



# SKIPTON INTERNATIONAL

## Channel Island Into Retirement Mortgage Application Form

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

### **Guernsey Office**

PO BOX 509, TUDOR HOUSE, THE BORDAGE, ST PETER PORT, GUERNSEY, GY1 6DS, GREAT BRITAIN

### **Jersey Office**

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To help maintain service and quality, some telephone calls may be recorded and monitored  
Registered in Guernsey: 30112.



# SKIPTON INTERNATIONAL

## Channel Island into Retirement Mortgage Application Checklist

Please complete this checklist and submit with your mortgage application. See pages 3 & 4 for full details. Incomplete applications will not be processed until all required documentation has been received including the application fee.

### **Mortgage Application Form**

Fully completed and signed by all applicants.

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### **Direct Debit Mandate**

Page 26 of the application form, requires full bank details and signature of account holder(s).

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### **Proof of ID**

Copy of current passport certified to be a true copy of the original document and photograph a reasonable likeness of the holder. Pages 27 and 28.

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### **Address Verification**

Certified copy of an appropriate document dated within the last 3 months.

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### **Income Confirmation**

Last month's payslips, or 3 months if paid weekly or if your pay is variable.  
If self employed – Accountants Certificate.

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### **Bank Statements / Credit Card Statement**

One full month Bank Statement for the account where your salary(s) are paid in to and your mortgage(s) (if applicable) are paid from.

If self-employed, please supply one full month's Bank Statement for your main account, showing your salary (if applicable) and your mortgage payment(s) (if applicable).

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### **Mortgage Statements**

Statement covering last 12 months for any mortgages held by the applicants.

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### **Proof of Source of Deposit (if purchase)**

Evidence/supporting documents as detailed on page 17.

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### **Gift Confirmation (if applicable)**

Gift letter signed by donor and supporting documentation.

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### **Mortgage Declaration and Direct Debit Mandate**

Please ensure both documents are submitted with wet signatures.

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### **Pension**

Evidence/supporting documents as on page 3 & 4

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## Channel Island into Retirement Mortgage Application Checklist

For each applicant please ensure that you provide the following supporting documentation with your application. Failure to provide full and complete supporting documentation will naturally delay your application.

### Application Form and Direct Debit Mandate (must be signed in accordance with passport):

#### 1. Photo Identification

- Certified copy of your passport or driving licence (Our Identification verification form, seen on pages 27 and 28, should be used by the certifier).

Copies must be certified by a professional person. For a list of Acceptable Certifiers please visit <https://www.skiptoninternational.com/sites/default/files/uploaded/forms/VerificationofIdentityHelpSheet.pdf>

#### 2. Address Verification

Please provide one of the following as proof of your current address (not required for previous addresses);

- Original Letter from employer – this must confirm your current residential address and any correspondence address (including PO Box number)
- Original / certified copy of a Utility bill – no longer than 3 months old (excluding mobile phone bill or car insurance)
- Original / certified copy of a Bank Statement – no longer than 3 months old
- If you need to use a PO Box address, proof must be included as above.

Copies must be certified by a professional person. For a list of Acceptable Certifiers please visit <https://www.skiptoninternational.com/sites/default/files/uploaded/forms/VerificationofIdentityHelpSheet.pdf>

#### 3. Employed Income Confirmation

Please provide both of the following;

- Latest salary slip covering a full month: please supply further salary slips if your salary is variable or 3 months worth if you are paid weekly.
- If you receive an annual bonus, please enclose evidence for the past 2 years.

#### 4. Self Employed Income Confirmation (if applicable)

A) If self employed by way of a Limited company or Partnership please complete [Skipton International Accountants certificate](#).

Please note, an average of the 3 years income will be used, unless the third year's income is lower than previous years income figure, then the lower figure will be used for the mortgage application.

B) If self employed sole trader please;

1) Either complete [Skipton International Accountants certificate](#)

2) Or provide your last 3 year's tax returns where an average figure will be taken, dated no later than 12 months prior to the current date.

Please note, an average of the 3 years income will be used, unless the third year's income is lower than previous year's income figure, then the lower figure will be used for the mortgage application.

If you supply Tax assessments to confirm your income, you will also need to complete the [Business Questionnaire](#).

Skipton International reserves the right to;

- Request additional information/clarification from the accountant who has prepared the Accountants Certificate in relation to any information contained within in it.
- Request the last 3 years full sets of accounts
- Request your last 3 years tax returns

## 5. Bank Statements

Please provide the LATEST full calendar month Bank statement for the accounts where your salary(s) are paid into and your mortgage(s) (if applicable) are paid from.

If self-employed, please supply one full month's Bank Statement for your main account, showing your salary (if applicable) and your mortgage payments (if applicable).

The statement must also be clearly identifiable, detailing account holder's name(s), account number, narrative, debits, credits and running balances.

Skipton International reserves the right to ask for additional supporting documents, if required, to assist with the underwriting of your application.

**If you have reversals, returned items or debit balances in excess of any overdraft limit, you should contact us prior to submitting your application.**

## 6. Mortgage Statements

Please provide the latest 12 months mortgage statements for all mortgages held. Statements must detail account holder's name(s), account number, narrative, debits, credits and running balances. Any reversals and returned items should be fully explained with supporting documentation.

## 7. Source of Deposit Funding

For all purchases you **must** provide supporting documentation: a list of acceptable documentary evidence is noted on page 17.

## 8. Gift Received (where the deposit or other costs are being donated by a third party)

Please supply the latest copy of the Assured Short Hold Tenancy Agreement for 'The Property' if the application relates to a remortgage, equity release, further advance and revesting of names.

## 9. Income into Retirement

Please supply a letter from your pension company which includes; the size of your pension fund, projected value at retirement and the monthly projected income.

## Introduction

This application provides residential mortgages to customers within the Channel Islands. Should the mortgage term take you into retirement, you must have the financial resource in place to continue servicing your mortgage. Otherwise your home may be at risk.

Please complete all sections of the form in BLOCK CAPITALS and tick appropriate boxes. Please note failure to complete all sections may result in your application being delayed.

If you are an existing Skipton International customer please provide your account number:

### First Applicant

Title

Surname

Forenames (in full)

Date of birth

Country of birth

Nationality

Country of residence

### Second Applicant

Title

Surname

Forenames (in full)

Date of birth

Country of birth

Nationality

Country of residence

### Politically Exposed Persons:

Do you consider yourself a Politically Exposed Person (PEP) as defined in the following link ([www.skiptoninternational.com/politically-exposed-person](http://www.skiptoninternational.com/politically-exposed-person)) or other regulations please tick the appropriate box below.

Yes No

Marital Status

<input type="checkbox"/>	Single
<input type="checkbox"/>	Married
<input type="checkbox"/>	Living with Partner
<input type="checkbox"/>	Separated
<input type="checkbox"/>	Divorced
<input type="checkbox"/>	Civil Partnership
<input type="checkbox"/>	Widowed

Employment Status

<input type="checkbox"/>	Employed Full Time
<input type="checkbox"/>	Employed Part Time
<input type="checkbox"/>	Retired
<input type="checkbox"/>	Self Employed
<input type="checkbox"/>	Student
<input type="checkbox"/>	Other

First Time Buyer Yes No

Current Residential Status

<input type="checkbox"/>	Owner
<input type="checkbox"/>	Tenant
<input type="checkbox"/>	Living with others
<input type="checkbox"/>	Living with parents

Will you occupy the property? Yes No

Yes No

Marital Status

<input type="checkbox"/>	Single
<input type="checkbox"/>	Married
<input type="checkbox"/>	Living with Partner
<input type="checkbox"/>	Separated
<input type="checkbox"/>	Divorced
<input type="checkbox"/>	Civil Partnership
<input type="checkbox"/>	Widowed

Employment Status

<input type="checkbox"/>	Employed Full Time
<input type="checkbox"/>	Employed Part Time
<input type="checkbox"/>	Retired
<input type="checkbox"/>	Self Employed
<input type="checkbox"/>	Student
<input type="checkbox"/>	Other

First Time Buyer Yes No

Current Residential Status

<input type="checkbox"/>	Owner
<input type="checkbox"/>	Tenant
<input type="checkbox"/>	Living with others
<input type="checkbox"/>	Living with parents

Will you occupy the property? Yes No

## First Applicant

**Expected Retirement Age**                      **Years Old**

**Maiden/Previous Names(s)**

**Total no. of children and their ages**

**Total no. of adult dependencies**

Have you ever been declined a mortgage by another lender?      Yes  
No

Have you ever been declared bankrupt, insolvent or equivalent or is any such action pending?      Yes  
No

Have you entered into any arrangements with your creditors or are you a party to a voluntary arrangement?      Yes  
No

Have you had a court order/decreed made against you for debt or is there any such action pending?      Yes  
No

Have you ever (voluntary or otherwise) had a property repossessed by a lender or entered into any arrangement for mortgage arrears? – If yes supply details,      Yes  
No

### Residential Address

**Postcode**

**Time at Address\***                      **Years**                      **Months**

\*If less than 3 years, please provide a total of three years of address history on a separate page

**Home Telephone**

**Work Telephone**

**Mobile Telephone**

**Email Address**

**Secondary Email Address**

## Second Applicant

**Expected Retirement Age**                      **Years Old**

**Maiden/Previous Names(s)**

**Total no. of children and their ages**

**Total no. of adult dependencies**

Have you ever been declined a mortgage by another lender?      Yes  
No

Have you ever been declared bankrupt, insolvent or equivalent or is any such action pending?      Yes  
No

Have you entered into any arrangements with your creditors or are you a party to a voluntary arrangement?      Yes  
No

Have you had a court order/decreed made against you for debt or is there any such action pending?      Yes  
No

Have you ever (voluntary or otherwise) had a property repossessed by a lender or entered into any arrangement for mortgage arrears? – If yes supply details,      Yes  
No

### Residential Address

**Postcode**

**Time at Address\***                      **Years**                      **Months**

\*If less than 3 years, please provide a total of three years of address history on a separate page

**Home Telephone**

**Work Telephone**

**Mobile Telephone**

**Email Address**

**Secondary Email Address**

## Income and Expenditure

A full income and expenditure assessment will be carried out to calculate free disposable income and to ensure that the loan is affordable, now and in the future. Please ensure as much detail as possible is accurately provided as this will help eliminate queries at the underwriting stage.

### First Applicant

#### Monthly Expenditure

Rent (only if continuing)	£	per month
School Fees	£	per month
Childcare Fees	£	per month
Maintenance	£	per month

Are there any other outgoings, regular or otherwise, which are likely to affect your ability to meet your monthly mortgage payments?

Yes  
No

Are you aware of any potential changes to your income now or in the foreseeable future that are likely to affect your ability to meet your monthly mortgage payments?

Yes  
No

### Second Applicant

#### Monthly Expenditure (if not included for 1st applicant)

Rent (only if continuing)	£	per month
School Fees	£	per month
Childcare Fees	£	per month
Maintenance	£	per month

Are there any other outgoings, regular or otherwise, which are likely to affect your ability to meet your monthly mortgage payments?

Yes  
No

Are you aware of any potential changes to your income now or in the foreseeable future that are likely to affect your ability to meet your monthly mortgage payments?

Yes  
No

(For example, but not restricted to; change of employer, change of Job, reduced income, reduced hours, unpaid leave, maternity/paternity/parental leave or any other situation that will cause a change in your circumstances)

**Annual Income (First Applicant)****Annual Income (Second Applicant)**

For each applicant please provide the following in the Gross Basic Salary box:-

**Employed** - gross annual income, excluding overtime and bonus

**Gross Basic Salary**            £            per year

**Regular Bonus**                £            per year

**Regular Overtime**            £            per year

**Mortgage/Rent Subsidy**      £            per year

**Confirmed Second Income**    £            per year

**Car/Pension Allowance**      £            per year

**Occupation**

**Expected income at retirement age**    £            per year

**Expected value of pension at retirement age**    £            per year

**Gross Basic Salary**            £            per year

**Regular Bonus**                £            per year

**Regular Overtime**            £            per year

**Mortgage/Rent Subsidy**      £            per year

**Confirmed Second Income**    £            per year

**Car/Pension Allowance**      £            per year

**Occupation**

**Expected income at retirement age**    £            per year

**Expected value of pension at retirement age**    £            per year

**List industry type**

(Examples - Accommodation & Food Activities, Agriculture, Arts & entertainment, Construction, Defence, Education, Finance & Insurance, Forestry & Fishing, Health & Social work activities, Manufacturing, Mining & Quarrying, Motor Vehicle Repair, Public Administration, Real Estate, Scientific activities, Sport & Leisure, Transport & storage, Travel & tourism, Utility Supply, Wholesale & Retail trade)

**Employer Name**

**Employer Name**

**Employers Address**

**Employers Address**

**Postcode**

**Postcode**

**Employer's Telephone**

**Employer's Telephone**

**Time at Employer**            Years        Months

**Time at Employer**            Years        Months

**Time in Role**                 Years        Months

**Time in Role**                 Years        Months

**Time in Continuous Employment**    Years        Months

**Time in Continuous Employment**    Years        Months

Is your current employment permanent?    Yes  
No

Is your current employment permanent?    Yes  
No

If no, provide details

If no, provide details

If less than 2 years, please provide a total of two year of employment history on a separate page.

If less than 2 years, please provide a total of two year of employment history on a separate page.



## Self Employment Details

(Please see income confirmation requirements in the Supporting Documentation Checklist)

**What is your occupation?**

**List industry type**

(Examples - Accommodation & Food Activities, Agriculture, Arts & entertainment, Construction, Defence, Education, Finance & Insurance, Forestry & Fishing, Health & Social work activities, Manufacturing, Mining & Quarrying, Motor Vehicle Repair, Public Administration, Real Estate, Scientific activities, Sport & Leisure, Transport & storage, Travel & tourism, Utility Supply, Wholesale & Retail trade or Other)

**What is your trading name?**

**Registered Address**

**Postcode**

**What is your percentage of shareholding/share in the partnership?** %

**How long has the business/company/partnership been trading**                      Years                      Months

**Accountant's Name**

**Accountant Address**

**Postcode**

**Telephone Number**

**Account Year End (latest year)**                      (i.e 31/12/19)    **Net Profit**                      £

**Account Year End (previous year)**                      (i.e 31/12/18)    **Net Profit**                      £

**Account Year End (previous year)**                      (i.e 31/12/17)    **Net Profit**                      £

**Should the mortgage term take you into retirement, you must have the financial resources in place to continue servicing your mortgage. Your home may be at risk if you don't.**

## Loans, Credit Cards and Financial Guarantees

For each credit/store card or personal loan held please provide full details of outstanding balances, monthly repayments and outstanding term. Please confirm if each card/loan will be repaid prior to mortgage completion or will be an ongoing liability. Skipton International reserves the right to request latest statements and loan conditions to assist with the underwriting of your application. Please include ALL forms of credit for all applicants, even if repaid each month or not currently used. Please use an additional page if necessary.

Lender	1st or 2nd applicant or both	Outstanding Term		Outstanding Balance	Monthly Repayment	Loan Purpose	To Be Repaid* Yes/No
		Years	Months				

\*Please indicate if loan is intended to be repaid from the proceeds of this mortgage application.

## Existing Mortgages

For each mortgage or secured loan held please provide full details as requested below. Skipton International requires you to provide the latest 12 months mortgage statements for all mortgages held and copies of any current tenancy agreements. Please use an additional page if necessary.

### Property 1

Lender	Full address of the property including post code	1st or 2nd applicant or both	Outstanding Term		Current estimated value	Outstanding Balance
			Years	Months		

Monthly Repayment	Monthly Rental Income	To be repaid*	Year property was originally let out	Property type (eg Detached house/purpose built flat)	Purpose of property (Investment/Rental Property)	Number of bedrooms
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### Property 2

Lender	Full address of the property including post code	1st or 2nd applicant or both	Outstanding Term		Current estimated value	Outstanding Balance
			Years	Months		

Monthly Repayment	Monthly Rental Income	To be repaid*	Year property was originally let out	Property type (eg Detached house/purpose built flat)	Purpose of property (Investment/Rental Property)	Number of bedrooms
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### Property 3

Lender	Full address of the property including post code	1st or 2nd applicant or both	Outstanding Term		Current estimated value	Outstanding Balance
			Years	Months		

Monthly Repayment	Monthly Rental Income	To be repaid*	Year property was originally let out	Property type (eg Detached house/purpose built flat)	Purpose of property (Investment/Rental Property)	Number of bedrooms
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\*Please indicate if loan is intended to be repaid from the proceeds of this mortgage application.

## Unencumbered Properties

Full address of the property including post code	1st or 2nd applicant or both	Value	Monthly Income	Number of Bedrooms	Property Type (detached house/ purpose built flat)	Year the property was originally let out	Purpose of property (Investment/ Rental Property)
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## Housing Qualifications

**Jersey Only:** Do you have full housing qualifications?





**Guernsey Only:** What is your Guernsey residential qualification?

## The Property

There are a number of property types which you may need to refer to Skipton, prior to submitting an application. Here are a few examples:

- Listed Properties
- Properties in poor condition
- Properties which have a commercial unit below or next door
- Properties with imperfect titles

Purpose of the mortgage

Residential property

Buy-To-Let investment

Type of Mortgage

House purchase

Re-mortgage

Equity release

Further Advance

Revest to New Name

Type of Sale

Share transfer

Freehold

Flying freehold

Guernsey housing association

Other housing scheme

Leasehold

If leasehold, unexpired term

Ground rent

£

Full address of the property

Please ensure the address appears in full including postcode. Failure to do so could result in the application being delayed or rejected.

Postcode

Style

Detached house

Semi-detached house

Terraced house

Detached bungalow

Semi-detached bungalow

Converted flat pre 2007\*

Converted flat post 2007\*

Purpose built flat

Maisonette

Studio Flats\*\*

### \*Flats converted pre "2007" with Fire certificates

- If the flat that you wish to purchase was converted prior to 2007 and has a fire certificate Standard Loan to Values will apply.
- Failure to supply a valid Fire Certificate when required will result in the offer being withdrawn or the amount offered being reduced.

### Fire Certificates on flats converted pre 2007 without fire certificates

- Skipton International is unable to provide lending to be secured against a property that requires, but does not currently have, a valid Fire Certificate under the Fire Precautions (Jersey) Law 1977.
- We recommend that you discuss this with your legal adviser before progressing.

### Fire Certificates on flats converted pre 2007 which are currently exempt

- Skipton International will require confirmation from your advocate that your property is exempt under current fire regulations and does not require a fire certificate. Failure to provide this will result in the offer being withdrawn or the amount offered being reduced.

Anything converted post 2007 standard loan to values will apply.

\*\*Criteria for Studio Flats: Minimum Property Value £350,000, Minimum floor space requirement of 35 square metres (GIA) for all flats.

Construction	<input type="text" value="Standard"/>
	<input type="text" value="Timber framed prior to 1960"/>
	<input type="text" value="Timber framed after 1960"/>
	<input type="text" value="Non-standard construction"/>

Please refer to Skipton International for anything other than standard.

Approximate year of build

Is the property listed	Yes
	No

If yes, please confirm the grade

Is the property externally clad?	Yes
	No

If yes, does the cladding/external insulation meet current fire regulations?  
Skipton will require evidence of this prior to a valuation being instructed

Is the property a new build?	Yes
	No

If yes, has it been purchased off plan?	Yes
	No

Building Certificate	<input type="text" value="None"/>
	<input type="text" value="Architect"/>
	<input type="text" value="NHBC"/>
	<input type="text" value="Other"/>

Agreed price of the property	£	Estimated value if a remortgage/further advance
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How much do you wish to borrow?	£	Existing mortgage value	£
		(if remortgage or further advance)	

Condition of Property	<input type="text" value="Good"/>
	<input type="text" value="Average"/>
	<input type="text" value="Poor"/>

Heating	<input type="text" value="Gas"/>
	<input type="text" value="Oil"/>
	<input type="text" value="Electric"/>
	<input type="text" value="Other"/>
	<input type="text" value="None"/>

Estimated completion date

Please list number of:

**Living Rooms**

**Kitchens**

**Bedrooms**

**WCs**

**Bathrooms**

**Other Rooms**

**Garage**

**Outbuildings**

**Use of Outbuildings**

Does the property have a separate unit of accommodation (i.e. Dower Unit/Wing/Converted outbuilding)

Are any incentive/discounts being offered by the developer/vendor?      Yes      No

If yes, please provide details

Number of floors in block      If a flat

Does the property have a lift?      Yes      No

Is the property ex States/local authority?      Yes      No

Is the property a commercial property?      Yes      No

Is it directly above a retail/commercial premises?      Yes      No

If the property is directly above a retail/commercial premises, please contact our Sales team on +(44) 1481 730 730 to discuss, prior to submitting an application.

Does the property have a solar panel?      Yes      No

If yes, is a lease in place? Provide Details

## For Remortgage and Further Advance cases only:

Please identify how much of the new mortgage is required for each of the following:

Repay outstanding mortgage	£		
Home improvements	£	Do you need environmental/planning consents (if yes, please provide them)	Yes
Home improvements (requiring structural work)	£		No
Details of work to be undertaken (if home improvements) along with costing and schedule of works. Please complete on separate sheet if more space required.			
Repay prior home improvement loans	£		
Capital raising	£		
If some capital raising is required please provide details			
Repaying other debts	£		
If repaying other debts please provide details			
For home improvements:			
Property value following home improvements	£		

Please note, for Further Advances, Skipton International may require additional bonding to be put in place prior to any funds being released; all legal fees in relation to this are the clients full liability and cannot be deducted from the further advance.

When was the mortgage taken out?

How long have you owned the property?

To purchase another property	£	Residential	£	Buy-To-Let	£
Transfer your equity or to buy out another party	£				



## Source of Deposit Funding:

Total amount of deposit £

For purchases, please fully complete the following section.

Savings	£	Inheritance	£
Investments	£	Sales of Property	£
Maturity / Surrender of insurance policy	£	Divorce Settlement	£
Equity Release from existing property	£	Compensation / Court Award	£
Gift*	£	Lottery / Gambling win	£

**\*if any element of your deposit is being gifted by a family member, Skipton International will require the donor to complete a gift letter. The template for this can be found on pages 22 and 23.**

Please refer to the table below. This details the documentation you are required to submit in order to evidence the source(s) of your deposit.

Source	Documents Required
Savings	3 months bank statements demonstrating build up of deposit /capital repayment /gifted monies.
Investments	Statement from investment provider showing last 3 months portfolio valuation.
Sale of Property	Signed letter from solicitor, advocate or estate agent. Copy of contract of sale/settlement statement.
Equity release from existing property	Mortgage agreement/offer letter.
Inheritance	Copy of will, signed letter from solicitor, Grant of Probate or a letter from Executor.
Maturity or surrender of life assurance policy	Closing statement or letter from the policy provider.
Dividends or Profits from company	Latest audited company accounts or dividend statement.
Divorce	Copy of court order or judicial separation agreement.
Other court award (e.g. compensation)	Court order signed letter from solicitor/advocate
Lottery / Gambling win	Evidence from the lottery company, cheque or a winnings receipt.
Gift	Fully completed & signed Skipton International mortgage gift letter will be required as well as relevant evidence of such funds.

## Mortgage Product

Type of Mortgage

Repayment and Interest
Interest Only
Interest Only (overpayments)
Interest Only (sale of prop)
Part Repayment and Part Interest Only

If Interest only, amount Interest only

£

If Interest only or Part and Part, please select repayment vehicle

Endowment Policy
Sale of Property
Sale of Assets
Over Payments
Stocks and Shares
Unit Trust
Pension
Savings
Other

Skipton product requested

Details of current products are available on Skipton International website

Mortgage term required

Years

Months

## Valuation

Please note, unless otherwise advised Skipton International will require an up to date satisfactory valuation of your property to establish your Loan to Value. Skipton International will advise how to proceed once an Agreement In Principle has been provided.

Skipton International Limited is not an agent of the Valuer or firm of Valuers and I am making no agreement with the Valuer. I understand that neither Skipton International Limited nor the Valuer will warrant, represent or give any assurance to me that the statements, conclusions and opinions expressed or implied in the Report and Valuation will be accurate and valid and the Valuer's Report will be supplied without any acceptance of responsibility to me on the part of the Valuer or Skipton International Limited, even if the Valuer is negligent in relation to the Report. I understand that the Report is a valuation for mortgage purposes only and is not a full survey.

## Estate agents/Vendor/ Key holder – for access to the property

Estate agents/vendors name/ key holder

Estate agents/ vendors contact number

Estate agents address

## Advocate Details

Acting Advocate

Law Firm

## Property Declarations

Are you the first occupants of the property?	Yes	No
Will the property be the main residence for all applicants?	Yes	No
Will the property be used for purposes other than your residence?	Yes	No
If yes, please supply further details including estimate of percentage of property used as residence		
Is vacant possession of the property being obtained on completion?	Yes	No
Do you intend to occupy the property immediately on completion?	Yes	No
If no, please supply further details.		
Is the loan wholly or predominantly for the purposes of a business?	Yes	No
Will you be providing all the monies required in addition to this loan to enable you to purchase the property?	Yes	No
If no, please supply further details, e.g. gift		
Will any additional borrowing be secured against the property by a second charge?	Yes	No

## DECLARATION – to be signed by all applicants

Thank you for applying for a mortgage with Skipton International Limited – please read the following declaration before signing.

I apply for a loan, which I understand will be secured on my property, on the basis of the information I have supplied.

I understand that Skipton International Limited may at any time transfer or otherwise dispose of the benefit of any loan, mortgage or any other security for the loan to any third party, whether or not a building society or associated body of a building society, without any further reference to me.

I **declare** that:

- If the application is for a Buy-To-Let mortgage, I DO NOT intend that either I or a connected party (e.g. Applicant, Spouse, Civil Partner, Parent, Grand parents, Sibling, Child or Grand Child) will reside in the Property either on completion or at any time in the future.
- I am over 18 years of age;
- There are no existing loans or mortgages in my name with Skipton International Limited or any other lender other than declared on the application;
- I have never been convicted of any criminal offence nor is any prosecution pending, excluding motoring or “spent” offences by virtue of the Rehabilitation of Offenders (Bailiwick of Guernsey) Law 2002 or equivalent in any jurisdiction;

- Any person interested now or in the future in the loan may rely upon the truth and accuracy of the information given and in any supporting documentation or information supplied by me;
- If any of the information I have given changes before the mortgage is completed, I shall advise Skipton International Limited immediately.

I understand that where the term takes me to beyond retirement age it is my responsibility to ensure I have sufficient funds to maintain payments to the end of the term. I understand a Tariff of Charges is available on request.

I understand that my Loan Offer and any other communications from Skipton International Limited may be sent to me/us by electronic means, including without limitation by electronic mail to an address provided to Skipton International Limited, which may or may not be sent by an encrypted method. I further understand that any commitment given by me/us including without limitation by electronic mail or in a document or scanned image attached to or included within an electronic communication will be binding, including any scanned image of the Loan Offer (or other documents) bearing my/our signature(s).

I understand a Tariff of Charges is available on request.

## **APPLICATION COSTS AND SURVEYOR'S REPORT AND VALUATION**

I acknowledge that, Skipton International Limited reserves the right to reject my application without giving any reason. Please refer to Skipton's criteria in respect of application fees

## **VALIDITY OF THE APPLICATION**

This application is valid for 3 months from the date it is signed, after this time a new application and full supporting documentation (as noted in this application and valuations) will be required; all new submissions will be reviewed under Skipton International's mortgage criteria at that time.

## **YOUR PERSONAL DATA**

The Data Protection (Bailiwick of Guernsey) Law, 2017

We are committed to protecting your privacy and keeping your personal information secure. Skipton will only request personal information that is necessary for us to process and maintain your mortgage with us. The Data Protection (Bailiwick of Guernsey) Law, 2017 gives individuals certain rights over their personal data and defines the rules for how a data controller, such as Skipton International, are allowed to process personal information. It also states that those who record and process personal information must be open and honest in how that information is used.

The full Skipton International Privacy Policy can be found online at [www.skiptoninternational.com](http://www.skiptoninternational.com) and will also be issued alongside the terms and conditions for all new mortgage customers.

## Lawfulness of Data Processing

The Data Protection Law only allows us to use (or process) your personal information if we have a proper reason for doing so. We must have one or more of the following reasons:

- In order to fulfil our contractual obligations to you, or
- if it is a legal obligation, or
- if you consent to it, or
- if it is in our legitimate interest to do so

A legitimate interest means that we have a business reason for using your information that does not treat you unfairly or have a negative impact upon you. If we ever do rely on our legitimate interest to process your personal information we will always advise you of what we are doing.

## Collecting Personal Information

The information that we collect about you may come from both yourself and some other sources as listed in the full Privacy Policy.

## Sharing Personal Information

We may share personal information with other affiliates of Skipton Building Society, third party review sites for service monitoring (currently Feefo) and some other organisations as listed in the full Privacy Policy.

Data is not transferred out of the European Economic Area (EEA) or Guernsey/Jersey.

## Personal Data Rights

Under the Data Protection (Bailiwick of Guernsey) Law, 2017 individuals have specific rights over how companies use their personal data. Please see the full Skipton International Privacy Policy for details of these personal data rights and how Skipton meet these requirements.

We may occasionally send information via post to existing customers that contains details of Skipton products including new interest rate options. We believe it is within our legitimate interests to do so and that it is in your interests to be made aware of new products that could be of benefit to you. However, you can request that you are not contacted for this purpose when signing the offer letter or at any other time by submitting a request in writing, by email to 'opt-out@skiptoninternational.com' or by contacting our friendly Customer Services team on (+)44 1481 730730.

As a mortgage applicant Skipton International Limited may process the information contained in my application form and about my account in the following ways:

- passing the surveyor's report to any other firm of valuers or surveyors if any further inspection or re-valuation is required at any time;
- using particulars in the application, any supporting documents or information whether relating to the property or not, the mortgage and conduct of the mortgage account and any information or documentation involving me or the property (if this ever includes "special category" data your explicit consent will be obtained) for initial and ongoing credit assessment purposes and in connection with the taking out of the mortgage, operation and statistical analysis of my mortgage account and to the passing of this information to Skipton International Limited's agents and third party processors if this is necessary for any of these purposes. Skipton International Limited may also pass the same to any transferee, potential transferee, guarantor, potential guarantor of the mortgage or their legal or mortgage intermediary;

- referring to my employers or accountants for confirmation of income;
- passing any details relating to the mortgage application up to and including completion of the loan to any mortgage intermediary who introduced my application to Skipton International Limited;
- information about the mortgage, including the purpose of the loan, its amount, any sums secured, the interest rate, the term of the loan and the repayment details may be passed on to Skipton International's legal advisers;
- information on undisputed personal debts which are in default and where no satisfactory proposals for repayment have been received by Skipton International Limited following formal demand, being passed to a credit reference agency;
- Mortgage repayment information is passed to a credit reference agency on a monthly basis;
- disclosure to regulatory bodies for the purpose of monitoring compliance with any regulatory rules, and to the Channel Islands Financial Ombudsman for the purpose of complaints investigation;
- to make enquires of authorised referees and licensed credit reference agencies who will supply Skipton with credit information, as well as Information from the Electoral Register. The agencies will record details of the search whether or not this application proceeds. Skipton may also make periodic searches of group records, credit reference agencies and fraud prevention agencies to manage my account and carry out ongoing credit risk assessment and statistical analysis of the performance of my account. These further searches will not be seen or used by other lenders to assess my ability to obtain credit. Credit searches and other information which is provided to Skipton and/or the credit reference agencies, about me and those with whom I am linked financially may be used for debt tracing and the prevention of money laundering as well as the management of my account.
- to prevent or detect fraud or to assist in verifying my identity, Skipton International Limited may make searches of Skipton Group records and at fraud prevention agencies who will supply information. Skipton International Limited may also pass information to financial and other organisations involved in fraud prevention to protect it and its customers from theft and fraud. Skipton International Limited, Skipton Building Society Group, and other companies may use this information if decisions are made about me or others at my address(es) on credit or credit-related services or motor, household, credit, life or any other insurance facilities. It may also be used for tracing and claims assessment;
- 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 the information held by fraud prevention agencies may be used can be obtained by writing to the Compliance Department, PO Box 509, Tudor House, The Bordage, St Peter Port, Guernsey, GY1 6DS, or from [www.skiptoninternational.com](http://www.skiptoninternational.com).
- using my information to help develop and improve the products and services offered to me and other customers. Skipton International Limited may also share information with other companies within the Skipton Group as detailed in our Privacy Policy to help provide me with a high standard of service.

I understand that:

- information held about me by the Credit Reference Agencies may already be linked to records relating to one or more of my partners. For the purposes of this application we may be treated as financially linked and my application will be assessed with reference to any “associated” records of my partners. By stating a financial association with another party, I also declare that Skipton International Limited is entitled to disclose information about my joint applicant and/or anyone else referred to by me; and search, link and/or record information at credit reference agencies about me and/or anyone else referred to by me;
- an “association” between joint applicants and/or any individual identified as my financial partner, will be created at credit reference agencies, which will link our financial records. I and anyone else with whom I have a financial link understand that each other’s information will be taken into account in all future applications by either or both of us. This linking will continue until one of us successfully files a “disassociation” at the credit reference agencies.

#### DATA PROTECTION NOTICE

For the purposes of the Data Protection (Bailiwick of Guernsey) Law 2017 Skipton International Limited will be the data controller responsible for the processing of your data in relation to your mortgage application, the ongoing operation of your mortgage account (if your application is approved), assessment of the performance of your account and after redemption of the mortgage for statutory, regulatory, accounting, auditing or other lawful requirements. We may also use your information to develop products and services that may be of interest to you in the future.

We will retain your data for 15 years after the date of mortgage redemption for one of the following reasons:

- In order to show that we have treated you fairly.
- In order to respond to any questions or complaints.
- In order to maintain records to comply with rules applicable to us.

After this time we will erase your personal data from our core banking systems. However, data will remain on our secure, restricted access back-ups for up to 6 years due to the technical difficulties of deletion from these systems and the other associated risks involved with this process. We have deemed this to be within our legitimate interests.

Your data may include “special category” data. The Law defines “special category data” as information about your race, ethnic origin, politics, religion, trade union membership, genetics, biometrics (where used for ID purposes), health, sex life, sexual orientation or criminal data.

## DATA ACCESS

I understand that:

- with limited exceptions I can request in writing or via email to dsars@skiptoninternational.com details which are held about me by Skipton International Limited and where necessary rectify the information that is held about me. Skipton International have 30 days to respond to these requests;
- I have the right of access to my personal records held by credit and fraud agencies. Skipton International Limited will supply their names and addresses upon request.

I confirm that I have read all answers including those completed in other than my own handwriting and confirm that all answers are correct and complete. To the best of my knowledge I believe the statements in these Declarations are true and correct.

## Signature and Authority to obtain references/information and process data

**Please ensure you have carefully read all the above declarations before signing below.**

It is important that you read and understand the section entitled "Your Personal Data". By signing this application, you agree that we can use your information as described. I hereby authorise and request you to provide Skipton International Limited with any information they may require.

Signature(s) of applicant(s):

Do not forget to complete the Direct Debit Mandate at the end of this form.

**Should the mortgage term take you into retirement, you must have the financial resource in place to continue servicing your mortgage. Your home may be at risk if you don't.**

**Name First Applicant**

**Signature First Applicant**

**Date**

**Name Second Applicant**

**Signature Second Applicant**

**Date**

**Please sign in accordance with your passport.**

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



**Instructions to your Bank or Building Society to pay Direct Debit**

Originator’s identification number

9	4	8	5	0	8
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**Please fill in the whole form and send it to:**

SKIPTON INTERNATIONAL LIMITED, P.O.BOX 509, TUDOR HOUSE, THE BORDAGE,  
ST PETER PORT, GUERNSEY, GY1 6DS.

**1. Name and full postal address of your Bank or Building Society branch**

To: The Manager

**Bank/Building Society**

Address

Postcode

**2. Name(s) of account holders(s)**

**5. Reference Number (Skipton will complete)**

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**3. Branch sort code (from top right hand corner of your cheque book)**

**6. Instruction to your Bank or Building Society**

[-]            [-]

Please pay Skipton International Limited 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 Skipton International Limited and, if so, details will be passed electronically to my Bank/Building Society.

**4. Bank or Building Society Account Number**

Signature(s)

Date

This Guarantee should be detached and returned to 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 Skipton International Limited will notify you 4 working days in advance of your account being debited or as otherwise agreed. If you request Skipton International Limited 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 Skipton International Limited 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 Skipton International Limited 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.



**SKIPTON INTERNATIONAL LIMITED**

PO BOX 509, TUDOR HOUSE, THE BORDAGE, ST PETER PORT, GUERNSEY, GY1 6DS  
TEL: 01481 730730 FAX: 01481 716900 [www.skiptoninternational.com](http://www.skiptoninternational.com)

To help maintain service and quality, some telephone calls may be recorded and monitored.  
YOUR HOME MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE

Skipton will comply with the Data Protection (Bailiwick of Guernsey) Law 2017 at all times when obtaining and processing personal data about you. Our Privacy Policy explains how and why Skipton collects, uses, stores and transfers your personal data and can be found at [www.skiptoninternational.com](http://www.skiptoninternational.com).

Registered Office: Tudor House, The Bordage, St Peter Port, Guernsey GY1 6DS. Registered in Guernsey: 30112. Skipton International Limited is a wholly owned subsidiary of Skipton Building Society. March 2013

## IDENTIFICATION VERIFICATION FORM (Applicant 1)

Place identity document, picture down, on the photocopier, then place this form over the top, with the identity document here ensuring the signature page of your passport is included. Please now take a copy, and complete your details below. Please do not post your original passport or driving licence to us. Charges may apply for returning documents to you.

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Having seen the individual and identification document at the same time I certify this is a true copy and that the photograph is a reasonable likeness.

Full Name of Certifier

Signature of Certifier

Position of Certifier

Staff/FCA Number of Certifier

Company of Certifier

Contact Number of Certifier

Date

Email Address of Certifier

**\*Please note that the person certifying the document cannot be a family member.**



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INTERNATIONAL**

PO BOX 509, Tudor House, The Bordage, St Peter Port, Guernsey, Channel Islands, Great Britain, GY1 6DS. Skipton International Limited is a wholly owned subsidiary of Skipton Building Society. Telephone +44 (0)1481 730730 Website [www.skiptoninternational.com](http://www.skiptoninternational.com)

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September 2022 - Mortgage application into retirement.

## IDENTIFICATION VERIFICATION FORM (Applicant 2)

Place identity document, picture down, on the photocopier, then place this form over the top, with the identity document here ensuring the signature page of your passport is included. Please now take a copy, and complete your details below. Please do not post your original passport or driving licence to us. Charges may apply for returning documents to you.

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Having seen the individual and identification document at the same time I certify this is a true copy and that the photograph is a reasonable likeness.

Full Name of Certifier

Signature of Certifier

Position of Certifier

Staff/FCA Number of Certifier

Company of Certifier

Contact Number of Certifier

Date

Email Address of Certifier

**\*Please note that the person certifying the document cannot be a family member.**



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September 2022 - Mortgage application into retirement.

## GIFT LETTER

RELATING TO

Property;

This letter is addressed to:  
SKIPTON INTERNATIONAL LIMITED

Dear Sirs

We the undersigned [names of donors of gift]..... acknowledge that Skipton International Limited (“Skipton”) is lending the sum of £[.....] to our [relationship to borrower] .....[name of borrower]..... (the “Loan”) for the purchase of [address of property]..... (the “Property”). This Loan is to be secured by a first and only charge over the Property.

We hereby unconditionally and irrevocably confirm, acknowledge and agree with Skipton:

1. That we are giving the sum of £[.....] to our said [insert relationship and name] ..... as a gift to assist with the purchase of the Property.
2. That no repayment of the gift is expected or implied by us.
3. That we have no legal or beneficial interest whatsoever in the Property and will not during the period of the Loan seek and acquire any beneficial interest in the Property.
4. That we further understand that Skipton will rely on this gift letter for the purposes of the Loan [and we understand that we have been advised to seek legal advice on its terms].
5. I / We have supplied evidence of the gift (as detailed on the following page)
6. [For Jersey mortgages only LEAVE or REMOVE as Necessary]

**I/We** intend to reside in the property and **I/we** fully understand and agree that in the event Skipton had to enforce its security in respect of the Loan **I/we** would be required to vacate the Property. In addition **I/we** confirm and agree that **I/we** have obtained independent legal advice prior to making the gift and signing this document. **I/We** further agree with Skipton to observe and comply with any conditions set out within the Offer Letter (a copy of which I/we acknowledge and confirm having received, read and understood).

Please declare the amount for each source of your gift in the below boxes:

Savings	Inheritance
Investments	Sale of Property
Maturity/Surrender of insurance policy	Divorce Settlement
Equity Release from existing property	Compensation/Court Award
	Lottery/Gambling Win

Other (please specify)

Please refer to the table on the following page. This details the documentation you are required to submit in order to evidence the source(s) of the gift

Source	Documentation
Savings	6 months bank statements demonstrating build up of deposit /capital repayment /gifted monies.
Investments	Statement from investment provider showing last 12 months portfolio valuation.
Sale of Property	Signed letter from solicitor, advocate or estate agent. Copy of contract of sale/settlement statement.
Equity release from existing property	Mortgage agreement/offer letter.
Inheritance	Copy of will, signed letter from solicitor, Grant of Probate or a letter from Executor.
Maturity or surrender of life assurance policy	Closing statement or letter from the policy provider.
Dividends or Profits from company	Latest audited company accounts or dividend statement.
Divorce	Copy of court order or judicial separation agreement.
Other court award (e.g. compensation)	Court order signed letter from solicitor/advocate
Lottery / Gambling win	Evidence from the lottery company, cheque or a winnings receipt.
Gift	Fully completed & signed Skipton International mortgage gift letter will be required as well as relevant evidence of such funds.

Yours faithfully

**[Signature of donor of gift]**

**[Signature of donor of gift]**

**[Name of donor of gift]**

**[Name of donor of gift]**

In the presence of:

**[Signature of independent witness]**

Dated

**[Name of independent witness]**