

Commercial mortgage application for a Sole Trader

Please fill in every answer using block capitals

For mortgage intermediary use only – please complete <u>IN FULL</u>	
Your NBS introducer code:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Your name:	
Name of your business:	
Your business address:	
Your telephone number:	
FSA firm reference:	
Broker fee payable at:	Submission / Offer / Completion £
	Please circle the option that applies
Broker fee refund amount	£

1 Checklist

To make sure you send us all the information we need to deal with your application, please use the checklist below. Tick the boxes that apply to show what is enclosed. We will accept copies of documents if you get your financial adviser or another professional person to certify them as being true copies of the originals. **Please do not send the original documents as we cannot guarantee their safe return.**

Documents	Attached
Proof of identity	
Certified business accounts for the last 3 financial years of your business	
Bank statements for your business for the last 3 months	
Overdraft facility letter in respect of your business (if applicable)	
Lease/tenancy agreements (if applicable)	
Statement of assets and liabilities	

In relation to proof of identity, please provide one of the following documents:

- passport
- driver's licence
- new style national insurance card
- credit card/cheque guarantee card
- police warrant card
- armed forces identity card

Please note that we may also require copies of any of the following documents from you:

- most recent P60
- most recent mortgage statement
- personal bank statements for the last 3 months

2 Business details

Nature of business (main activity):

Your name:

Trading name (if different):

Are you resident in either England or Wales?

Yes

No

Business telephone number:

Fax number:

E-mail:

Correspondence address:

Personal details

a Are you an existing Nottingham Building Society customer?

Yes

No

b Title (Mr, Mrs, Miss, Ms, other):

First names:

Surname:

Previous surname:

Date previous surname changed:

c Date of birth:

d National insurance number:

e Marital status (married, civil partner, single, separated, divorced, widowed):

If different to the correspondence address provided, you must also provide details of each address you have lived at in the last 3 years. Use additional information box on page 8 if required.

Telephone number:

Do any individuals dwell or intend to dwell at the property being offered as security?

Yes

No

If the answer to this question is "yes", please provide the full name and date of birth of each individual below.

Full name:

Date of birth:

1) _____

2) _____

3) _____

4) _____

Does this part equal or exceed 40% of the total security area?

Yes

No

3 Previous applications, credit declarations

Have you applied for a mortgage on this or on any other property before and the mortgage did not go ahead?

Yes		No	
Yes		No	
Yes		No	
Yes		No	

In the last 7 years have you, personally or as a company director, been bankrupt, insolvent or entered into any arrangement with your creditors?

In the last 7 years have you, personally or as a company director, had a judgement made against you?

In the last 7 years have you been in arrears with any mortgage, rental or personal loan payments?

If the answer to any of the questions in this section is "yes", please give details below.

4 Connected borrowings

Have we made any other loan or loans to you (whether as a sole trader, in your individual capacity or as a joint borrower with any other person or persons)?

Yes No

If the answer to this question is "yes", please provide the details and account number of the loan or loans below.

5 Property to be mortgaged

Address:

Postcode:

Description and intended use of property:

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Please note that properties converted into bed sits, with shared kitchen and or bathroom facilities, or which may be classified as "House in Multiple Occupancy" for another reason are not acceptable to the Society.

Is the property:

Owner occupied

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Part owner occupied/let

% let

(if you let out or intend to let out the property, please give details of the tenancy arrangement below)

Tenure:

Freehold

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Leasehold

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If leasehold – how many years are left on the lease?

years

– what is the ground rent due each year?

£

– what is the approximate service charge due each year?

£

Tenancy arrangement (if you lease out or intend to lease out the property)

Name of tenant, term of lease and rental income per annum

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6 Current loans/overdraft/HP/other credit commitments of your business

Lender	Purpose	Amount outstanding	Monthly repayments	Original term	Term outstanding

7 The loan

Purchasing

Please answer the following:

Purchase price

£

Where the property is to be purchased, from what source will the balance of the purchase price be obtained?

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Remortgaging

Please answer the following:

Amount of original mortgage:

£

Amount currently outstanding:

£

Price you paid for the property:

£

Estimated market value now:

£

Date you bought the property:

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If additional monies are being borrowed, what are these to be used for?

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In all cases:

Loan required:

£

Term required:

yrs

Method of repayment:

Capital & Interest

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Interest only*

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*** If interest only, it is your responsibility to ensure a repayment vehicle is in place which will repay the capital at the end of the mortgage term.**

8 Bankers' details

Name and address of bankers:

Postcode:

Telephone number:

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How long have you held an account with the current bank:

	yrs
--	-----

Contact:

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Account number:

--

Sort code:

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9 The Valuation

Name and address of person to contact to arrange access to the property:

Telephone number:

Name and address of estate agent selling the property (in relation to a purchase only):

Telephone number:

10 Solicitors' details

Name and address of your solicitors:

Postcode:

Telephone number:

Person acting:

11 Accountants' details

Name and address of accountants:

Postcode:

Telephone number:

Contact:

12 Insurance details

You must have buildings insurance whilst the property is mortgaged to us. Please provide detail of the insurance policy and/or the insurance broker's name and address.

Name and address:

Postcode:

Telephone number:

Policy number:

Contact:

Declaration from the applicant

- a I apply for an advance on a mortgage and believe the statements in this application are true. Any agreement for a loan which may be made by Nottingham Building Society (later called The Nottingham) will be based on those statements.
- b I understand the report and valuation on the property made for The Nottingham by its valuer is only meant to help The Nottingham decide what advance (if any) may be made on the security. I also understand The Nottingham or its valuer does not accept any responsibility for the value or condition of the property because of this report and valuation. (This applies even if the valuer makes a mistake in the report and valuation, or forgets to put something important in the report).
- c I understand that if my application does not proceed to completion, my customer data may be held by The Nottingham and be used for statistical analysis.
- d My solicitor or conveyancer may give The Nottingham all the information they need to help The Nottingham decide whether to lend. I also give up any right to claim confidentiality between solicitor and client or legal privilege over this information.
- e I authorise The Nottingham or any solicitor or conveyancer acting on behalf of The Nottingham in connection with the proposed remortgage of my property to obtain title deeds to the property and obtain a repayment figure from my current lender(s).
- f I understand The Nottingham may give information about this loan to insurance companies if the property is repossessed. I also understand that the information I supply may be shared with insurance companies for the purpose of insurance administration by The Nottingham, or its agents.
- g I authorise The Nottingham to pass information relating to my mortgage application to any solicitor or conveyancer acting on its behalf.

h My personal information

I understand you may:

- check your records for information on any:
 - accounts I already have with you;
 - business accounts I have if I am a director or partner in a small business.
- pass my information to:
 - any employer, accountant, bank, landlord, mortgagee or other relevant person you want to get a reference from;
 - the police or other law enforcement agency if you suspect me of fraud or money laundering;
 - external regulatory bodies.
- use this information to make either manual or automated:
 - assessments of this mortgage application, which might include 'credit scoring';
 - checks about my identity;
 - checks to stop and detect fraud and money laundering;
 - statistical analyses or tests to help you improve your products and services.

i Credit Reference and Fraud Prevention Agencies

- 1) When you apply to The Nottingham for a mortgage, we will check the following records about you and your business partners
- a) Our own;
- b) Personal and business records at credit reference agencies (CRAs). When CRAs receive a search from us they will place a search footprint on your business credit file that may be seen

by other lenders. They supply to us both public (including the electoral register) and shared credit and fraud prevention information.

c) those at fraud prevention agencies (FPAs).

We will make checks such as; assessing this application for credit and verifying identities to prevent and detect crime and money laundering. We may also make periodic searches at CRAs and FPAs to manage your account with us.

- 2) Information on applications will be sent to CRAs and will be recorded by them. Including information on your business and its proprietors and CRAs may create a record of the name and address of your business and its proprietors if there is not one already. Where you borrow from us, we will give details of your accounts and how you manage it/them to CRAs.
- 3) If you borrow and do not repay in full and on time, CRAs will record the outstanding debt. This information may be supplied to other organisations by CRAs and FPAs to perform similar checks and to trace your whereabouts and recover debts that you owe. Records remain on file for 6 years after they are closed, whether settled by you or defaulted.
- 4) If you give us false or inaccurate information and we suspect or identify fraud we will record this and may also pass this information to FPAs and other organisations involved in crime and fraud prevention.
- 5) If you have borrowed from us and do not make payments that you owe us, we will trace your whereabouts and recover debts.
- 6) We and other organisations may access and use from other countries the information recorded by fraud prevention agencies.
- 7) Your data may also be used for other purposes for which you give your specific permission or, in very limited circumstances, when required by law or where permitted under the terms of the Data Protection Act 1998.

How to find out more

This is a condensed version and if you would like to read the full details of how your data may be used please write to us at Commercial Lending Department, 5-13 Upper Parliament Street, Nottingham NG1 2BX or telephone 0115 948 1444.

You can contact the CRAs currently operating in the UK; the information they hold may not be the same so it is worth contacting them all. They will charge you a small statutory fee.

- **CallCredit**, Consumer Services Team, PO Box 491, Leeds, LS3 1WZ or call 0870 0601414
- **Equifax PLC**, Credit File Advice Centre, PO Box 3001, Bradford, BD1 5US or call 0870 010 0583 or log on to www.myequifax.co.uk
- **Experian**, Consumer Help Service, PO Box 8000, Nottingham NG80 7WF or call 0844 4818000 or log on to www.experian.co.uk

Signed:

Applicant:

Date:

Additional information

Bringing your finances closer to home

Instructions to your bank or building society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

Originator's identification number

Nottingham Building Society,
Nottingham House,
5-13 Upper Parliament Street,
Nottingham
NG1 2BX

676530

Reference (for Nottingham Building Society use only)

Name(s) of account holder(s) (at bank / building society)

Bank or building society account number

Branch sort code

Full postal address of your bank or building society

To: The Manager	Bank or building society
Address	
Postcode	

Instruction to your bank or building society

Please pay Nottingham 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 Nottingham Building Society and, if so, details may be passed electronically to my bank or building society.

Signatures
Date

Banks or building societies may refuse to accept Direct Debits from some types of account.

SUN184/1007

You should detach and keep this guarantee

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that take part in the Direct Debit scheme. The efficiency and security of the Scheme is monitored and protected by your own bank or building society.
- If the amounts to be paid or the payment dates change, Nottingham Building Society will notify you 5 working days in advance of your account being debited, or as otherwise agreed.
- If an error is made by Nottingham Building Society or your bank or building society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time, by writing to your bank or building society. Please also send a copy of your letter to our Customer Services Department at the above address.



Corporate member of
Plain English Campaign.
Committed to clearer communication.

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**The
Nottingham**

Bringing your finances closer to home

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