

# Commercial Mortgages Application form



Please complete this form in BLOCK CAPITALS and tick boxes as needed.

Applicants must be at least 18 years of age. If there are more than four applicants, please request a supplementary personal details form for each additional applicant.

In addition, to comply with money laundering regulations, we need to see identification and obtain information about you and your business.

Sole Trader	Section 1
Professional Partnership (eg solicitors, accountants, barristers, architects, doctors practice, dentist.)	Section 2
Non-professional Partnership (not Limited Liability Partnership)	Section 3
Limited Liability Partnership or Limited Company	Section 4
Self Invested Private Pension (SIPP) or Small Self Administered Scheme (SSAS)	Section 5
Power of Attorney	Section 6

## 1 Mortgage details

Amount requested

Repayment term requested

 yrs

Purpose of mortgage

- Purchase  Re-finance  
 Capital raising  Further advance

If capital raising, how will the funds be used?

  
  

Name(s) in which the mortgage will be held

  
  

Special instructions - eg known completion date

  
  

If you are dealing through an intermediary, please give their contact details.

Name

Address

  
  
  
  
Postcode | | | | | | | |

Phone number (including area code)





### 3 Personal details (continued)

#### First applicant

Title

Mr  Mrs  Ms  Miss

Other

Gender  male  female

First name

Middle names (all)

Surname

Previous surname/any other names you use

Date of birth

Nationality (if you have dual nationality, please tell us both)

1st

2nd

Occupation

Job title

Country of residence

Permanent residential address

  
  
  


Postcode | | | | | | | |

Home phone number (including area code)

Mobile phone number

Email address

Previous residential address - if you have lived at your present address for less than three years, please tell us your previous address(es) during this time. If you have had more than one previous address, please use a separate sheet.

  
  
  
  


Postcode | | | | | | | |

Capacity in which applying

Partner  Owner/Sole Trader

Power of Attorney

Director Shareholding  %

Shareholder Shareholding  %

**Employment** - Please give details of any employment outside of the business.

Name of employer

Address of employer

  
  
  


Postcode | | | | | | | |

Occupation

Job title

Length of service

yrs  mths

Will this employment continue?  Yes  No

**Income** - Please give details of any personal income and the source of the income.

Source

Amount

Basic salary £

Bonus £

Overtime/commission £

Dividends £

Other income (Please specify)  £

£

£

**Total income** £

#### Have you ever

- Been bankrupt?  Yes  No
- Made a composition with creditors (where they have accepted a proportion of a debt in full settlement) including an Individual Voluntary Arrangement (IVA)?
- Had a property repossessed?
- Had a court order for debt registered against you?

- Failed to keep up repayments on a mortgage, credit card or other financial arrangement?
- Broken any credit agreements?
- Been associated with a business that has failed to keep up repayments on a mortgage, credit card or other financial arrangement, been insolvent or had a court order for debt registered against it?

If yes, please give details

### 3 Personal details (continued)

#### Second applicant

Title

Mr  Mrs  Ms  Miss

Other

Gender  male  female

First name

Middle names (all)

Surname

Previous surname/any other names you use

Date of birth

|    |

Nationality (if you have dual nationality, please tell us both)

1st

2nd

Occupation

Job title

Country of residence

Permanent residential address

Postcode | | | | | | | |

Home phone number (including area code)

Mobile phone number

Email address

Previous residential address - if you have lived at your present address for less than three years, please tell us your previous address(es) during this time. If you have had more than one previous address, please use a separate sheet.

Postcode | | | | | | | |

Capacity in which applying

Partner  Owner/Sole Trader

Power of Attorney

Director Shareholding  %

Shareholder Shareholding  %

**Employment** - Please give details of any employment outside of the business.

Name of employer

Address of employer

Postcode | | | | | | | |

Occupation

Job title

Length of service

yrs  mths

Will this employment continue?  Yes  No

**Income** - Please give details of any personal income and the source of the income.

Source

Amount

Basic salary  £

Bonus  £

Overtime/commission  £

Dividends  £

Other income (Please specify)  £

£

£

**Total income**  £

**Have you ever**

- Been bankrupt?  Yes  No
- Made a composition with creditors (where they have accepted a proportion of a debt in full settlement) including an Individual Voluntary Arrangement (IVA)?
- Had a property repossessed?
- Had a court order for debt registered against you?

- Failed to keep up repayments on a mortgage, credit card or other financial arrangement?
- Broken any credit agreements?
- Been associated with a business that has failed to keep up repayments on a mortgage, credit card or other financial arrangement, been insolvent or had a court order for debt registered against it?

If yes, please give details

### 3 Personal details (continued)

#### Third applicant

Title

Mr  Mrs  Ms  Miss

Other

Gender  male  female

First name

Middle names (all)

Surname

Previous surname/any other names you use

Date of birth

Nationality (if you have dual nationality, please tell us both)

1st

2nd

Occupation

Job title

Country of residence

Permanent residential address

Postcode | | | | | | | |

Home phone number (including area code)

Mobile phone number

Email address

Previous residential address - if you have lived at your present address for less than three years, please tell us your previous address(es) during this time. If you have had more than one previous address, please use a separate sheet.

Postcode | | | | | | | |

Capacity in which applying

Partner  Owner/Sole Trader

Power of Attorney

Director Shareholding  %

Shareholder Shareholding  %

**Employment** - Please give details of any employment outside of the business.

Name of employer

Address of employer

Postcode | | | | | | | |

Occupation

Job title

Length of service

yrs  mths

Will this employment continue?  Yes  No

**Income** - Please give details of any personal income and the source of the income.

Source

Amount

Basic salary £

Bonus £

Overtime/commission £

Dividends £

Other income (Please specify)  £

£

£

**Total income** £

#### Have you ever

- Been bankrupt?  Yes  No
- Made a composition with creditors (where they have accepted a proportion of a debt in full settlement) including an Individual Voluntary Arrangement (IVA)?
- Had a property repossessed?
- Had a court order for debt registered against you?

- Failed to keep up repayments on a mortgage, credit card or other financial arrangement?
- Broken any credit agreements?
- Been associated with a business that has failed to keep up repayments on a mortgage, credit card or other financial arrangement, been insolvent or had a court order for debt registered against it?

If yes, please give details

### 3 Personal details (continued)

#### Fourth applicant

Title

Mr  Mrs  Ms  Miss

Other

Gender  male  female

First name

Middle names (all)

Surname

Previous surname/any other names you use

Date of birth

Nationality (if you have dual nationality, please tell us both)

1st

2nd

Occupation

Job title

Country of residence

Permanent residential address

Postcode | | | | | | |

Home phone number (including area code)

Mobile phone number

Email address

Previous residential address - if you have lived at your present address for less than three years, please tell us your previous address(es) during this time. If you have had more than one previous address, please use a separate sheet.

Postcode | | | | | | |

Capacity in which applying

Partner  Owner/Sole Trader

Power of Attorney

Director Shareholding  %

Shareholder Shareholding  %

**Employment** - Please give details of any employment outside of the business.

Name of employer

Address of employer

Postcode | | | | | | |

Occupation

Job title

Length of service

yrs  mths

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**Income** - Please give details of any personal income and the source of the income.

Source

Amount

Basic salary £

Bonus £

Overtime/commission £

Dividends £

Other income (Please specify)

£

£

**Total income** £

**Have you ever**

- Been bankrupt?  Yes  No
- Made a composition with creditors (where they have accepted a proportion of a debt in full settlement) including an Individual Voluntary Arrangement (IVA)?
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- Broken any credit agreements?
- Been associated with a business that has failed to keep up repayments on a mortgage, credit card or other financial arrangement, been insolvent or had a court order for debt registered against it?

If yes, please give details





## 6 Additional security details (continued)

If you already own the property please complete this section.

Date property acquired

Purchase price

Outstanding mortgage

Most recent valuation

Date of valuation

Name of current lender

Address of current lender  
  
  
  
  
 Postcode

Mortgage account number

Are there any other charges secured against the property (eg overdraft)?

Yes  No

If yes, please give details

  
  
  
  

## 7 Professional advisors

Please provide details of the solicitor who will be handling the mortgage.

Name

Phone number (including area code)

DX

Address  
  
  
  
 Postcode

## 8 Residential use declaration

I confirm that neither I nor any member of my immediate family currently occupies, or is intending to occupy as a dwelling, a property or properties (buildings and land) which will comprise 40% or more of the total property or properties (buildings and land) over which Abbey has or will have a first charge.

I understand that immediate family means anyone who is a spouse, parent, brother, sister, child, grandparent or grandchild; or any other person whose relationship with me has the characteristics of the relationship between husband and wife.

## 9 Data protection statement

In considering your application, we will search your record at credit reference agencies ("your records"). They will add to your records details of the search and your application and this will be seen by other organisations that make searches. Information held about you by the credit reference agencies may already be linked to records relating to one or more of your partners. For the purpose of this application you may be treated as financially linked and your application will be assessed with reference to any 'associated' records.

An association between joint applicants or between you and any named partner/spouse will be created at the credit reference agency. This will link your financial records, each of which will be taken into account in all future applications by either or both of you. If an association already exists then your application will be assessed with reference to these associated records. This situation will continue until one of you successfully files a disassociation at the credit reference agency.

It is important that you give us accurate information. We will check your details with fraud prevention agencies, and if you give us false or inaccurate information and we suspect fraud, we will record this. Your records will be shared with other organisations and used by us and them to:

- Help make decisions about credit and credit related services, such as insurance for you and members of your household;
- Trace debtors, recover debt, prevent money laundering and fraud, and to manage your accounts.

We, the credit reference agencies and the fraud prevention agencies will also use your records for statistical analysis about credit, insurance and fraud. We may also use information about you to carry out market research. Fraud prevention agency records will also be shared with other organisations to help make decisions on motor, household, credit, life and other insurance proposals and insurance claims, for you and members of your household.

Please phone us on 01244 674411 if you want to have details of those credit reference and fraud prevention agencies from whom we obtain and to whom we pass information about you. You have legal rights to these details. You have a right to receive a copy of the information we hold about you if you apply to us in writing. A fee will be payable.

## 10 Property valuation statement

We may record details of the property and the purchase price (if applicable) on a database which will be used by us and other organisations to value properties, as well as for administration, research and statistical purposes.

We will make a valuation appraisal of the property. The making of an advance implies no representation or warranty as to the condition or value of the property.

## 11 Declarations

I/We, the undersigned, declare that the replies to the questions contained in this application are true and complete in every respect to the best of my/our knowledge and understand that they may form the basis of any contract between me/us and the company making the advance.

I/We have read and agree with the residential use declaration and the data protection and property valuation statements above.

Signature of first applicant

Date

     

Signature of second applicant

Date

     

Signature of third applicant

Date

     

Signature of fourth applicant

Date

     

Please turn over to find out what to do next.

## 12 What to do next

Please make sure you include the relevant paperwork and proof of ID when you return this form

- Details of business experience
- Schedule of assets and liabilities
- Copy of last 3 years accounts
- Supplementary sheets.
- Evidence of income from outside the business eg. payslip

In addition please tick to confirm where you have provided the following

Please return the completed form and additional information to:

The Select Partnership,  
Mallard House, The Sidings,  
Chester Street, CHESTER,  
CH4 8RD