



# Commercial mortgage application for a Partnership

The information on this form will be used to process your Mortgage Application. If successful the details will be used to create a customer record and open an account for you on our systems. If you provide information about other individuals please ensure that you have their permission to disclose their details and inform them that you have shared their data with us for the purposes of your mortgage application.

Please fill in every answer using block capitals

## 1 Checklist

To make sure the Partnership sends us all the information we need to deal with its application, please use the checklist below. Tick the boxes that apply to show what is enclosed. We will accept copies of documents if the Partnership gets its or each of the Partners gets their 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 – for each Partner	
Certified accounts for the last three financial years of the Partnership	
Bank statements of the Partnership for the last three months	
Overdraft facility letter in respect of the Partnership (if applicable)	
Lease/tenancy agreements (if applicable)	
Statement of assets and liabilities for each Partner	

Please see our 'Identification Requirements for Mortgage Customers' leaflet for details of what documents we will accept for each Partner.

Before you instruct your solicitor to do any work, please ensure they have been accepted onto The Nottingham's Solicitor Panel. Please contact your broker or our Customer Services Team.

Please note that we may also require copies of any of the following documents in relation to any Partner:

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

For mortgage intermediary use only – please complete <b>IN FULL</b>	
Your name:	
Name of your business:	
Your business address:	
Your telephone number:	
FCA firm reference:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Level of service given:	Advised <input type="checkbox"/>
Broker fee payable at:	Submission / Offer / Completion £ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please circle the option that applies	

Commercial mortgage application for a Partnership

## 2 Business details

Name of Partnership:

Trading name (if different):

Are all of the Partners resident in either England or Wales?

Yes

No

Nature of business (main activity):

Contact name:

Job title (designation):

Business telephone number:

Fax number:

E-mail:

Correspondence address:

Telephone number:

## Personal details

### First Partner

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 Address:

d Date of birth:

e National insurance number:

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

If you have lived at your current address for less than three years you must also provide details of each address you have lived at in the last three years. Please use the additional information box on page 10.

Telephone number:

## Personal details

### Second Partner

- a Are you an existing Nottingham Building Society customer?
- b Title (Mr, Mrs, Miss, Ms, other):  
First names:  
Surname:  
Previous surname:  
Date previous surname changed:
- c Address:
- d Date of birth:
- e National insurance number:
- f Marital status (married, civil partner, single, separated, divorced, widowed):

Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you have lived at your current address for less than three years you must also provide details of each address you have lived at in the last three years. Please use the additional information box on page 10.

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Telephone number:

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## Personal details

### Third Partner

- a Are you an existing Nottingham Building Society customer?
- b Title (Mr, Mrs, Miss, Ms, other):  
First names:  
Surname:  
Previous surname:  
Date previous surname changed:
- c Address:
- d Date of birth:
- e National insurance number:
- f Marital status (married, civil partner, single, separated, divorced, widowed):

Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you have lived at your current address for less than three years you must also provide details of each address you have lived at in the last three years. Please use the additional information box on page 10.

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Telephone number:

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## Personal details

### Fourth Partner

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 Address:

d Date of birth:

e National insurance number:

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

If you have lived at your current address for less than three years you must also provide details of each address you have lived at in the last three years. Please use the additional information box on page 10.

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:

If you require additional space please use the box on page 10 of this form.

If so, does a Partner or a related person of a Partner (spouse, common law partner, parent, sibling, child, grandchild, grandparent) dwell or intend to dwell at part of the property being offered as security?

Yes  No

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

Yes  No

### 3 Previous applications, credit declarations

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

Yes		No	
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In the last seven years have any of the Partners, personally or as a company director, been bankrupt, insolvent or entered into any arrangement with his or her creditors?

Yes		No	
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In the last seven years have any of the Partners, personally or as a company director, had a judgement made against him or her?

Yes		No	
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In the last seven years have any of the Partners or the Partnership been in arrears with any mortgage, rental or loan payments?

Yes		No	
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Has the Partnership been dissolved, terminated or wound up?

Yes		No	
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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 the Partnership or any of the Partners (whether in their individual capacity or as joint borrowers with any other person or persons)?

Yes  No

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

## 5 Property to be mortgaged

Address:

Postcode:
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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 the Partnership lets out or intends 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 the Partnership leases out or intends 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

Interest only\*

**\* 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 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:

## 9 Solicitors' details

Name and address of the Partnership's solicitors:

Postcode:

Telephone number:

Person acting:

## 10 Accountants' details

Name and address of accountants:

Postcode:

Telephone number:

Contact:



## Important Information

**This is our standard mortgage application upon which we intend to rely. For your own benefit and protection you should read these terms carefully before signing them. If you do not understand any point please ask for further information.**

- a The Partnership applies for an advance on a mortgage and believes 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 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. 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 If the application does not proceed to completion, my customer data may be held by The Nottingham and be used for statistical analysis.
- d The Partnership's solicitor or conveyancer may give The Nottingham all the information they need to help The Nottingham decide whether to lend. The Partnership also gives up any right to claim confidentiality between solicitor and client or legal privilege over this information.
- e The Partnership authorises The Nottingham or any solicitor or conveyancer acting on behalf of The Nottingham in connection with the proposed remortgage of the property to obtain title deeds to the property and obtain a repayment figure from its current lender(s).
- f The Nottingham may give information about this loan to insurance companies if the property is repossessed. The information supplied may be shared with insurance companies for the purpose of insurance administration by The Nottingham, or its agents.
- g The Nottingham is authorised to pass information relating to the mortgage application to any solicitor or conveyancer acting on its behalf.
- h The Nottingham may use my personal information to:
  - check your records for information on any accounts the Partnership or any of the partners may already have with you;
  - pass information in relation to the Partnership or any of the partners 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 the Partnership or any of the Partners 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 the Partnership's and the Partners' identities;
    - checks to stop and detect fraud and money laundering;
    - statistical analyses or tests to help you improve your products and services.
- i The personal information we will/have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If false or inaccurate information is provided and/or if fraud is detected, you could be refused certain services, finance or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights can be found in our privacy policy and by asking for a copy of the full fraud prevention agency notice.

**For a full guide to the use of your personal information by ourselves and at Credit Reference and Fraud Prevention Agencies please refer to our Privacy Policy which can be found at [www.thenottingham.com](http://www.thenottingham.com)**

**Declaration for Partners — this declaration must be signed by all Partners**

**Signatures**

Partner:  Date:

Partner:  Date:

Partner:  Date:

Partner:  Date:

**Additional information**

## Instruction 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:

Nottingham Building Society,  
Nottingham House,  
3 Fulforth Street,  
Nottingham  
NG1 3DL

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


Bank / building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank or building society
Address	
Postcode	

Service user number

760265
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Nottingham Building Society reference number

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For Nottingham Building Society official use only

**DDIS**

This is not part of the instruction to your bank or building society.

### 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.

Signature(s)
Date

Banks and building societies may not accept Direct Debit instructions for some types of accounts.



**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 Nottingham Building Society will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Nottingham 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 Nottingham 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 Nottingham 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.



 Visit [www.thenottingham.com](http://www.thenottingham.com)

**YOUR PROPERTY MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE**