

# Commercial Mortgage Application Form

STAFF USE ONLY: Account No.

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## I. Company Details (Limited Companies & LLPS only)

Company name

Nature of business

Registration Number

Date of Incorporation

Country of Registration

Registered Office  
Address

Postcode

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Time at this address

	years		months
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Correspondence Address

Is this the same as your Registered Office address?

Yes

No

If NO, what is your correspondence address?

Postcode

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Telephone Number

Email Address

Name of Accountant

Please list all shareholders with a shareholding of greater than 25%:

Name

Shareholding

Name

Shareholding

Name

Shareholding

Name

Shareholding

## 2. Your Personal Details

Title

Mr

Mrs

Miss

Ms

Other

Mr

Mrs

Miss

Ms

Other

Marital status

(single, married, civil partner, partner, divorced, widowed)

(single, married, civil partner, partner, divorced, widowed)

First Name

Middle Name(s)

Surname

Has your surname changed in the last 5 years?

Yes

No

If 'Yes' what was your previous surname?

Yes

No

If 'Yes' what was your previous surname?

Date of Birth

2	5

N	O	V	

1	9	8	6

2	5

N	O	V	

1	9	8	6

Nationality

If you are not a European Economic Area National, do you have the right to reside in the UK?

Yes

No

If YES, for how long?

What is your visa type?

Yes

No

If YES, for how long?

What is your visa type?

Current Address

Postcode

Postcode

Time at this address

	years
--	-------

months

Time at this address

	years
--	-------

months

NOTE: IF YOU HAVE HAD ANY OTHER ADDRESSES IN THE LAST 3 YEARS, PLEASE PROVIDE DETAILS IN APPENDIX 3

**The Cumberland**  
For Business

Cumberland Building Society, Cumberland House, Cooper Way, Parkhouse, Carlisle CA3 0JF · Tel 01228 403141 · www.cumberland.co.uk/business

To help us monitor and improve customer service telephone calls may be recorded.

Contact Details

Home

Work

Mobile

Email

Preferred Contact Method

Home

Work

Mobile

Email

Preferred Contact Method

Dependant Children

Number  Ages

Number  Ages

IF THERE ARE MORE THAN 2 APPLICANTS, PLEASE COMPLETE THEIR DETAILS ON A SEPARATE APPLICATION FORM

### 3. Residential Details

Are you:

a homeowner? <input type="checkbox"/>	living with family? <input type="checkbox"/>	a homeowner? <input type="checkbox"/>	living with family? <input type="checkbox"/>
a tenant? <input type="checkbox"/>	other (please give details) <input type="text"/>	a tenant? <input type="checkbox"/>	other (please give details) <input type="text"/>

**If you are a HOMEOWNER please complete this section**

Estimated value of property or sale price	£ <input type="text"/>	£ <input type="text"/>
Do you currently have a mortgage on your residential property?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will this mortgage be repaid before the new mortgage starts?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of lender	<input type="text"/>	<input type="text"/>
Outstanding Balance	£ <input type="text"/>	£ <input type="text"/>
Monthly Payment	£ <input type="text"/>	£ <input type="text"/>

**If you are a TENANT please complete this section**

Monthly rent	£ <input type="text"/>	£ <input type="text"/>	
Have you missed any rent payments?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If YES, please provide dates, amounts & circumstances below		If YES, please provide dates, amounts & circumstances below	
<input type="text"/>		<input type="text"/>	
Landlords Name	<input type="text"/>	<input type="text"/>	
Landlords Address	<input type="text"/>	<input type="text"/>	
	Postcode <input type="text"/>	Postcode <input type="text"/>	

## 4. Employment & Income

Are you:

Employed	<input type="checkbox"/>	Self Employed	<input type="checkbox"/>	Employed	<input type="checkbox"/>	Self Employed	<input type="checkbox"/>
Company Director	<input type="checkbox"/>	Retired	<input type="checkbox"/>	Company Director	<input type="checkbox"/>	Retired	<input type="checkbox"/>
Other	<input type="checkbox"/>	(please give details)		Other	<input type="checkbox"/>	(please give details)	

Will your occupation change on taking this mortgage?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If 'Yes', please give details				If 'Yes', please give details			

At what age do you intend to retire?

**If you are EMPLOYED please complete this section.**

Job Title

Employer's Name

Employer's Address

Postcode

Length of time in this employment

years	<input type="text"/>	months	<input type="text"/>	years	<input type="text"/>	months	<input type="text"/>
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Are you in a probation period?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If YES, how long for?	<input type="text"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If YES, how long for?	<input type="text"/>
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Is your job:

Permanent	<input type="checkbox"/>	Temporary	<input type="checkbox"/>	Permanent	<input type="checkbox"/>	Temporary	<input type="checkbox"/>
Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>
Fixed Term Contract	<input type="checkbox"/>	N/A	<input type="checkbox"/>	Fixed Term Contract	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Income before tax

Wage/Salary	£	<input type="text"/>	pa	Wage/Salary	£	<input type="text"/>	pa		
Regular Overtime	£	<input type="text"/>	pa	Regular Overtime	£	<input type="text"/>	pa		
Is this guaranteed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Is this guaranteed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Average Bonus/Commission	£	<input type="text"/>	pa	Average Bonus/Commission	£	<input type="text"/>	pa		
Is this guaranteed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Is this guaranteed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**If you are SELF EMPLOYED please complete this section**

Nature of business

Trading Name

Trading Address

Postcode

Website

How long has your business been established

Name of accountant

Please provide net profit, salary & dividends (where applicable) for the last 3 years

Year Ended	Net Profit	Salary	Dividends	Year Ended	Net Profit	Salary	Dividends
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

For all **OTHER** income sources, please complete this section

Income	Source		Source	
	Amount	£ <input style="width: 60px;" type="text"/> pa	Amount	£ <input style="width: 60px;" type="text"/> pa
	Is this guaranteed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is this guaranteed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Source		Source	
	Amount	£ <input style="width: 60px;" type="text"/> pa	Amount	£ <input style="width: 60px;" type="text"/> pa
	Is this guaranteed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is this guaranteed?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 5. Assets & Liabilities

PLEASE GIVE DETAILS OF ALL PROPERTIES WHICH YOU CURRENTLY OWN, OTHER THAN THE RESIDENTIAL PROPERTY YOU PROVIDED DETAILS OF IN SECTION 2.  
 IF YOU OWN 4 OR MORE PROPERTIES, PLEASE LEAVE THIS SECTION BLANK AND COMPLETE A PROPERTY SCHEDULE INSTEAD.  
 IF YOU ARE A PORTFOLIO LANDLORD, PLEASE ALSO COMPLETE OUR ANCILLARY QUESTIONS.

Property address, postcode and lender	Value	Loan	Monthly Payment	Rent per/month	Property Use	Owned by
Postcode						
Lender						
Date of Purchase						
Postcode						
Lender						
Date of Purchase						
Postcode						
Lender						
Date of Purchase						

Please give details of any other significant assets you have, such as savings or investments. If you need more space, please use the Additional Information section in appendix 3.

Description	Value	Owner

Please give details of ALL financial commitments you have, such as loans, credit cards, hire purchase agreements or maintenance payments. If you need more space, please use the Additional Information section in appendix 3.

Description	Name of Company	Account or Reference Number	Amount Outstanding	Monthly Payment	Owner

## 6. Credit History

Are your payments up to date on all of your financial commitments?

Yes  No

Yes  No

Have you ever been bankrupt or insolvent?

Yes  No

Yes  No

Have you ever failed to keep up payments on any mortgage, loan, rent or credit card or had a property repossessed as a result of either a voluntary arrangement or a court action?

Yes  No

Yes  No

Have you ever had a County Court Judgement (CCJ) made against you for not making payments?

Yes  No

Yes  No

Have you ever had to make special arrangements (Individual Voluntary Arrangement, Debt Relief Order) with creditors to repay a debt?

Yes  No

Yes  No

Have you ever had a mortgage, loan or tenancy refused?

Yes  No

Yes  No

Have you, or any person normally living with you, ever been charged with any offences other than driving offences, or convictions that are treated as spent under the Rehabilitation of Offenders Act 1974?

Yes  No

Yes  No

*If you have answered yes to any of the above questions, please provide additional information below. Please include dates, amounts and details of the circumstances where possible.*

Additional Information

## 7. Mortgage Requirement

Mortgage Amount & Repayment Term

How much would you like to borrow? £

Over how many years would you like to repay your loan?

Repayment Method

Repayment  Interest Only

### Interest Only Mortgages

It is very important that you understand the implications of an interest only mortgage.

- With an interest-only mortgage, your monthly payments to us will only cover the interest on the loan. They do not repay any of the amount you have borrowed (sometimes called the capital).
- It is your responsibility to make sure that you have suitable arrangements to repay the capital on the interest-only part of your loan by the end of the agreed term.
- If you want to repay the capital on the interest-only part of your loan with an investment policy (for example, an endowment, ISA, PEP or pension), you should be aware of the following:
  - The policy's value when it ends is not normally guaranteed.
  - It is your responsibility to pay the premiums directly to the life assurance company or other provider. If you do not pay the premiums, there will not be enough money to repay the interest only loan at the end of the agreed term.
  - We recommend that you contact the life assurance company or other provider regularly to check that the current predicted maturity values of the policy are enough to repay the loan within the agreed term of the mortgage.
  - Each year, you should receive a statement from your life assurance company or other provider telling you how your policy has performed. It is very important that you monitor the performance of your policy and get advice if the predicted amount payable on maturity falls below the loan amount the policy is intended to repay.
  - A change in your personal circumstances, or changes in economic conditions which could reduce the return on investment policies, may make an interest-only loan less appropriate. We strongly recommend that you regularly review whether or not an interest only loan is still appropriate for you.
  - If you surrender or stop paying premiums into an investment policy, you may not get back what you have paid into the policy and you may lose valuable life cover. You would also need to make other arrangements to repay the loan amount within the agreed mortgage term.
- You must tell us below how you want to repay the capital on the interest-only part of your loan. If your circumstances change and you will no longer be able to repay the loan in this way, it is your responsibility to make other arrangements to repay the amount by the end of the agreed mortgage term.
- If you cannot repay the full capital on the interest-only loan amount at the end of the agreed term, you will still have to pay the outstanding balance. Your remaining loan will have to be transferred to the capital and interest basis over a new term or you will have to sell your property to repay the money you owe us.

If all or part of your mortgage is to be on an interest only basis, how do you plan to repay this amount?

The sale of the property to be mortgaged

The sale of other properties

Investment Policies

Other (please specify)

### HOUSE PURCHASE

(complete this section if you are purchasing a property)

Purchase Price

£

Where is the deposit coming from?

Sale Proceeds what is the estimated sale price? £

what is the total of any outstanding loans? £

Own Savings £

Loan £

Gift £

Is this gift repayable? Yes  No

Other (please give details)

Are you going to carry out any improvements?

Yes  No

If 'Yes', please give details of planned improvements and expected costs

## REMORTGAGE

If you are transferring your existing mortgage (remortgaging) to us or applying for a mortgage on a property which you currently own but which does not have a mortgage on it please complete the following questions.

Estimated current value of the property	£	<input type="text"/>	Outstanding Mortgage Balance	£	<input type="text"/>
Original purchase price	£	<input type="text"/>	Original Purchase Date	<input type="text"/>	
Lender Name	<input type="text"/>		Account Number	<input type="text"/>	
Please tell us what the purpose of any additional borrowing is:	<input type="text"/>				

Since purchasing the property have you had any building work carried out to the property which required planning permission? Yes  No  If 'Yes', please provide details below

Does any part of this loan, either that being transferred, or additional money being raised, relate to funds borrowed for business, or other purposes which do not benefit all borrowers? Yes  No  If 'Yes', please provide details below

Additional Information

## 8. Details of property to be mortgaged

Address of the property that will be mortgaged

Postcode

Use of property

Holiday Let  Buy to Let  Guest House  Hotel  B&B  Retail

Other  (please specify)

If Holiday Let, how many weeks a year do you expect to let the property?

If Holiday Let or Buy to Let:

Estimated annual letting income £

Letting agents commission fees (if applicable) £

Is the property:

Freehold  Heritable for Scotland  (Scotland only) Leasehold

If the property is leasehold, what is:

a) the ground rent £  a year

b) the unexpired term of lease  years

c) the service and maintenance charge £  a year

What are the walls made of?

Brick  Stone  Concrete  Timber Framed

Other (please give details)

What is the roof covering of the main building made of?

Tiles  Slate  Felt  Asphalt  Concrete  Metal

Other (please give details)

Rooms

How many bedrooms does the property have?

How many habitable rooms does the property have?

Living room(s)  Bathroom(s)/wc  Kitchen(s)  Other

Does the property have a garage? Yes  No  If 'Yes', is it: Single  Double  Integral

When was the property built?  If under 10 years old or being built, will the property be covered by NHBC or other warranty? Yes  No

If 'YES', please give details.  
If 'NO', please give the name, professional qualification and address of the supervising architect or surveyor.

Are there any legal restrictions for ownership or occupancy? Yes  No  If 'Yes', please give details

Will anyone aged 18 or over who is not applying for this mortgage be living in the property? (This does not apply in Scotland). Yes  No

If 'YES', will they provide money towards buying the property? Yes  No

	First name and surname	Date of birth	Relationship to person applying
If 'Yes', please give details	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you or any of your immediate family intend to occupy any part of the mortgaged property as a residential dwelling while the mortgage is outstanding? Yes  No

If YES, will you or your immediate family occupy at least 40% of the mortgaged property as a residential dwelling? Yes  No

## 9. Valuation

### Please read this section carefully.

We will assess the suitability of the property for mortgage purposes by a valuation or other means. If we do not carry out a valuation, or you are transferring your mortgage to us, we will not provide you with a copy of a valuation report. If we need a valuation report on the property we will ask a suitably qualified person to prepare this for us. This basic mortgage valuation report is designed to allow us to assess how suitable the property is as a security for the proposed loan. It is based on a limited inspection and does not contain all the information you will need about the property as the prospective owner and occupier of the property. There may be serious faults in the property which the basic mortgage valuation report does not reveal and there may be things missed out which do not matter to us but which would matter to you. You must not rely on this report in any way when deciding whether or not to buy the property.

Neither we nor the valuer accept any responsibility to you or any other person for the basic mortgage valuation report, even if the valuer has been at fault in his or her limited inspection or report. Neither we nor the valuer will say whether the purchase price is reasonable.

The basic mortgage valuation report is not a building survey or a HomeBuyer Report, both of which need a much more detailed inspection and give much more information about the property. You will need to pay higher fees for these.

**We strongly recommend that you get your own more detailed report on the condition and value of the property, based on a detailed inspection, so you can assess whether the property is suitable for your purposes both as an investment and as a place to live. Details of the HomeBuyer Report and building survey are set out in our leaflet 'Mortgages - make the right choice'.**

Please tell us below if you want us to arrange for a HomeBuyer Report, or building survey to be carried out. If you do, we will ask the surveyor to prepare a basic mortgage valuation report for us at the same time.

The contract for a more detailed survey (HomeBuyer Report or building survey) is between you and the surveyor. If you want a HomeBuyer Report carried out by the valuer who is providing us with our basic mortgage valuation report, we will collect a combined survey and valuation fee to help with the administration - please make your cheque for this fee payable to 'Cumberland Building Society'. This arrangement does not make us party to the contract for a HomeBuyer Report and you will still need to sign a contract direct with the surveyor.

As explained in our leaflet, where we charge for a basic mortgage valuation, the fee for this must be paid before the valuation is carried out. Alternatively you may ask a suitably qualified person to prepare a survey for you. If the surveyor you instruct is not on our panel of valuers, we will still need to arrange for a separate basic mortgage valuation report.

What type of mortgage valuation do you require? Mortgage Valuation

HomeBuyer Report and Valuation  If either of these two reports are needed, the surveyor will contact you and ask you to read and sign standard conditions.

Building Survey

How can the valuer gain access to the property? Contact estate agent Name  Phone

Keys are available from Name  Phone

Name  Phone



## 10. Buildings Insurance

Buildings Insurance Policy  
Details

Insurance Company Name

Buildings Policy Number

Inception/Renewal Date of Policy

Buildings Sum Insured £


If you have not yet arranged an insurance policy, please confirm the details below to us in writing when you have arranged the policy. Please note that the policy must have started by exchange of contracts (or concluding missives in Scotland) for new purchases, or the date when the Society releases funds for remortgages.

## 11. Life Protection Insurance

**Loan Protection helps ensure that you can repay the money owed if someone on the mortgage dies or suffers a critical illness.**

As a responsible lender, the Society recommends that you arrange adequate protection for your new loan and is able to offer independent financial advice through its wholly owned subsidiary Cumberland Financial Services Ltd. Cumberland Financial Services Ltd, as part of the Cumberland Building Society Group, benefit from some shared services (e.g. training and premises).

Do you have an existing Life Protection policy in place?

Yes  No

If YES, will this be sufficient to cover this mortgage? Yes  No

Do you require advice from our Independent Financial Advisor to review your current level of cover and any requirements you may need for any increased borrowing?

Yes  No

If NO, please provide reason:

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## 12. Legal Representation

Commercial mortgage transactions are more specialised than normal residential purchase or remortgage transactions. **The Society has differing requirements for legal representation depending on the type of transaction. Please read the sections below carefully and tick which one applies to your circumstances.**

### USING YOUR OWN SOLICITOR

You can use your own solicitor to act for you and us, as long as your solicitor meets the Society's requirements, in the following types of transaction:

- Sole or joint borrower for holiday let property
- Sole or joint borrower Portfolio Landlord
- Sole or joint borrower hospitality lending (Hotel/B&B/Guesthouse) up to £999,999

**Please check with Cumberland Business that your nominated solicitor meets the Society's requirements before you incur any costs, or alternatively please check on the Lender Exchange website.**

Name and address of firm

--

Postcode

--

Name of person acting for you

--

Email address of solicitor

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### USING THE SOCIETY'S NOMINATED SOLICITOR

For the following types of transaction the Society would prefer you to use one of its nominated expert firms of solicitors to act for you, and us, because they are experts in these more complicated transactions. We have negotiated a fee scale with these firms and have agreed service standards in place, which helps to manage the process and minimise risk.

- Limited Company Holiday Let
- Limited Company BTL up to 3 BTLs
- Limited Company Portfolio Landlord
- Lending via a SIPP
- Lending to a LLP
- Personal ownership of the property but a limited company operates the business
- Commercial Investment up to £999,999
- Any other form of commercial lending

We will appoint one of our firms to act for you, and us, and the firm appointed will contact you to progress the transaction.

If you wish to use your own solicitor to act for you we will appoint one of our firms to act for us and over see the process. In such cases there will be a charge made by the Society's solicitors for their services in addition to the charges made by your own solicitors, for which you will be responsible.

**Please check with Cumberland Business that your nominated solicitor meets the Society's requirements before you incur any costs, or alternatively please check on the Lender Exchange website.**

Name and address of firm

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Postcode

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Name of person acting for you

--

Email address of solicitor

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## SEPARATE REPRESENTATION

In the following types of transactions you can appoint your own solicitor to act for you but we will appoint our own solicitor to oversee the process because these types of transactions are the most complicated. In such cases there will be a charge made by the Society's solicitors for their services in addition to the charges made by your own solicitors, for which you will be responsible.

- Residential Development
- Commercial Development
- Cross-company/Inter-company guarantees
- Lending to a Trust
- Complex corporate structures
- Any individual commercial hospitality lending (Hotel/B&B/Guesthouse) lending transaction of £1m or above

**Please check with Cumberland Business that your nominated solicitor meets the Society's requirements before you incur any costs, or alternatively please check on the Lender Exchange website.**

Name and address of firm	<input type="text"/>	Postcode	<input type="text"/>
Name of person acting for you	<input type="text"/>		
Email address of solicitor	<input type="text"/>		

## 13. Keeping you informed

### Keeping in touch

We'd love to keep you up to date with offers, events and the latest information about our products and services. If you're happy for us to do this, please let us know how you'd like us to contact you.

	Applicant 1	Applicant 2
Email	<input type="checkbox"/>	<input type="checkbox"/>
SMS	<input type="checkbox"/>	<input type="checkbox"/>
Post	<input type="checkbox"/>	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	<input type="checkbox"/>

We may also use the personal information you have given us (together with other information) to personalise our communications to you.

	Applicant 1	Applicant 2
I'm happy for you to use my personal information in this way	<input type="checkbox"/>	<input type="checkbox"/>

Our subsidiaries and insurance partner also offer products and services which may be of interest to you. If you're happy to receive occasional communications from them, please let us know how below.

Please note, we may pass your personal information to our subsidiaries so they can send you this information directly, but we will never share your personal information with our insurance partner for marketing purposes.

### Cumberland Sales & Lettings

I'd like to receive information from your estate agents by:

	Applicant 1	Applicant 2
Email	<input type="checkbox"/>	<input type="checkbox"/>
SMS	<input type="checkbox"/>	<input type="checkbox"/>
Post	<input type="checkbox"/>	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	<input type="checkbox"/>

### Borderway Finance Limited

I'd like to receive information from your vehicle finance by:

	Applicant 1	Applicant 2
Email	<input type="checkbox"/>	<input type="checkbox"/>
SMS	<input type="checkbox"/>	<input type="checkbox"/>
Post	<input type="checkbox"/>	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	<input type="checkbox"/>

### Aviva Insurance Limited

I'd like to receive information from your insurance partner by:

	Applicant 1	Applicant 2
Email	<input type="checkbox"/>	<input type="checkbox"/>
SMS	<input type="checkbox"/>	<input type="checkbox"/>
Post	<input type="checkbox"/>	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	<input type="checkbox"/>

If you decide that you no longer want to receive this marketing information you can ask us to stop sending it at any time by emailing us at [help@cumberland.co.uk](mailto:help@cumberland.co.uk); by calling us on 01228 403141, by visiting any Cumberland branch or by writing to us at Cumberland Building Society, FREEPOST, Cumberland House, Cooper Way, Parkhouse, Carlisle, CA3 0JF and we will update your preferences as soon as possible.

## 14. Declarations

- a I/we am/are 18 or over.
- b I/we agree to follow your rules (a copy is available from any branch).
- c The loan will be used for the purposes I/we have given in this application.
- d I/we understand that you will not confirm that the purchase price is reasonable.
- e I/we agree to you transferring or otherwise passing on the benefit of any loan, mortgage and other security for the loan to any other organisation, for example, a building society or associated company of a building society, without contacting me/us. I/we acknowledge that if this transfer took place I/we would no longer be a borrowing member of the Society.
- f If you are taking a guarantee, insurance or other form of security from someone else to cover my liabilities, I/we give you my permission to pass on any confidential financial information about me to the person giving the guarantee, insurance or other security, or their legal adviser.  
I/we understand that this permission relates to any time during the term of the loan, not just now.
- g I/we understand that all guarantors and providers of extra security are required to get independent legal advice before giving the guarantee or providing the security and that this loan cannot start until the advice has been given
- h I/we understand that the first person applying will be the 'representative borrower' as defined in the Building Societies Act 1986. They will be the only person applying who has membership and voting rights.
- i If my/our loan is released in stages and payments are made by direct debit, my/our bank account may be debited with the new monthly payment without me/us being given further notice.
- j If the special offer I/we am taking includes a cashback, refund or valuation fee or contribution towards legal costs, I/we understand this will be sent to my/our solicitor with the funds for this loan.
- k When this mortgage is complete, you may change the address on the savings and investment accounts I/we have with you to show my/our new address if I/we have moved home.
- l I/we understand that I/we can find details of your complaints procedure in the leaflet Complaints Procedure and The Financial Ombudsman Service, which is available from any branch.
- m I/we understand that you may make periodic searches of the Cumberland Group records, credit reference and fraud prevention agencies to manage my/our account with you, to take decisions regarding credit, including whether to make credit available or to continue or extend existing credit.
- n I/we agree that the buildings insurance policy for the property, detailed in section l above, will have the Society's interest noted as mortgagees, that the insurance cover will remain in force at all times, that the sum insured will be maintained at a minimum of the full re-building cost of the property based on our latest valuation report, that any damage to the property will be repaired/reinstated in full, and that the policy cover must include fire; lightning; aircraft; explosion; earthquake; storm; flood; escape of water or oil; riot; malicious damage; theft or attempted theft; falling trees and branches and aerials; heave; landslip; collision; subsidence; accidental breakage of glass and sanitary wear; accidental damage to underground services; public liability to anyone else.
- o I/we authorise Cumberland Building Society to obtain references from any bank/lender/landlord/accountant and from my current or previous employer

I/we understand and confirm that I/we:

- have received an explanation and understand the various mortgage repayment methods.
- have received an explanation of and understand the interest-only mortgage notes in section F.
- am/are satisfied that any existing policies being used in connection with this mortgage are suitable for the purpose and that in agreeing to the loan.
- am/are satisfied that any existing policies being used in connection with this mortgage are suitable for the purpose and that agreeing to the loan, unless specific financial advice has been requested, the Society is not commenting on the suitability of such policies.
- will keep all policies up to date by making separate payments direct to the life assurance company or other provider.
- will make sure that any policies being used in connection with this mortgage have started before contracts are exchanged or the mortgage starts.
- will cancel the existing policy, and will not do this until receipt of confirmation that the new policy has started, if a new life policy is being arranged to replace an existing policy.
- have considered how the mortgage will be repaid upon death or suffering a serious illness and that enough life cover or other protection is in place. Any cover with my current employer will end when leaving that employment.
- will keep safe any policy documents relating to policies that are being used in connection with this mortgage.

If your loan is classed as an Investment Property Loan, then the following declaration also applies:

### Declaration for exemption relating to Investment Property Loans

I/we am/are entering into this agreement wholly or predominantly for the purposes of a business carried on, or intended to be carried on, by me/us.

I/we understand that I/we will not have the benefit of the protection and remedies that would be available to me under the Financial Services and Markets Act 2000 if the loan was a regulated mortgage contract under the Financial Services and Markets Act 2000.

I/we am/are aware that if I/we am/are in any doubt as to the consequences of the loan not being regulated by the Financial Services and Markets Act 2000, then I/we should seek independent legal advice.

I/we confirm that I/we am/are aware that I/we, or any member of my/our immediate family, shall not live in the property for the duration of this loan.

The information I have provided on this form is correct, as far as I know. I have read and fully understand all the notes in this application form.

I agree that Cumberland Building Society will process my personal data in accordance with the [Privacy Policy](#).

I am aware of any early repayment charges which will apply to this loan shown in Section 8 of the Mortgage Quotation.

Signature

Date

Signature

Date

# Appendix 1a

1 Please tick one box to show how you plan to make your regular monthly mortgage payments?

Direct debit please fill in Form 2 below

Transfer from an account with us please fill in Form 1 (page before)

## Form 1 Regular Internal Transfer TO MORTGAGE ACCOUNTS ONLY

Please arrange to start the following regular internal transfer from my/our account on the date shown (see notes below). I/We understand that all transfers are subject to the Cumberland Savings and Current Accounts Conditions, a copy of which is available on request.

Please ✓ as appropriate:

THIS IS A NEW TRANSFER  OR THIS REPLACES AN EXISTING TRANSFER

FOR OFFICE USE ONLY

Movement No  Last Payment of Existing Transfer  -   
eg. 0 8 N O V 0 1

New Payment Details (please complete all boxes)

From Account Number

From Account Name   
eg. Mr A G Smith

To Mortgage Account Number

### Type of transfer Please ✓ as appropriate

FIXED (See Note 1)

VARIABLE (See Note 2)

First payment due  -   
eg. 0 6 J U N 1 3

Last day of current month

First payment amount

N/A

First regular date  -   
eg. 1 0 J U L 1 3

Last day of month

Regular amount

N/A

Transfer to be carried out Weekly  Monthly

N/A

- Notes:**
- Fixed transfers** can be collected on any day of the month. They will not change automatically and you must ask for the amount to be amended if your mortgage or insurance payments change.
  - Variable transfers** can only be collected on the last day of the month. They will automatically change following a change in your interest rate or a change to your monthly insurance premium (if applicable).

### IMPORTANT NOTES

- Please ensure that you have sufficient cleared balance in the account from which the transfer is to be made, on the day before the date you have asked us to make the transfer.
- Where a Sunday or English Bank Holiday falls on the last day of the month, transfers due on this date will be made on the Society working day prior to the last day of the month e.g. if Easter Monday was 31 March the transfer would be done on Saturday 29 March.
- Regular Internal Transfers may only be paid from Instant Access, Instant Savings, Current and Cashcard Accounts.

**Signature(s)** For joint accounts, either person may sign, unless two or more signatures have been instructed.

Date

FOR SOCIETY USE ONLY

Completed by  Date

Checked by  Date

# Appendix 1b

Form 2



## Instruction to your Bank or Building Society to pay Direct Debits



Please fill in the whole form and send it to:

Cumberland Building Society  
Customer Service Department  
Cumberland House  
Cooper Way, Parkhouse, Carlisle CA3 0JF

Originator's Identification Number

9 0 2 3 3 3

1 Name and full postal address of your Bank or Building Society Branch

To: The Manager \_\_\_\_\_ Bank or Building Society  
Address \_\_\_\_\_  
Postcode \_\_\_\_\_

4 Bank or Building Society account number

\_\_\_\_\_

5 Cumberland Building Society reference number

\_\_\_\_\_

6 Instruction to your Bank or Building Society

Please pay Cumberland 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 Cumberland Building Society and, if so, details will be passed electronically to my Bank or Building Society.

2 Name(s) of account holder(s)

\_\_\_\_\_

3 Branch Sort Code (from the top right hand corner of your cheque)

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

Signature(s)

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

#### NOTES ON WHAT YOU NEED TO DO TO ALTER YOUR CURRENT METHOD OF PAYMENT

PAYMENT METHOD	ACTION NEEDED	PAYMENT METHOD	ACTION NEEDED
1. Direct Debit	If the above direct debit is replacing an existing direct debit, you will need to cancel your existing direct debit in writing.	3. Fixed or Variable Internal Transfer from a Cumberland Account	If the above direct debit is replacing an automatic internal transfer, you will need to cancel the transfer in writing.
2. Bankers Order (Standing Order)	If the above direct debit is replacing a bankers order, you will need to cancel your existing bankers order in writing.		



## Appendix 2

Please fully complete this application form and ensure you enclose the following information, so that we can fully assess your application as quickly as possible.

**Bank Statements**

Please provide a copy of the most recent month's bank statement for all personal accounts.

**Property Income**

**Holiday Let Properties**

If the property is already let on a holiday let basis, then a copy of the last 3 years accounts are required showing the annual income achieved or a letter from the letting agents confirming the property address and the letting incomes achieved over the last 3 years. Please note that we look at the net rent, after letting agents commission. If the property is not currently let on a holiday let basis, then please provide a letter from a local letting agent, with experience in holiday lets, showing that the property is in an area suitable for holiday letting and the anticipated annual income achievable.

**Buy to Let Properties**

If the property is already let on a buy to let basis then a copy of the last 3 years accounts or full tax returns are required showing the rental income achieved. Alternatively, a copy of the Assured Shorthold Tenancy agreement can be provided, supported by the most recent 6 months bank statements showing the rental income received.

**Other Income**

If employed, please provide latest P60 together with either last monthly pay slip or last 4 weekly pay slips. If self employed, please provide last 3 years trading accounts for your business.

**ID & Address Verification**

2 forms of ID are required, ideally a Passport and Driving Licence. Other forms of ID are acceptable, if unsure please ask. (Please note that in order to process your application, the Society will accept photocopies of your ID, however certified copies of the originals may be required from your Solicitors prior to completion). A Utility Bill dated within the last 3 months is also required to confirm your residential address.

**Proof of Deposit**

If you are purchasing a property, we require evidence that the required amount of deposit is held, whether this be via Bank Statements, proof of a sale of a property or a gift from a family member or friend.

**Valuation Fee**

as per Valuation Fee Scale available on our website 'How to apply' page. If the property value is higher than those shown in the scale of fees, the Society will need to obtain a quotation from a local valuer.

**Certificate of Incorporation (Limited Companies & LLP applicants only)**

Please provide us with a copy of your certificate of incorporation.

**Memorandum & Articles of Association (Limited Companies & LLP applicants only)**

Please provide us with a copy of the Memorandum & Articles of Association for the company.

# Appendix 3

**Customer Note: Only complete this section if additional information was asked for or would not fit in earlier sections.**

Previous Address

Postcode

Time at this address  years  months

Postcode

Time at this address  years  months

Postcode

Time at this address  years  months

Postcode

Time at this address  years  months

Additional Information

