

Intermediary Further Advance Data Capture Form



Roll number A/

Panel Number (If Known)

Payment Route

Additional Borrowing applications will not be permitted within 6 months of completion of the original mortgage.

Please give information in the space provided or tick the appropriate box.

Complete sections 1-9 inclusive for a Key Facts Illustration

1. Applicants

Forename(s)

Surname(s)

Applicant 1

Applicant 2

2. Property Details

Has the client's name or address changed in the last 3 years

Yes No If yes, provide details in section 20.

3. Customer Authority

Has authority been received from at least one applicant to obtain their account details?

Yes No

4. Level of Advice

Commission passed onto applicant(s)

Advised Non Advised

All Part None

5. Intermediary Fees

Fee type

Amount of fee

Is the fee refundable?

Fee due

Fee 1

Fee 2

Fee 3

£

£

£

All Part None

All Part None

All Part None

6. Existing Loan Details

Estimated property value

£

7. New Loan Details

Is any part of the loan for debt consolidation?

Yes No

Reason for loan 1

Loan amount

Cost of service/improvements

Reason for loan 2 (if applicable)

Loan amount

Cost of service/improvements

Is a new additional lending term 1 required, if so, what is the new loan term?

Yes No

New loan term

Would you like this new term to apply to the whole mortgage?

Yes No

If new repayment type renewed?

Yes No

New Repayment Type

Repayment Interest Only Part Interest Only and Part Repayment

Interest Only amount

£

External Investments

ISA amount

Pension amount

Endowment amount

Other investment amount

If other, please specify?

Total premiums

8. Products

Are there any products to be removed, if so, please specify?

Early Repayment Charge to be added to the loan? Yes No

1 2 3 4 5

New product code(s)

Amount allocated to product

Interest Calculation Method-Daily/Annual?

9. Fee Details

Product fee Yes No

Higher Lending Charge Yes No

Arrangement Fee Yes No

Fees to be added to the loan amount and not paid within 14 days of completion.

Complete sections 10-20 for a full additional borrowing application where applicable

10. Current Employment Details

	Applicant 1	Applicant 2
Type of employment	<input type="text"/>	<input type="text"/>
Occupation	<input type="text"/>	<input type="text"/>
Contract type <input checked="" type="checkbox"/>	Permanent <input type="checkbox"/> Probationary <input type="checkbox"/> Piecework <input type="checkbox"/> Sub-contract <input type="checkbox"/> Seasonal/Temp <input type="checkbox"/> Fixed/short term <input type="checkbox"/> Agency <input type="checkbox"/>	Permanent <input type="checkbox"/> Probationary <input type="checkbox"/> Piecework <input type="checkbox"/> Sub-contract <input type="checkbox"/> Seasonal/Temp <input type="checkbox"/> Fixed/short term <input type="checkbox"/> Agency <input type="checkbox"/>
Self-employed? <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Start date of employment	<input type="text"/>	<input type="text"/>
Percentage of business owned	<input type="text"/> %	<input type="text"/> %
Anticipated retirement age	<input type="text"/>	<input type="text"/>
Employer's telephone number	<input type="text"/>	<input type="text"/>
Employer's fax number	<input type="text"/>	<input type="text"/>
Employer/Business name	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode <input type="text"/>	Postcode <input type="text"/>
Foreign address <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Any other income in addition to current employment? <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

(If 'Yes', please complete 'Other Income' in section 14.)

Section 8 cont.

Non-regulated Accounts

The amount of the mortgage on any existing product cannot be amended. The only options are to leave the amount on the product the same, or to remove the product from the mortgage. If any product is to be removed, this must be recorded in this section.

If the removal of a product means that an Early Repayment Charge will be applicable, the applicant must indicate whether this will be added to the loan or paid by the customer.

For each new product selected, the six digit alphanumeric code should be recorded. This must be in the format XXXnnn. In addition, the amount of the mortgage to be transferred to this product should also be recorded.

The total amount on existing and new products should be the same as the total of the loan balances shown on the Customer Summary.

The Interest Calculation Method should be recorded. Where there is no existing Annual Interest product, or the Annual Interest product is being removed, the Interest Calculation Method can be amended to Daily Interest. The account cannot be transferred to Annual Interest, if it is already on Daily Interest.

Section 9

If the customer wishes to pay the fees, then the 'No' box should be ticked.

Section 10

The employment type can be either **Actor, Barrister, Dentist, Doctor (Junior), Doctor (Medical), Driver, Executive, Forces Personnel, House person, Manager, Media Personality, Nurse, Office Staff, Other Employment, Production, Professional, Professional Sports Person, Retired, Sales, Self Employed IT, Consultant, Semi-Professional, Service, Student or Trades.**

If you have answered 'yes' to 'Self-employed', you will need to complete section 12.

Section 11

Complete the income details for the applicant(s).

Section 12

Complete the self-employed details for the applicant(s) where 'yes' has been answered to 'Self-employed' in section 10.

Section 13

Complete the previous employment details for the applicant(s) where appropriate.

Section 14

Complete the other income details for the applicant(s) where 'yes' has been answered to "Any other income in addition to current employment?" in section 10.

Section 15

Complete personal finances for the applicant(s).

Section 16

The commitment type can be either **Budget Account, Buy now pay later, Charge card, Credit card, Current account, Hire purchase, Interest free loan, Loan, Mail order, Maintenance, Mortgage, Overdraft, Rental or Tenancy.**

Each commitment must be recorded separately.

Section 17

Complete payment information for the applicant(s).

Section 18

Complete contact name of person(s) who can arrange for the valuer to enter the property,

Section 19

Complete conveyancer details for the applicant(s), where applicable (e.g. purchase additional land adjacent to property).

Section 20

Complete previous name and address details for the applicant(s) where appropriate.

