



Intermediary Data Capture Form

Version 3

Submission details.

Version 3

What level of advice is being provided

Advised Non advised

Mortgage Club _____

Is the Application being submitted via a Mortgage Club

Yes No

Submission details.

Number of Applicants

1 2 3 4

Type of Applicant

Personal Limited company

About the loan.

Purpose of loan Purchase Remortgage*

First time buyer Yes No

Estimated value/Purchase price £ _____

Loan amount £ _____

Anticipated monthly rental income £ _____

Mortgage Term _____ years

Repayment type

Interest Only Capital Repayment Part/Part*

*If Part/Part

Interest only amount £ _____

Source of deposit

Builder incentive £ _____

Vendor incentive £ _____

Tenants incentive scheme £ _____

Gifted – Family £ _____

Gifted – Other £ _____

Equity £ _____

Saving £ _____

Additional borrowing £ _____

Other £ _____

*If Remortgage

Capital raising purpose

Does the applicant require any additional borrowing over and above their current mortgage? Yes* No

*If Yes

Purpose of additional borrowing

Car Purchase £ _____

Debt Consolidation £ _____

Gambling Debt £ _____

Holiday £ _____

Home Improvements £ _____

Pay Tax £ _____

Other: _____ £ _____

Loan / occupancy details

Have any of the applicants or a related person ever occupied the property? Yes No

Is the applicant letting out the property to buy a new property to live in? Yes No

Will the applicant or a related person occupy the property after completion? Yes No

Does the transaction include a transfer of equity? Yes No

If purchase, will the property be occupied by the vendor of the property? Yes No

About the Limited Company (if applicable).

Limited company name

Registered number

Date of incorporation

Limited company address

Postcode

Is the registered address the same as the
correspondence address

Yes

No

Correspondence address

Postcode

Applicant	Role within business	% Shareholding
Applicant 1		
Applicant 2		
Applicant 3		
Applicant 4		

About the Applicants.

Applicant 1

Title Mr Mrs Miss Ms Dr

First name _____

Middles name(s) _____

Surname _____

Date of birth dd / mm / yyyy

Anticipated/Actual retirement age _____

Nationality _____

Right to reside in the UK Yes No

Length of residency in the UK _____ years _____ months
from birth

Time with bank _____ years _____ months

Marital status Single Married
Separated Divorced
Widow Civil Partnership

Existing customer Yes No

Home telephone number _____

Work telephone number _____

Mobile telephone number _____

National insurance number
(Required for DIP)

Email address _____

Tax status Standard Higher Corporate

Has the applicant been known by
any other name in the last 6 years? Yes* No

*If yes

Previous title Mr Mrs Miss Ms Dr

Previous first name _____

Previous middle name(s) _____

Previous surname _____

Applicant 2

Title Mr Mrs Miss Ms Dr

First name _____

Middles name(s) _____

Surname _____

Date of birth dd / mm / yyyy

Anticipated/Actual retirement age _____

Nationality _____

Right to reside in the UK Yes No

Length of residency in the UK _____ years _____ months
from birth

Time with bank _____ years _____ months

Marital status Single Married
Separated Divorced
Widow Civil Partnership

Existing customer Yes No

Home telephone number _____

Work telephone number _____

Mobile telephone number _____

National insurance number
(Required for DIP)

Email address _____

Tax status Standard Higher Corporate

Has the applicant been known by
any other name in the last 6 years? Yes* No

*If yes

Previous title Mr Mrs Miss Ms Dr

Previous first name _____

Previous middle name(s) _____

Previous surname _____

Residential address details.

Applicant 1

Current address _____

Postcode _____

Residential status

Owner - Mortgaged* Owner - Unencumbered
Renting - Privately Renting - Local Authority/
Housing Association
Living with family/friends Tied Accommodation

From / / to / /

If current address is less than 3 years ago

Previous address _____

Postcode _____

Previous Residential status

Owner - Mortgaged* Owner - Unencumbered
Renting - Privately Renting - Local Authority/
Housing Association
Living with family/friends Tied Accommodation

From / / to / /

*If Owner Mortgaged

Will the current mortgage be redeemed on completion

Yes No*

*If no

Reason for not redeeming on completion

Name of current lender _____

Applicant 2

Current address _____

Postcode _____

Residential status

Owner - Mortgaged* Owner - Unencumbered
Renting - Privately Renting - Local Authority/
Housing Association
Living with family/friends Tied Accommodation

From / / to / /

If current address is less than 3 years ago

Previous address _____

Postcode _____

Previous Residential status

Owner - Mortgaged* Owner - Unencumbered
Renting - Privately Renting - Local Authority/
Housing Association
Living with family/friends Tied Accommodation

From / / to / /

*If Owner Mortgaged

Will the current mortgage be redeemed on completion

Yes No*

*If no

Reason for not redeeming on completion

Name of current lender _____

Employment status.

Applicant 1

- Employed Self employed sole trader
- Self employed partnership Fixed Term contract
- Limited Company Director (≥ 25% shareholding) Sub Contractor
- Retired Not Working

Applicant 2

- Employed Self employed sole trader
- Self employed partnership Fixed Term contract
- Limited Company Director (≥ 25% shareholding) Sub Contractor
- Retired Not Working

You will need to supply the following documents:

Employment	Pay Slip	Bank Statement	SA302	Other
Employed	3 months	3 months	--	P60 (If required)
Fixed Term Contractor	3 months	3 months	--	P60 (If required)
Self Employed (Sole Trader)	--	6 months	Latest	--
Self Employed (Partnership)	--	6 months	Latest	--
Sub-Contractor	3 months	3 months	--	--
Ltd. Co. Director	--	6 months	Latest	--
Retired	--	3 months	Latest Pension Statement	

If Employed, Fixed Term Contract or Sub Contractors.

Applicant 1

Full time Yes No

Company name _____

Job title _____

Start date / / /

Is the position permanent Yes No

Is the contract likely to be renewed Yes No

Current contract end date / / /

Income

Basic Salary £ _____

Allowance £ _____

Overtime £ _____

Commission £ _____

Bonus £ _____

Dividend Income £ _____

Applicant 2

Full time Yes No

Company name _____

Job title _____

Start date / / /

Is the position permanent Yes No

Is the contract likely to be renewed Yes No

Current contract end date / / /

Income

Basic Salary £ _____

Allowance £ _____

Overtime £ _____

Commission £ _____

Bonus £ _____

Dividend Income £ _____

If Employed, Fixed Term Contract or Sub Contractors continued.

Applicant 1

Place of work _____

Company postcode _____

If current employment is less than 3 years ago

Job 1

Employed Self employed sole trader
Self employed partnership Fixed Term contract
Limited Company Director Sub Contractor
(≥ 25% shareholding)
Retired Not Working

Company name _____

Job title _____

Start date / / End date / /

Job 2

Employed Self employed sole trader
Self employed partnership Fixed Term contract
Limited Company Director Sub Contractor
(≥ 25% shareholding)
Retired Not Working

Company name _____

Job title _____

Start date / / End date / /

Applicant 2

Place of work _____

Company postcode _____

If current employment is less than 3 years ago

Job 1

Employed Self employed sole trader
Self employed partnership Fixed Term contract
Limited Company Director Sub Contractor
(≥ 25% shareholding)
Retired Not Working

Company name _____

Job title _____

Start date / / End date / /

Job 2

Employed Self employed sole trader
Self employed partnership Fixed Term contract
Limited Company Director Sub Contractor
(≥ 25% shareholding)
Retired Not Working

Company name _____

Job title _____

Start date / / End date / /

Secondary Employment.

Applicant 1

Employed Self employed sole trader
Self employed partnership Fixed Term contract
Limited Company Director Sub Contractor
(≥ 25% shareholding)
Retired Not Working

Employment details Full time Part time

Company name _____

Job title _____

Start date / / /

Is the position permanent Yes No

Income

Basic Salary £ _____

Allowance £ _____

Overtime £ _____

Commission £ _____

Bonus £ _____

Dividend Income £ _____

Latest year £ _____ / / /

Previous £ _____ / / /

Company address _____

Company postcode _____

Applicant 2

Employed Self employed sole trader
Self employed partnership Fixed Term contract
Limited Company Director Sub Contractor
(≥ 25% shareholding)
Retired Not Working

Employment details Full time Part time

Company name _____

Job title _____

Start date / / /

Is the position permanent Yes No

Income

Basic Salary £ _____

Allowance £ _____

Overtime £ _____

Commission £ _____

Bonus £ _____

Dividend Income £ _____

Latest year £ _____ / / /

Previous £ _____ / / /

Company address _____

Company postcode _____

If Retired.

Pension Income Yes No

(Gross annual amount) £ _____

Service Widows Occupational Other

Pension Income Yes No

(Gross annual amount) £ _____

Service Widows Occupational Other

If Self employed or Limited Company Director.

Applicant 1

Accountant used Yes No

Accountant contact name _____

Accountant address _____

Accountant telephone number _____

Accountant email address _____

Company name _____

Nature of business _____

Date commenced trading / / /

Basic Salary £ _____

Allowance £ _____

Overtime £ _____

Commission £ _____

Bonus £ _____

Dividend Income: £ _____

Percentage of business owned _____ %

Net Profit / Dividends _____ Year ending / / /
(most recent year first)

_____ Year ending / / /

Company address _____

Company postcode _____

Applicant 2

Accountant used Yes No

Accountant contact name _____

Accountant address _____

Accountant telephone number _____

Accountant email address _____

Company name _____

Nature of business _____

Date commenced trading / / /

Basic Salary £ _____

Allowance £ _____

Overtime £ _____

Commission £ _____

Bonus £ _____

Dividend Income: £ _____

Percentage of business owned _____ %

Net Profit / Dividends _____ Year ending / / /
(most recent year first)

_____ Year ending / / /

Company address _____

Company postcode _____

Income.

Applicant 1

Are any of the declared incomes likely to reduce within the foreseeable future Yes No

Applicant 2

Are any of the declared incomes likely to reduce within the foreseeable future Yes No

Property Portfolio.

Total number of properties _____

Estimated value of property £ _____

Total outstanding balance of mortgages £ _____

Total monthly portfolio rental income £ _____

Total monthly portfolio mortgage payments £ _____

Total number of properties _____

Estimated value of property £ _____

Total outstanding balance of mortgages £ _____

Total monthly portfolio rental income £ _____

Total monthly portfolio mortgage payments £ _____

Adverse details.

Applicant 1

Has the applicant ever been in arrears

Yes No

Mortgage Credit card Unsecured loan
Secured loan Hire purchase

Highest number of missed payments in last 3 years _____

Has the applicant ever had a default registered

Yes No

Date Registered / / /

Amount £ _____

Date Satisfied / / /

Has the applicant ever had a County Court Judgment registered

Yes No

Date Registered / / /

Amount £ _____

Date Satisfied / / /

Has the applicant ever been subject to an individual voluntary arrangement

Yes No

Date of IVA / / /

Date Satisfied / / /

Has the applicant ever been made bankrupt

Yes No

Date of bankruptcy order / / /

Date bankruptcy discharged / / /

Has the applicant ever had a property repossessed

Yes No

Date of repossession / / /

Has the applicant at anytime had a criminal conviction

Yes No

Conviction Type

Conditional Discharge Probationary Orders

Fine Compensation Order

Community License Prison Sentence

Date of conviction / / /

Have you ever been declined for a mortgage?

Yes No

Applicant 2

Has the applicant ever been in arrears

Yes No

Mortgage Credit card Unsecured loan
Secured loan Hire purchase

Highest number of missed payments in last 3 years _____

Has the applicant ever had a default registered

Yes No

Date Registered / / /

Amount £ _____

Date Satisfied / / /

Has the applicant ever had a County Court Judgment registered

Yes No

Date Registered / / /

Amount £ _____

Date Satisfied / / /

Has the applicant ever been subject to an individual voluntary arrangement

Yes No

Date of IVA / / /

Date Satisfied / / /

Has the applicant ever been made bankrupt

Yes No

Date of bankruptcy order / / /

Date bankruptcy discharged / / /

Has the applicant ever had a property repossessed

Yes No

Date of repossession / / /

Has the applicant at anytime had a criminal conviction

Yes No

Conviction Type

Conditional Discharge Probationary Orders

Fine Compensation Order

Community License Prison Sentence

Date of conviction / / /

Have you ever been declined for a mortgage?

Yes No

About the property.

Has the applicant already found a property Yes No

Property address _____

Postcode _____

If Re-mortgage

Original purchase price £ _____

Date of original purchase dd / mm / yyyy

Property description

House Bungalow
Flat/Maisonette – Purpose Built
House converted to flats Bedsit
Studio Flat Flat/Maisonette – Converted
HMO Other

How many self-contained units in the property? _____

Property type

Detached Semi Detached
End Terraced Mid terraced Other

No of storeys in building _____

Floor which flat is situated

Basement Ground Floor Mezzanie Floor Number _____

Does the building have a lift Yes No

Is the property a new build or converted

in the last 12 months Yes No

Year of construction yyyy

Certificate type _____ (NHBC Zurich etc)

Is property of standard construction Yes No

Number of bedrooms _____

Number of kitchens _____

Number of reception rooms _____

Number of bathrooms _____

Number of garages _____

Type of sale

Purchasing from Builder
Purchasing from Landlord or Sitting tenant
Purchasing from relative
Via estate agent
Direct from Vendor
Private sale from/to company

Tenure

Freehold Leasehold*
Commonhold Flying Freehold %
Former Feudal

*If Leasehold

Number of years remaining on lease _____

Type of Tenancy

Standard Corporate H/Assoc L/Authority

How many people will occupy the property? _____

How many households will occupy the property? _____

Is the property adjacent/connected to a commercial property?

Yes No

Is any of the property to be used for business purposes?

Yes No

Percentage of property used for business

_____ %

Was the property owned by the Local Authority, a Housing

Association or MOD? Yes No

Is the applicant purchasing the property directly from

the Local Authority, Housing Association or MOD?

Yes No

If purchase, is the property being purchased via a property

club? Yes No

Is the property subject to restrictions? Yes No

Does the property include more than 3 acres of land?

Yes* No

*If Yes

Number of acres _____

Product details.

Product _____

Product type Fixed Tracker

Product term _____ years

Product rate _____ %

Intermediary fees.

Are any intermediary fees payable for this application

Yes No

Type _____

Amount £ _____

When payable

Application

Offer

Completion

Refundable amount £ _____

Lender fees.

Completion fee added to the loan Yes No

Telegraphic transfer fee added to the loan Yes No

Property contact details.

Vendor name _____

Telephone number _____

Is there a selling agent involved in this transaction Yes No

Selling agents name _____

Contact name _____

Telephone number _____

Contact for valuation

Vendor Selling agent

Applicant Other

Contact name _____

Contact telephone number _____

Additional access information _____

Solicitor details.

Fleet mortgages operates a restricted panel of solicitors, please refer to our approved panel of solicitors.

Solicitor company name

Solicitor contact name

Address

Postcode

Accountant details.

Company name

Accountant name

Address

Postcode

Bank details.

The following circumstances are acceptable:

A mandate drawn on the applicant(s) personal account.

Where the application is in the name of a Limited Company, a mandate drawn on the Limited Company or guarantor(s) account.

The following circumstances are unacceptable:

A mandate drawn on a personal account solely in the name of a non-borrowing individual.

A mandate drawn on a business account for a non-borrowing individual.

A signed direct debit mandate must be received prior to completion.

Sort code

Account number

Bank name

Address

Postcode

Account holder name

Additional information relevant to the application.

