	Other	<input type="text"/>
-------	--------------------------	----------	--------------------------	--------------------	--------------------------	-------	----------------------

Is the Property

Detached	<input type="checkbox"/>	Semi Detached	<input type="checkbox"/>	Mid Terraced	<input type="checkbox"/>	End Terraced	<input type="checkbox"/>	Other	<input type="text"/>
----------	--------------------------	---------------	--------------------------	--------------	--------------------------	--------------	--------------------------	-------	----------------------

Tenur

Freehold	<input type="checkbox"/>	Leasehold*	<input type="checkbox"/>	for <input type="text"/> years, from <input type="text"/>	Ground Rent	£ <input type="text"/> PA
----------	--------------------------	------------	--------------------------	---	-------------	---------------------------

\*If Leasehold, please supply details of Landlord / Management Company.

If a purpose built flat, how many storeys high is the block	<input type="text"/>	and on which floor is the subject flat	<input type="text"/>	Service Charge	£ <input type="text"/> PA
---	----------------------	--	----------------------	----------------	---------------------------

Year Property was Built

<input type="text"/>	No. of Living Rooms	<input type="text"/>	No. of Kitchens	<input type="text"/>
----------------------	---------------------	----------------------	-----------------	----------------------

Does the Property provide the following amenities

Is there a Garage?	Yes <input type="checkbox"/> No <input type="checkbox"/>	No. of Bedrooms	<input type="text"/>	No. of Bathrooms	<input type="text"/>	No. of WC's	<input type="text"/>
Electric	Yes <input type="checkbox"/> No <input type="checkbox"/>	Gas	Yes <input type="checkbox"/> No <input type="checkbox"/>	Water	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Drains	Yes <input type="checkbox"/> No <input type="checkbox"/>	Central Heating	Yes <input type="checkbox"/> No <input type="checkbox"/>				

Is the Property of Traditional Construction

Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, Please provide details
--	-------------------------------

Constuction

Walls:	<input type="checkbox"/> Brick	<input type="checkbox"/> Stone	<input type="checkbox"/> Other
Roof:	<input type="checkbox"/> Tile	<input type="checkbox"/> Slate	<input type="checkbox"/> Flat <input type="checkbox"/> Other

Is the Property Shared Ownership

Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, provide details of % owned and % Housing Association in additional information.
--	---

Is the Property Ex Local Authority

Yes <input type="checkbox"/> No <input type="checkbox"/>	Right to Buy	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--------------	--

Is the Property covered by a

NHBC Certificate	<input type="checkbox"/>	Architects Certificate	<input type="checkbox"/>
------------------	--------------------------	------------------------	--------------------------

Occupancy and use of the Property

Any other Guarantee	<input type="checkbox"/>	Please specify	<input type="text"/>
Will the property be occupied by you or your dependants immediately after purchase?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Will the property be used by you or your dependants wholly for residential purposes?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

If you have answered 'no' to either of the above questions please give details below. If there is to be any business / commercial use of the property, please indicate which floor / site areas are involved.


Please give names, dates of birth and the relationship to the applicants of any persons (other than the applicants) aged 17 or over, who will usually be resident at the property. **If none, state none.**

Title	Full Name	Date of Birth	Relationship

## 7 Your Property Valuation

I / We require (please tick):

<input type="checkbox"/> Basic Mortgage Valuation	<input type="checkbox"/> RICS Homebuyer Survey	<input type="checkbox"/> Building Survey	<input type="checkbox"/>
---	--	--	--------------------------

I / We understand that a basic mortgage valuation is of limited scope and may not reveal defects which might exist in the property.

If we need to access your property any report will be prepared by an independent surveyor on whose behalf the Society accepts no liability.

I / We understand that the relevant fee for my/our selected valuation type is payable at the time of application and that once the valuation/survey has been instructed this fee is non-refundable.

## 8 Your Life Insurance Cover

Do you have sufficient life cover to protect your new mortgage?

Yes ☐ No ☐

Please give details of all life policies to be used in conjunction with this loan.

Life Assurance Company	Type of Policy	Minimum Death Benefit	Policy No.	Maturity Date	Name(s) of Life Assured

I am / we are interested in discussing my / our life protection requirements with an advisor.

Yes ☐ No ☐

## 9 Household Insurance

Melton Mowbray Building Society require you to have adequate Buildings Insurance cover in place with a reputable insurer as a condition of your mortgage. Evidence of this cover will be required prior to completion of your mortgage.

We also strongly recommend that you consider protecting your home contents.

I am / we are interested in discussing my/our household insurance requirements with an advisor.

Yes ☐ No ☐

Current Insurance Arrangements

Name of Insurer	<input type="text"/>	Policy Number	<input type="text"/>
Sum Insured	<input type="text"/>	Renewal Date	<input type="text"/>

## 10 Income Protection

Borrowers should consider making private arrangements to protect their income in the event of them becoming involuntarily unemployed or being unable to work due to accident and sickness.

I am / We are interested in discussing income protection.

Yes ☐ No ☐

Please advise the best times for our insurance advisers to telephone you, if you have indicated that you require a quotation.

### HOUSEHOLD INSURANCE

Preferred Time*:	<input type="text"/>
Contact Number:	<input type="text"/>

### INCOME PROTECTION

Preferred Time*:	<input type="text"/>
Contact Number:	<input type="text"/>

\* Opening times are 9.00am to 5.00pm Monday to Friday and 9.00am to 12.00 Noon Saturday.

## 11 Your Solicitor / Conveyancer

Name of Individual	Name of Firm		
Address			
Post Code			
Tel No.		Fax No.	
OFFICE USE ONLY			Panel No.

**Note: If your Solicitor/Conveyancer is not on the Society's Panel we cannot guarantee that they may be added. You should check whether your Solicitor/Conveyancer is on the Society's Panel. If not, the Society may instruct a separate solicitor to act for it and additional cost will be incurred for which you will be liable.**

## 12 Declaration

We will rely on our Terms and Conditions and Rules. For your own benefit and protection you should read these carefully before signing your agreement to them. If you do not understand any point please ask for further information.

### a. Valuations

I / We understand that if an inspection is carried out by a Valuer for or on behalf of the Society it is not a structural survey and there may be defects in the property which a more detailed inspection would reveal. I / We appreciate that the appropriate valuation fee incurred will have to be paid whether or not the Society grants an advance.

I / We understand that I / we should arrange my / our own survey at our own cost if I / we wish to assess the condition of the property. The Society may be able to arrange this on my / our behalf.

I / We understand that the making of a loan by the Society will not imply any warranty by the Society as to the reasonableness of the purchase price / value, the soundness of construction or state of repair of the property, (or the standard or condition of any works carried out).

### b. Personal Information

I understand that I have a right to access the personal information held by you and to have incorrect information corrected. I (each of us if more than one applying) understand that the information given on this form and given during normal operation of my mortgage will be retained by the lender (the Data Controller) on computer and other records, for the administration of the mortgage for which I am applying.

Personal information which you supply to us may be used in a number of ways: For example

- To make lending decisions
- For fraud prevention
- For audit and debt collection
- For statistical analysis

We may share your information with, and obtain information about you from, credit reference agencies or fraud prevention agencies. If you apply to us for insurance we will pass your details to the insurer. Information provided by you may be put on to a register of claims and shared with other insurers to prevent fraudulent claims.

We will not disclose any information to any company outside the Melton Mowbray Building Society Group except to help prevent fraud, or if required to so by law.

Your telephone calls may be monitored or recorded to prevent or detect crime and for service quality and security purposes.

I / We understand that the Society may share information with:

- Melton Mowbray Building Society Group companies;
- any third party to whom the Society may transfer the benefit of its interests in any mortgage loan made;
- other organisations which might assist the Society in processing my/our application or administering my/our mortgage;
- other organisations which might assist in verifying my/our identity and address;
- HMRC for the purpose of verifying my/our income;
- other appropriate organisations, including debt collection agencies, to enable debtors or defaulters to be traced and pursued for any sums due to the Society;
- any insurance company or local authority to which I/we may make an application for a guarantee with this loan;
- my/our solicitor, financial advisor, any organisation that introduced me/us to the Society or any other professional advisor;
- the individual/company that values the property for mortgage purposes, and the Society may use or provide information about the property to other organisations for the purpose of valuing other properties;
- any fraud prevention agency.

For further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you, please contact Melton Mowbray Building Society, Mutual House, Leicester Road, Melton Mowbray, Leicestershire LE13 0DB.

### c. Credit Searches

The Society 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 Melton Mowbray 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.

I / We understand and agree that Melton Mowbray Building Society may search the files of a credit reference agency at any time during the processing of my /our application through to the end of the mortgage term.

An 'association' between the joint applicants and / or any individual identified as your financial partner, will be created at credit reference agencies, which will link your financial records. You and anyone else with whom you have a financial link understand that each other's information will be taken into account in all further applications by either or both of you. This linking will continue until one of you successfully files a 'disassociation' at the credit reference agencies.

## 12 Declaration (Continued)

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 agencies. We will supply their names and addresses upon request to Melton Mowbray Building Society, Mutual House, Leicester Road, Melton Mowbray, Leicestershire LE13 0DB.

### d. Fraud Prevention

It is important that all information given by you in this application should be accurate, honest and correct to the best of your belief.

In order to prevent or detect fraud, the information provided in this application will be checked with and recorded by a fraud prevention agency.

The Society will make searches for similar applications made by you to other Members and that if fraud is suspected other relevant details will be shared with those Members.

Information may be used by other Members in making decisions about you if you apply to them for a mortgage.

You can find out which fraud prevention agency is used by the Society by writing to Melton Mowbray Building Society, Mutual House, Leicester Road, Melton Mowbray, LE13 0DB or telephoning our Group Lending Department on 01664 414141.

### e. Insurance

I / We authorise you to share information about me / us with insurance companies where appropriate (but not for marketing purposes).

I / We understand that the Society requires all properties under mortgage to be insured and that it is my / our responsibility to ensure that such insurance is in place to provide adequate cover. In respect of household insurance, I / we understand and undertake to:

- Accept sole responsibility for the choice of insurer, the sum insured, the extent of cover and the financial consequences of any terms, conditions or excess imposed;
- Ensure the sum insured is not less than the rebuilding figure given in the valuation report and is index-linked annually;
- 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;
- Request that the interest of Melton Mowbray Building Society is noted on the policy;
- Pay all premiums as they fall due to maintain the policy cover for the life of the mortgage.

I / We understand that Melton Mowbray Building Society accept no responsibility for any loss suffered to me / us in connection with the insurance of the property.

I / We understand the Society's arrangements for providing cover for my / our mortgage payments in the event of unemployment or disability and, if I / we have not indicated that I/we wish to discuss my/our requirements with you, that I am / we are satisfied with our present arrangements and ability to continue our mortgage repayments in such circumstances.

### f. Marketing

I / We understand that you can introduce me / us to Towergate Financial for advice on life insurance, pensions and investments.

The Society may also use and share information including your personal and contact details, information contained in this application and of any services we provide to you, with other members of the Melton Mowbray Building Society Group so that we may keep you informed of news and marketing initiatives including mortgages, savings and investments, life products, loans and credit cards, general insurance and financial planning services and of competitions or offers that may be of interest to you. We use various marketing methods in this respect.

Please tick the relevant boxes to indicate which methods you are content for us to contact you by:

Telephone ☐ Letter / Direct Mail ☐ E-mail ☐

Please note that this will override any previous instructions on other accounts with the Society in your name.

### g. General

I / We understand that borrowers are members of the Society and are bound by its rules.

I / We will pay the costs incurred by the Society in dealing with the application, whether or not the loan is completed.

I / We understand that specific details of early repayment charges in respect of the mortgage product selected will be provided in the Key Facts Illustration and Mortgage Offer.

I / We acknowledge receipt of our disclosure document; 'about our mortgage services' (direct applicants only) and the Key Facts Illustration relating to this application which I / we have read and understood.

I / We understand the contents of this completed application and I / We declare that the information given is, to the best of my / our knowledge and belief correct and complete.

## 12 Declaration (Continued)

I / We authorise any existing or previous lender, employer, landlord, accountant, where relevant, to provide references or other information to Melton Mowbray Building Society, upon request by the Society.

If the application is for a remortgage, I / we authorise Melton Mowbray Building Society, their instructed solicitors, representatives or agents to write to our existing lender to obtain our title deeds, together with the amount to pay off our existing mortgage(s). I / We agree to pay any charges made by our existing lender for this (where appropriate). In addition, I / we authorise Melton Mowbray Building Society, their instructed solicitors, representatives or agents to contact any named occupier of the property, in person, so that the occupier can provide a written declaration postponing any rights of occupation to Melton Mowbray Building Society.

I / We confirm that the property is not tenanted and will not be let without prior written consent from the Society.

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

Are you related to, or do you have a business relationship with, any employee of the Society? YES ☐ NO ☐

Do you have any other loans with the Society be it in your own name or business name? YES ☐ NO ☐

Is there any other information which could be relevant to your application which you have not disclosed? YES ☐ NO ☐

If answering YES to any of the above questions, please provide details on a separate sheet.

**It is important that you read and understand this Declaration before signing below:**

**Form completed by:**

Name	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

<input type="text"/>	<input type="text"/>
Signature / First Applicant	Date

<input type="text"/>	<input type="text"/>
Signature / Joint Applicant	Date

The Society may, at any time before any offer of mortgage is completed, withdraw, revise or cancel the offer.

**Please check to ensure the application form has been signed and that the Direct Debit Form is fully completed.**

---

**Please give details of:-**

- **previous addresses resided in during the past 5 years (Section 2)**
- **previous employers within the past 2 years (Section 4)**
- **mortgage, rent or loan arrears or county court judgements**
- **previous Lender(s) within the past 3 years**
- **any other additional information**

Do you wish to pay fees by: (please tick)

Cheque ☐

(cheques should be made payable to Melton Mowbray Building Society)

Credit / Debit Card ☐

(A surcharge is added if paying by Credit Card - please refer to the Charges leaflet)

If paying by Credit / Debit Card, a member of staff will contact you to take payment details at a later date.

**NOTE:** If application/valuation fees are not paid promptly there may be a delay in the processing of your application.



themelton  
building society

## Instruction to your Bank or Building Society to pay by Direct Debit



Please fill in the form and send to: Melton Mowbray Building Society, Leicester Road, Melton Mowbray, Leicestershire LE13 0DB

Bank / Building Society account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Branch Sort Code

--	--	--	--	--	--

Name and full postal address of your Bank or Building Society

To: The Manager	Bank or Building Society
Address	
Postcode	

Name(s) of Account Holder(s)

--

Reference Number (to be inserted by the Society)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Originators Identification Number

9	4	0	1	1	0
---	---	---	---	---	---

### FOR MELTON MOWBRAY BUILDING SOCIETY - OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society.

All payments are normally taken on the 1st of the Month.

### Instruction to your Bank or Building Society

Please pay Melton Mowbray 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 Melton Mowbray Building Society and, if so, details will be passed electronically to my Bank / Building Society.

Signature(s)

X

Date

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, Melton Mowbray Building Society will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Melton Mowbray 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 Melton Mowbray 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 Melton Mowbray 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.



## **BRANCH OFFICES:**

18 Nottingham Street  
Melton Mowbray  
Leicestershire LE13 1NW  
Telephone: 01664 480214  
Fax: 01664 560321

48 High Street  
Grantham  
Lincolnshire NG31 6NE  
Telephone: 01476 564528  
Fax: 01476 575231

23 High Street  
Oakham  
Rutland LE15 6AH  
Telephone: 01572 757911  
Fax: 01572 757946

## **PRINCIPAL OFFICE:**

Mutual House,  
Leicester Road, Melton Mowbray  
Leicestershire LE13 0DB  
Telephone: 01664 414141  
Fax: 01664 414040  
Website: [www.themelton.co.uk](http://www.themelton.co.uk)



the**melton**  
building society

**Authorised by the Prudential Regulatory Authority and regulated by the  
Financial Conduct Authority and the Prudential Regulatory Authority.**