

Intermediary Mortgage Data Capture Form

Number of applicants

Is this a remortgage Yes No

Do you require a KFI from Halifax Yes No

Level of service for this application Advised Non Advised

Intermediary fees

Fee type

Amount of fee

How much of the fee is refundable

When payable

Fee 1

£

£

On application

Within 14 days completion

On cancellation

On completion

Fee 2

£

£

On application

Within 14 days completion

On cancellation

On completion

Fee 3

£

£

On application

Within 14 days completion

On cancellation

On completion

Personal details

Title Mr/Mrs/Miss/Ms/Dr/Other

Forename(s) – as shown on id

Surname

Gender

Male Female

Date of birth

Marital status

Married Single

Widowed Separated Divorced

Has your name ever changed

Yes No

Previous first name

Previous middle name

Previous surname

How many dependent children do you have

Nationality

Country of residence

Do you have diplomatic immunity*

Yes No

Work telephone number

Home telephone number

Mobile

Preferred contact number

Email address

Special needs

Large print Braille Audio text

Current address

Postcode

Has your address changed in the last 3 years

Yes No

Date moved into current address

Applicant 2

Male Female

Married Single

Widowed Separated Divorced

Yes No

Yes No

Large print Braille Audio text

Postcode

Yes No

* Halifax do not accept applications where the customer benefits from diplomatic immunity.

Date of issue	<input type="text"/>	<input type="text"/>
Issuing office/organisation	<input type="text"/>	<input type="text"/>
Type of address verification provided	<input type="text"/>	<input type="text"/>
Document reference	<input type="text"/>	<input type="text"/>
Date of issue	<input type="text"/>	<input type="text"/>
Issuing office/organisation	<input type="text"/>	<input type="text"/>
Employment details	Applicant 1	Applicant 2
What type of occupation are you in <i>e.g. Sales, office, professional, trades</i>	<input type="text"/>	<input type="text"/>
Employment type	PAYE <input type="checkbox"/> Self employed <input type="checkbox"/>	PAYE <input type="checkbox"/> Self employed <input type="checkbox"/>
Contract type	Permanent <input type="checkbox"/> Probationary <input type="checkbox"/>	Permanent <input type="checkbox"/> Probationary <input type="checkbox"/>
	Piecework <input type="checkbox"/> Sub-contract <input type="checkbox"/>	Piecework <input type="checkbox"/> Sub-contract <input type="checkbox"/>
	Seasonal/Temp <input type="checkbox"/> Fixed/short term <input type="checkbox"/>	Seasonal/Temp <input type="checkbox"/> Fixed/short term <input type="checkbox"/>
	Agency <input type="checkbox"/>	Agency <input type="checkbox"/>
Start date of employment	<input type="text"/>	<input type="text"/>
Percentage of business owned	<input type="text"/> %	<input type="text"/> %
Anticipated age of retirement	<input type="text"/>	<input type="text"/>
Retirement annual income	£ <input type="text"/>	£ <input type="text"/>
Employer's/business telephone number	<input type="text"/>	<input type="text"/>
Name of employer/business	<input type="text"/>	<input type="text"/>
Employer's/business address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/> Postcode	<input type="text"/> Postcode
Do you have income from any other sources	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Income	(If 'Yes', please complete the 'Other Income' section on page 4.)	
Gross annual income	£ <input type="text"/>	£ <input type="text"/>
Annual commission	£ <input type="text"/>	£ <input type="text"/>
Annual bonus	£ <input type="text"/>	£ <input type="text"/>
Annual overtime	£ <input type="text"/>	£ <input type="text"/>
If self-employed		
Net profit - latest year	£ <input type="text"/>	£ <input type="text"/>
Net profit - previous year (£), if applicable	£ <input type="text"/>	£ <input type="text"/>
Net profit - 2nd previous year (£), if applicable	£ <input type="text"/>	£ <input type="text"/>
What year did you acquire an interest in the business	<input type="text"/>	<input type="text"/>
In what year was the business established	<input type="text"/>	<input type="text"/>
Does the business have accounts	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of accountant's firm	<input type="text"/>	<input type="text"/>

Personal finances (both applicants)

Credit commitments - all applicants

Total monthly credit commitments, (incl all mortgages)

Commitment 1

Commitment 2

Commitment 3

Total monthly credit commitments, (incl all mortgages) to be repaid on or before completion of this mortgage

Commitments definition

Credit commitments are defined as - Unsecured loans, (e.g. Personal loans/HP agreements), 5% balance on credit/store cards. Also include any mortgages & buy now, pay later deals which will not be repaid on completion of this mortgage

Where credit/store cards are cleared monthly, the 5% balance must be entered into the commitments being repaid field.

Total monthly maintenance payments

Product details

Product code (if known)

Product 1

Product 2

Product 3

Type of product e.g. fixed, tracker

Interest rate charged

Product term/end date

Amount allocated to this product

(If there are more than 3 products, please use section 3 on page 8.)

Provide details of the products to be used with this application.

Property information

Postal address of the property

Postcode

Property

What type of property is this

House Bungalow Converted flat Purpose built flat

Detachment type

Detached Semi detached End terrace Mid terrace Other

No of bedrooms

If the property is a flat, number of floors in the block

Which floor is the flat on

Purchase type

Normal Sitting tenant Inheritance Gift Other Local authority

Was the property built in the last 12 months

Yes No

Year property built

Property to be occupied for the first time in its current state

Yes No

Builders name

If a new property is being purchased, please confirm the building standards indemnity scheme

- NHBC Zurich Municipal Consultant Monitored
Premier Guarantee/Liberty Legal Building Lifeplans/Allianz Global Risks CRL
LABC New Homes Warranty LABC Hallmark Warranty Buildzone
Other None
Normal Local Authority New Town Corporation
Housing Assoc. The Coal Authority Builder/developer Halifax selling as possessor
Investment Club

Who is selling the property

Name

Do you currently own the property

Yes No

Do you currently live at the property

Yes No

Will anyone else (aged 17 or over) live at the property

Yes No

Occupation within 12 months

All Part None

Will business be carried out at this property

Yes No

Legal title

What is the tenure of the property

Freehold Leasehold Remaining term of lease (if leasehold)
Common hold Feudal

How much will the following be (if applicable)

Annual ground rent Annual service charge Annual chief rent or feu duty (Scotland)
£ £ £

Entry date – Scotland only

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Type of initial occupancy property

New build Refurbishment Conversion

Remortgage details

(only to be completed for remortgage applications)

Original purchase price

£

Lender's name

Mortgage account number

Outstanding mortgage amount

£

Please provide details of any improvements you have made to the property (including estimated costs)

<input type="text"/>
<input type="text"/>
<input type="text"/>

Has your home or nearby building been damaged by subsidence, heave, landslip or does it show any signs of cracking or bulging of walls

Yes No

Accommodation

Please provide the following details about the property

Number of bedrooms Number of bathrooms Number of separate toilets

Number of living rooms Number of habitable rooms

Does the property have:

Central heating

Full Part None

Central heating type

Gas Electricity Oil Solid fuel Other

A conservatory

Yes No

How many cars can be garaged

Off road parking

Yes No

A garden

Yes No

No. of acres

Road charge liability

Yes No

Is there any other secured lending on the property

Yes No

Reason for remortgage

Remortgage only Remortgage & home improvements

Remortgage & debt consolidation

Remortgage, home improvements & debt consolidation Other

Other secured lending

Name of lender

Loan 1 Loan 2 Loan 3

Account number

To be repaid or postponed

Repaid Postponed Repaid Postponed Repaid Postponed

Customer advised if deed of postponement or ranking agreement needed

Yes No Yes No Yes No

Other occupants

Please give the names of anybody aged seventeen or over and not party to the mortgage who will live at the property. This does not include your children or children of any person who will live with you at the property.

Forename(s)

Surname

Forename(s)

Surname

Valuation details

Valuation type

Valuation Survey and Valuation Building Survey and Valuation

Remortgage Property Assessment Remortgage Valuation

(Applies where product selected offers free valuation incentive)

Access to the property

The keys can be obtained from:

Name

Telephone number

Evening telephone number

Selling agent (if different)

Selling agent's telephone number

Extension

Other contact details

Conveyancers details

Are you using your own conveyancer

Yes No

Name of firm

Address

 Postcode

Who is acting for you

Telephone number

Fax number

(For remortgage only)

Does the remortgage involve other additional services

Yes No

Has the customer been advised of the fee to pay

Yes No

Are there any early repayment charges applicable

Yes No

If yes, is the loan sufficient to cover these fees

Yes No

Is the property in the same names as the new mortgage

Yes No

Has the customer been advised to pay for the transfers

Yes No

Fee information

Application fees

What fees are to be added to the loan and not paid within 14 days of completion

Product fee

Yes No

Higher lending charge

Yes No

Insurance requirements

The property must be insured. We will contact you with details of our general insurance products and provide no obligation quotes, unless insurance has already been arranged.

Would you like an a halifax home insurance quote

Quote No Quote

Has insurance already been arranged

Buildings

Yes No Company

Contents

Yes No Company

Expatriate

Do you intend to occupy the property within 3 years

Yes No

Date returning to the UK

Reason for return to the UK

Supporting information

If you want to provide any additional information to support your application, please use the section below.

Section 1 Additional information on previous addresses



Section 2 Additional information on current/previous employers

Section 3 Any other information you feel we might need to know to help us assess your application for a mortgage, in particular, if the loan extends beyond retirement age. Please confirm how you intend to maintain payments.

Easy ways to make your payments

For your convenience monthly payments will be made from a bank/building society using direct debit. Please complete the section below.

Payment mandate


	Instructions to your bank or building society to pay direct debits	
To: The Manager		Originator's Identification Number
Bank or Building Society		8 8 3 0 0 8
Address		Please pay Halifax Direct Debits from the account detailed on this instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with Halifax and, if so, details will be passed electronically to my Bank/Building Society.
Postcode		
Name of account holder(s)	<input type="text"/>	Signature(s) Date
Bank or Building Society account number	<input type="text"/>	
Branch sort code	<input type="text"/>	
Halifax plc reference number	A/ <input type="text"/> - <input type="text"/>	

Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts.

Do you want to pay your insurance premiums in monthly instalments

Yes No

Please retain this section for your information


<h3>The Direct Debit Guarantee - this should be retained</h3>
<ul style="list-style-type: none">• 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, the Halifax will notify you 10 working days in advance of your account being debited or as otherwise agreed.• If an error is made by Halifax, a division of Bank of Scotland plc, 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 us.

THIS PAGE SHOULD BE READ AND RETAINED BY ALL CUSTOMERS

Customer confirmation

If I apply for a mortgage I confirm that I make the following statements:

I declare that:-

I authorise you to:-

I agree that:-

I understand that:-

Data protection notice

1. I apply for a loan on the security of the property described in this application;
2. I believe the information given in this application is correct.
3. make any enquiries of any third parties for reference purposes and for the third party to disclose any information to you;
4. change the address on all my accounts held with members of your group of companies.
5. you and any subsidiary or associated company of yours, will retain commission paid or allowed on any insurance you arrange;
6. you may be provided, by the policy or plan provider, with any information relating to any life policy or investment plan being taken into consideration by you in connection with this mortgage;
7. I will notify you of any changes in circumstances relating to my purchase or mortgage before it is entered into and I authorise my conveyancer to disclose such information to you;
8. relevant data may be passed to any guarantor of my loan or to their legal adviser;
9. where I am making this application with one other joint applicant (but not more than one other), following completion you may act on the request of either of us for a payment arrangement, payment holiday or the release of any retained funds or drawdown of reserve/credit available under the mortgage. I also agree that such a request may be made in person, in writing, by telephone or online.
10. If I borrow and do not repay in full and on time, you may tell credit reference agencies who will record the outstanding debt and my details may be submitted to the Council of Mortgage Lenders possessions register;
11. I have received information explaining property assessments.
12. I have received an Initial Disclosure Document and a Key Facts Illustration relating to this mortgage.
13. the payment of any fees is non-refundable and shall not mean that you have to make an advance;
14. if I/we choose a Homebuyers Survey and Valuation Report, you will choose the valuer for the property assessment and that it is the valuer's responsibility to agree the Conditions of Engagement for the private survey element with me;
15. when considering an application for credit, you may use the information supplied to you to offer additional products.

To see how we use your information, please read the privacy statement on our website www.halifax.co.uk/privacy or ask for a printed copy of this.

We will use your information to contact you by mail, telephone, e-mail, SMS or otherwise about any other products and services that may be of interest to you. If you do not wish to receive this information please advise your local branch or visit www.halifax.co.uk/privacy for details on how to opt out of this service.

We will search credit reference and fraud prevention agencies to check your identity, credit status and help us make decisions. For this application, we will assess you on your own (except for another party to this application). If you submit an application, you declare that your financial associate's finances will not affect our decision. We check your declaration and may decline the application if it is inaccurate.

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering. Further details explaining how information held by fraud prevention agencies may be used can be obtained by reading the privacy statement at www.halifax.co.uk/privacy or contacting your local branch.

If you apply for a mortgage you agree that we can use your information in the ways described.

Remortgage customer authority

(where applicable)

1. I authorise you or any conveyancers acting for you in connection with the proposed remortgage of my property:
 - to obtain the title deeds to the property;
 - to obtain a repayment figure from my/our current lender(s).
2. I confirm that I will make my own enquiries about and pay any fees or charges made by my current lender in connection with the repayment of my existing mortgage (including any administration fees made in respect of sending the title deeds to your conveyancer and providing a repayment figure and any fees in connection with my existing mortgage).
3. I understand that your conveyancer is only representing you and that if I want independent legal advice at any stage of this transaction I will obtain and get it myself.
4. I understand that you may not arrange for an inspection of the property to be carried out. I further understand that you will not routinely tell me what your assessment of the value of the property is.

I understand that, if you are prepared to make me a loan, I must not rely upon any assessment made as an indication of the value of the property. You have informed me and I accept that, if I require any information about the value or condition of the property or about any health and safety issues, it is my responsibility to obtain independent advice before I go ahead with the remortgage of the property.

I authorise your conveyancer to obtain copies of any document held at any of the land registries in England and Wales, Scotland and Northern Ireland.

Land registry

Halifax is a division of Bank of Scotland plc. Registered in Scotland No. SC327000.
Registered Office: The Mound, Edinburgh EH1 1YZ.

1/50051-11 (05/10)

