

Standard Financial Statement

Section A: Account & Borrower Details				
Borrower Information:				
			Borrower 1	Borrower 2
A1	Name			
A2	Mortgage Account Reference No (s)			
A3	Outstanding Mortgage Balance (€)			
A4	Estimated Current Value of Primary Residence (€)			
A5	Monthly Mortgage Repayments Due (€)			
A6	Correspondence Address			
A7	Property Address if different to correspondence Address			
		<i>Please indicate preferred contact method</i>		
A8	Home Telephone			
A9	Mobile			
A10	Work Telephone			
A11	E-mail			
A12	Marital Status			
A13	Date of birth		DD/MM/YYYY	DD/MM/YYYY
A14	No. and age of dependent children		Child1 Child2 Child3 Child4	
A15	Total number in household			
A16	Employed Y/N; if self-employed give details			
A17	Occupation (if unemployed give previous occupation)			
A18	In Permanent employment Y/N			
A19	Name of Employer & Length of Service			
A20	Reason(s) for Review/Arrears			

Section B: Your Monthly Income		Borrower 1	Borrower 2	TOTAL	
B1	Gross Monthly Salary (before tax and any other deductions at				
B2	Net Monthly Salary (after tax and any other deductions at source) ¹				
B3	Monthly Social Welfare Benefits <i>Please list</i>				
B3 (a)	Benefit-				
B3 (b)	Benefit-				
B3 (c)	Benefit-				
B4	Child Benefit				
B5	Mortgage Interest Supplement				
B6	Family Income Support				
B7	Maintenance				
B8	Other, e.g. Pension, room rent, grants (Please Specify)				
B9	Monthly Income from Property assets (other than primary residence) (see E5)				
B10	Monthly income from non-property assets (see F8)				
B11	Total Monthly Income (sum of B2 to B10)				G1

¹ Do not include any deductions made from your salary at source (e.g., pension contribution, health insurance etc.) anywhere else on this form.

Section C: Monthly Household Expenditure		Average Charge ²	Arrears (where applicable)
	Utilities		
C1	Electricity		
C2	Gas /Oil		
C3	Phone (Landline & Internet) ³		
C4	TV/Cable ³		
C5	Mobile Phone		
C6	Refuse Charges		
C7	TV Licence		
	Household		
C8	Childcare		
C9	Elderly care (e.g., carer, nursing home fees etc)		
C10	Food/Housekeeping/Personal Care		
C11	Clothing and Footwear		
C12	Household Repairs/Maintenance		
	Transport Costs		
C13	Petrol		
C14	Motor Insurance /Tax/NCT		
C15	Rail/Bus/Taxi Costs (including school transport costs for children)		
C16	Car Maintenance/Repairs		
C17	Car Parking and Tolls		
	Primary Residence Mortgage-related Costs		
C18	Mortgage Protection/Endowment Premium		
C19	Payment Protection		
C20	House Insurance		
	Education		
C21	Books		
C22	School/ College Fees		
C23	Uniforms		
C24	Extra Curricular activities (e.g. school outings)		
C25	Other (e.g. voluntary contributions)		
	Medical		
C26	Medical Expenses and Prescription Charges ⁴		
C27	Health Insurance ⁵		
	Social		
C28	Lifestyle Expenses (e.g., family events, Christmas, Birthdays, eating out etc.)		
C29	Club membership		
C30	Other - <i>please specify</i>		

² Average charge calculated by totalling last three utility bills and dividing by the number of months to get the average monthly cost.

³ Please identify if these bills are bundled.

⁴ Medical expenses include dentist, optician and any other costs related to health.

⁵ Do not include if Health Insurance is deducted from your wages at source,(i.e., if it has already been deducted from B2)

		Average Charge		Arrears (where applicable)
	Other			
C31	Life Assurance			
C32	Pension Contribution ⁶			
C33	Maintenance paid to spouse/child (if applicable)			
C34	Rent			
C35 (a)	Property Service/Management Charges			
C35 (b)	Other - <i>please specify</i>			
C35 (c)	Other - <i>please specify</i>			
C36	Monthly expenditure on property assets (see E5)			
C37	Monthly Savings			
C38	Total Monthly Expenditure (sum of C1 to C37)		G2	

Please provide details of any steps you have already taken to reduce your monthly expenditure and the savings you have achieved:

Please provide details of any steps you propose to take to reduce your monthly expenditure and the savings you expect to achieve:

⁶ Do not include if Pension Contribution is deducted from your wages at source,(i.e., if it has already been deducted from B2)

	Debt Type	Monthly Repayments			Remaining Term	Total Outstanding Balance €	Arrears Balance €	Lender	Purpose of Loan	Secured? Y/N	Currently Restructured? Y/N	Payment protection Insurance Y/N
		Due €	Being Paid €									
D18	Other Debt (please specify)											
D19	Other Debt											
D20												
D21												
D22	Total (sum of D2 to D21)			G5								

Section E: Property Assets (other than Primary Residence)

	Property (give details below)	Property Type (e.g. Buy to let)	Ownership Type ⁸	Current Value (est) ⁹ €	Loan Balance €	Arrears Balance €	Monthly Rental Income €		Monthly Expenditure (e.g., upkeep, maintenance)		Re-structured Y/N	Monthly Mortgage Payments		Lender	For Sale Y/N
												Due €	Being Paid €		
E1	1														
E2	2														
E3	3														
E4	4														
E5	Total							B 9		C 36			D 17		

Property	Property Assets (other than Primary Residence) Address	Date of Purchase
1		
2		
3		
4		

- **MONTHLY INCOME AND EXPENDITURES RELATED TO PROPERTY ASSETS SHOULD ALSO BE INCLUDED IN SECTIONS B AND C RESPECTIVELY**
- **MONTHLY MORTGAGE REPAYMENTS RELATING TO PROPERTY ASSETS SHOULD BE INCLUDED IN SECTION D**

⁸ For example, sole or joint ownership. Where a property/premises is not 100% owned by customer(s), please state the % amount that is owned

⁹ Please provide a reasonable estimate of the current value of these assets.

Section F: Non-Property Assets

	Asset Type	Original Cost/ Value(€)	Current Estimated Value €	Net Monthly Income	Please Give Any Relevant Details	
F1	Savings/deposits/current account					
F2	Shares					
F3	Motor Vehicle (s)					
F4	Redundancy Payment(s)					
F5	Long-term investment (s)					
F6	Other investment(s)					
F7	Other Assets (e.g., stock, machinery etc)					
F8	Total (sum of F1 to F7)				B 10	

Please list all other liabilities, for example any guarantees given with respect to company borrowing or borrowing by a family member.

Please provide any other information which you believe to be relevant to above:

Protecting Your Information

"Your lender will keep your information confidential and will only use this information for the purpose of assisting you in accordance with its Mortgage Arrears Resolution Process in accordance with your lender's obligations under the Data Protection Acts 1988 and 2003. For more information on your rights under the Data Protection Acts, see the Data Protection Commissioner's website at www.dataprotection.ie"

I declare that the information I have provided represents my/our financial situation, and commit to informing my lender if my situation changes.

I consent to Capita Asset Services (Ireland) Limited conducting a credit reference check.

Signed: _____ Date: _____

Signed: _____ Date: _____

[Note: Declarations confirming the accuracy of the information provided and consent to a credit reference check must be completed for every SFS. Any other declarations requiring the consumer's signature (for example to give permission for the lender to contact other parties regarding the borrowers financial situation) must be optional (i.e., a lender cannot deem the SFS to be incomplete if such declarations are not signed by the consumer).]

Section G: Financial Statement Summary (for office use only)

G1	Total Monthly Income (B11)		
G2	Less Total Monthly Expenditure (C38)	()
G3	Sub-Total (G1 minus G2)		
G4	Less Mortgage Repayments Due (D1)	()
G5	Less Other Monthly Debt Due (D22)	()
G6	Total Surplus/Deficit (subtract G4 and G5 from G3)		

Guiding Principles for completing the SFS

1. We at Capita Asset Services (Ireland) Limited are fully committed to working with customers who are in, or are facing, financial difficulties with their mortgage repayments in order that a mutually-acceptable arrangement can be agreed. We will actively encourage contact with such customers through web sites, media and printed material.
2. We have specially-trained personnel in our offices to deal with customers facing or in financial difficulties.
3. This Standard Financial Statement (SFS) is designed to assist you in setting out your current financial circumstances.
4. We consider that the completion of the SFS is a serious undertaking and we will work with you to ensure that the information is accurate, enabling us to work with you to determine the most appropriate and viable option in each particular customer case.
5. The easiest way to see where you stand financially is to gather all the relevant information and documents so that you can write down all the money you have coming in and going out each month and complete an SFS. (If your income is weekly, multiply it by 52 and divide the result by 12 to get your monthly income.)
6. In the SFS you will have to provide information on your current income, expenses and other amounts you owe and any assets you own. It is important that you include all of your basic living expenses. You are also encouraged to ensure that you are maximising your income, including what social welfare entitlements you may be eligible for such as Mortgage Interest Supplement (see www.keepingyourhome.ie).
7. It is important to fill out the SFS fully and accurately and to provide any relevant documentation that we may need to assess your situation; we will only seek information that is relevant to this assessment.
8. Your completed SFS and other factors relating to your case will be assessed by our Arrears Support Unit which will decide whether or not an alternative repayment arrangement is necessary and, if so, what type(s) of alternative repayment arrangement(s) appropriate to your circumstances can be made available.
9. If an alternative repayment arrangement is not offered to you, we will give you a reason for that decision in writing. You will have the right to appeal that decision; you may appeal to us initially and subsequently to the Financial Services Ombudsman.
10. If you require further information, you can avail of support material available through a number of sources including our website www.capitaassetservices.ie or www.keepingyourhome.ie . You can also seek independent advice from MABS (www.mabs.ie) or an appropriate alternative. If you give us your written consent we will liaise with a third party, nominated by you, to act on your behalf