



DEBT MANAGEMENT ENQUIRY FORM

PLEASE COMPLETE ALL SECTIONS * We will be unable to process incomplete / illegible forms

From (Introducer Name)	Company.....
Telephone	E-mail / Fax Date

	APPLICANT 1	APPLICANT 2
FULL name (including middle name)		
Marital Status		
Maiden / Previous Surnames		
Date of Marriage		
Date of Birth		
Residential Address (inc postcode)		
Previous Addresses (within last 3 years)		
E-mail Address		
Home Telephone		
Mobile		
Work Telephone		
Best time/ number to call		
Number / age of dependents		
Employment Details	Job Title	Job Title
	Employer	Employer
	Date began	Date began
Self employed? If so, how long and nature of business?		
National Insurance Number		

Script for verbal DPA

The information you have provided in your application will be held on our computer records and that of any lender to whom we submit your application. It will be disclosed to credit reference agencies in the form of searches or enquiries while assessing your application and the credit reference agency will keep a record of any search made.

I must tell you that information held about you by the credit reference agencies may be linked to records relating to one or more persons, for example your spouse. For this application you may be treated as financially linked and our lenders and us will consider any associated record.

Can you confirm that we are able to disclose information about your joint application and/or anyone else with whom you say you have a financial link and that you authorise us to make a credit reference search and link or record information about both/all of you? Also can you confirm that we may disclose details of the credit reference search and associated links to your financial adviser for the purposes of considering your application?

Record the applicant's response here Date

(you cannot proceed unless they agree)

Residential Property

Property Address (If different from previous)	
State "Tenant" if renting or LWP if currently with parents	
Who owns the property?	
Date property purchased by you	
Purchase price paid	£
Approx current value	£
Are you intending to sell property	YES/NO
Type of Mortgage i.e.Repayment; Endowment; etc	
Amount owed on mortgage Name of Lender	£
Amount owed on Secured Loan 1? Name of Lender	£
Amount owed on Secured Loan 2? Name of Lender	£
Name of endowment co	
Endowment monthly premium	£
When did endowment premiums commence?	
Any current mortgage arrears? How much approx?	£

Other Assets

Other assets (A)	
e.g. Endowment policies / SAYE (B)	£
Exclude TVs/Computers etc. (C)	£
	£

Motor Vehicle(s)

Make / Model	
Year of manufacture	
Current mileage (approx)	
Date of purchase (month/year)	
Cost price (approx)	£
Present value (approx)	£
Monthly HP	£
Date HP payments complete?	
Name of HP Company (if any)	

Bank/Building Society Accounts

Where do you currently have Bank/ Building society accounts?	
Account number(s)	
Date account(s) opened (approx)	
In whose name(s) are accounts held	
Does account remain in credit?	YES/NO
If overdrawn state usual amount	

MONTHLY INCOME AND EXPENDITURE

INCOME (MONTHLY)	£
YOUR basic pay (net per month)	
YOUR average overtime (net per month)	
YOUR second job net income	
PARTNER basic pay (net month)	
PARTNER overtime (net month)	
PARTNER part time work	
Income support /DLA	
Pensions received	
Child benefit	
Child maintenance received	
Rental income/lodger etc	
Child tax credit	
Working tax credit (not in pay)	
Any other income	
Total Family Income	£

EXPENDITURE (MONTHLY)	£
Mortgage	
House rent	
Ground rent	
Building/contents insurance	
Service charges	
Council tax	
Endowment/other policy	
Loan secured on property – 1	
Loan secured on property – 2	
Gas	
Electricity	
Other Fuels	
Water rates	
Home telephone	
Mobile phone(s)	
Life insurance	
Other medical expenses	
Food	
Toiletries	
Clothing	
School meals / school travel	
Child minding	
Child maintenance paid out	
Smoking	
T.V./Video other rental	
Satellite	
T.V. licence	
OWN vehicle H.P	
OWN vehicle petrol	
OWN vehicle insurance	
OWN vehicle road tax	
OWN vehicle maintenance	
2nd vehicle H.P	
2nd vehicle petrol	
2nd vehicle insurance	
2nd vehicle road tax	
2nd vehicle maintenance	
Other travel costs	
Pets	
Other	
Other	
Other	
Total Expenditure	£

Circumstances and causes of your current financial situation

In your own words, please give as much information as possible – include DATES, EVENTS, any JOB, HEALTH, DIVORCE etc Factors. Also mention any steps you have already taken eg tried to negotiate direct, been to CAB etc **The more information you provide the easier it will be for us to obtain your creditors agreement (continue on a separate sheet if necessary)**