



SKIPTON INTERNATIONAL

UK Buy-To-Let Application Pack (England, Scotland & Wales)

For direct applicants please send to:

9 Waterloo Street St Helier Jersey JE2 4WT, Great Britain
Tel: 01534 509 501

For brokers please send to:

PO BOX 509, Tudor House, The Bordage, St Peter Port,
Guernsey, GY1 6DS, Great Britain
Tel: 01481 734 000

Website: www.skiptoninternational.com

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

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

UK Buy-To-Let Mortgage Application Checklist

Skipton is unable to proceed until the application form is fully completed, all supporting documents and application fee has been received, plus below check list completed.

Incomplete applications will be returned to the sender.

Please read these guidelines carefully.

Please complete this checklist and submit with your mortgage application. Incomplete applications will not be processed until all required documentation has been received including the application fee. All non-English documentation must be translated by a reputable translation company.

Application fee

The application fee is payable at the point of submission of the application and can be paid by either cheque or bank transfer – please see the [UK Buy-To-Let application fee](#) sheet for full details of the fee.

Please note we are unable to proceed with an application until this fee is received, as this covers legal and valuation costs where applicable.

UK Buy-To-Let Mortgage Application Form

The original copy of the form fully completed and signed by all applicants (wet signatures required).

Direct Debit Mandate

Page 29 of the application form, requires full bank details and signature of account holder(s). Please provide the latest Bank statement for this account; clearly showing your name and account details, failure to provide this will result in the application being delayed or the application being returned.

If you are not using a “Major UK Bank” or an easily recognisable Bank or Building Society, you will need to provide us with email confirmation from the Bank in question, that they do allow Direct Debits to be claimed from the account.

Identification Verification

Copy of current passport certified to be a true copy of the original document and photograph a reasonable likeness of the holder (wet signatures required). Pages 30 & 31.

Please ensure that the signature page of the passport is also provided.

Address Verification

Certified copy of an appropriate document dated within the last 3 months (wet signatures required).

Income Confirmation (all documents to be provided in **English**)

- Employer's letter
Confirming remuneration and basic terms of contract with each application.
 - Purchase
If one or more applicant(s) is a British Citizen: 2 months salary slips
If the applicants are not British Citizens: 3 months salary slips
 - Re-mortgage or further advance
If one or more applicant(s) is a British Citizen: 1 months salary slips
If the applicants are not British Citizens: 3 months salary slips
-

Bank Statements (all documents to be provided in **English**)

Purchase

If one or more applicant(s) is a British Citizen: 2 months bank statements

If the applicants are not British Citizens: 3 months bank statements

Please note;

- We only require the Bank Statements where your salary is paid into and your mortgage(s) (if applicable) are paid from.
- If self-employed, please supply one full month Bank Statement from your main account, showing your salary (if applicable) and your mortgage payments (if applicable).

Re-mortgage or further advance

- If one or more applicant(s) is a British Citizen: 1 month bank statements
- If the applicants are not British Citizens: 3 months bank statements

Please note;

- We only require the Bank Statements where your salary is paid into and your mortgage(s) (if applicable) are paid from.
- If self-employed, please supply one full month Bank Statement for your main account, showing your salary (if applicable) and your mortgage payments (if applicable).

Mortgage Statements

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

Proof of source of Deposit (purchase)

Evidence/supporting documents as detailed on page 20.

Gift Confirmation (if applicable)

Gift letter signed by donor and supporting documentation. Page 32 & 33.

Skipton International Limited is committed to processing a mortgage application in the shortest possible time. In order to achieve this and prevent delays, receipt of a fully completed application form and supporting documentation is essential.

**Name of broker and company
if applicable**

Contact Number:

E-mail Address

Date

Please complete the application form with a wet signature and provide supporting documents in the post to:

For direct applicants please send to:

9 Waterloo Street St Helier Jersey JE2 4WT, Great Britain

For brokers please send to:

PO BOX 509, Tudor House, The Bordage, St Peter Port,
Guernsey, GY1 6DS, Great Britain

Supporting Document 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.

Original Application Form and Declaration (must be signed in accordance with passport and wet signatures provided):

1. Photo Identification

- Certified copy of your passport (Our Identification verification form, seen on page 30 & 31, should be used by the certifier).
- Please ensure that the signature page of the passport is also provided.

Copies must be certified by a professional person and wet signatures required.

[Click here for a list of Acceptable Certifiers.](#)

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 wish to use a correspondence address (that is not your residential address) you will need to supply the following:-

- Certified copy of resident's passport(s). (Our Identification verification form, seen on page 30 & 31, should be used by the certifier).
- Original / certified copy of a Utility bill of the occupier– no longer than 3 months old (excluding mobile phone bill or car insurance)

Copies must be certified by a professional person and wet signatures required.

[Click here for a list of Acceptable Certifiers.](#)

3. Employed Income Confirmation

Please provide the following documents in English. We can also accept certified translated documents from an easily identifiable, fully qualified translator.

- Letter from employer confirming income, position and term of employment / or pension contract.
- For a Purchase
- If one or more applicant is a British Citizen: 2 months salary slips
- If the applicants are not British Citizens: 3 months salary slips
- For a Re-mortgage
- If one or more applicant is a British Citizen: 1 months salary slips
- If the applicants are not British Citizens: 3 months salary slips

4. Self Employed Income Confirmation (if applicable)

If self-employed you must have been trading for a minimum of 3 years, please supply a fully completed accountant certificate ([which can be found here](#)). Self-employed applicants can appoint a local fully qualified accountant working in an accountancy firm with a minimum of two partners. The firm and accountant must be:

- Clearly identifiable

- Suitably qualified (local equivalent of ACA, FCA, ACCA, FCCA, IPFA or ICAS)

Alternatively, self employed applicants can provide the last year's final income tax assessment (where written in English). If you supply Tax assessments to confirm your income, you will also need to complete the [Business Questionnaire](#)

5. Bank Statements

Please provide the following documents in English. We can also accept certified translated documents from an easily identifiable, fully qualified translator.

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

For a Purchase

- If one or more applicant is a British Citizen: 2 months bank statements
- If the applicants are not British Citizens: 3 months bank statements

Please note;

- We only require the Bank Statements where your salary is paid into and your mortgage(s) (if applicable) are paid from.
- If self-employed, please supply one full month Bank Statement for your main account, showing your salary (if applicable) and your mortgage payments (if applicable).

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

For a Re-mortgage

- If one or more applicant is a British Citizen: 1 month bank statements
- If the applicants are not British Citizens: 3 months bank statements

Please Note;

- We only require the Bank Statements where your salary is paid into and your mortgage(s) (if applicable) are paid from.
- If self-employed, please supply one full month Bank Statement for your main account, showing your salary (if applicable) and your mortgage payments (if applicable).

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 20.

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

Where the deposit or transaction costs are being donated by a third party, please complete the Gift Letter seen on pages 32 & 33. Please also provide supporting documentation which details the source of funds. An amendable version is available [on our website](#).

9. Tenancy Agreements

England and Wales

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 re-vesting of names. Please see our [Property Letting Requirements](#).

Scotland

If the application relates to a remortgage, equity release, further advance or re-vesting of names, please see our [Property Letting Requirements](#).

Please supply the latest assured short hold tenancy (if before 1 December 2017) or a private tenancy (from 1 December 2017) in Scotland for a minimum term of 6 months, maximum term 1 year.

10. Energy Performance Certificate (England and Wales)

From the 1st April 2018, all Landlords will have to ensure rental properties meet a minimum Energy Performance Rating of E in order to be able to create a tenancy (unless except under the current regulations). Properties that are graded F or G are classed as substandard under the legislation and cannot be let. As such, Skipton International will only be able to provide mortgages against rental properties with an energy performance rating of A to E inclusive.

Skipton International will require applicants to supply a copy of a current Energy Performance Certificate relating to the security property. Skipton International reserves the right to request provision of Energy Performance Certificates at any point during the life of your mortgage.

To check if your property meets the required standards, simply click on the following link, enter the postcode and download the [Energy Performance Certificate](#) in PDF format.

For further information and guidance, please visit the [UK Government web site](#)

11. Energy Performance Certificate (Scotland)

Skipton International will require all landlords of Scottish rental properties to have a minimum Energy Performance Rating of D.

Skipton International will require applicants to supply a copy of a current Energy Performance Certificate relating to the security property. Skipton International reserves the right to request provision of Energy Performance Certificates at any point during the life of your mortgage.

To check if your property meets the required standards, simply click on the [following link](#), enter the postcode and download the Energy Performance Certificate in PDF format. For further information and guidance, please visit the UK Government web site; <https://www.gov.scot/publications/energy-performance-certificates-introduction/>

12. Ground Rent Criteria

Skipton International is happy to accept applications for properties with ground rent that falls within all the below criteria – if your property falls outside of this, please ring our sales team to discuss prior to submitting an application.

1. Ground Rent <= 0.1% of value, up to £1,000 in London or up to £250 outside of London
2. Review to RPI on a 10 yearly basis

For House Purchases you must instruct solicitors to act on your behalf but the cost of standard conveyancing is included in your application fee. Skipton uses Conveyancing Direct for properties in England and Wales and Aberdein Considine for properties in Scotland. You are, of course, at liberty to instruct your own solicitor but there will not be a reduction in the application fee if you choose not to use our solicitors.

Introduction

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

Town of birth

Country of birth

Country of residence

Nationality

Dual/Multiple Nationalities Yes No

Please state any further nationalities below:

Second Applicant

Title

Surname

Forenames (in full)

Date of birth

Town of birth

Country of birth

Country of residence

Nationality

Dual/Multiple Nationalities Yes No

Please state any further nationalities below:

Politically Exposed Persons:

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

Yes No

Yes No

Marital Status

Single
Married
Living with Partner
Separated
Divorced
Civil Partnership
Widowed

Single
Married
Living with Partner
Separated
Divorced
Civil Partnership
Widowed

Employment Status

Employed Full Time
Employed Part Time
Retired
Self Employed
Student
Other

Employed Full Time
Employed Part Time
Retired
Self Employed
Student
Other

Current Residential Status

Owner
Tenant
Living with others
Living with parents

Owner
Tenant
Living with others
Living with parents

Please provide your last 5 years consecutive address history including, please use a separate page if necessary.

First Applicant

Prior UK Address
(Must be Completed)

Postcode

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

Home Telephone
(plus country code)

Work Telephone
(plus country code)

Mobile Telephone
(plus country code)

Preferred method of contact
Home Work Mobile

Email Address (Personal email preferred)

Secondary Address

Second Applicant

Prior UK Address
(Must be Completed)

Postcode

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

Home Telephone
(plus country code)

Work Telephone
(plus country code)

Mobile Telephone
(plus country code)

Preferred method of contact
Home Work Mobile

Email Address (Personal email preferred)

Secondary 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/Mortgage	£	per month
House Insurance	£	per month
Pension/Savings	£	per month
School Fees	£	per month
Childcare Fees	£	per month
Maintenance	£	per month

Second Applicant

Monthly Expenditure (if not included for 1st applicant)

Rent/Mortgage	£	per month
House Insurance	£	per month
Pension/Savings	£	per month
School Fees	£	per month
Childcare Fees	£	per month
Maintenance	£	per month

Annual Income (First Applicant)

Gross basic salary or gross pension income £ per year
(excluding overtime and bonus)

Regular Bonus £ per year

Regular Overtime £ per year

Mortgage/Rent Subsidy £ per year

Car/Pension Allowance £ per year

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)

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)

**Employer name/
name of pension
provider**

Employers Address

Postcode

**Employer's
Telephone**

Time at Employer Years Months

Time in Role Years Months

**Time in Continuous
Employment** Years Months

Annual Income (Second Applicant)

Gross basic salary or gross pension income £ per year
(excluding overtime and bonus)

Regular Bonus £ per year

Regular Overtime £ per year

Mortgage/Rent Subsidy £ per year

Car/Pension Allowance £ per year

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)

Occupation

**Employer name/
name of pension
provider**

Employers Address

Postcode

**Employer's
Telephone**

Time at Employer Years Months

Time in Role Years Months

**Time in Continuous
Employment** Years Months

Is your current employment permanent? Yes
If no, provide details No

Is your current employment permanent? Yes
If no, provide details No

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

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* Yes/No	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* Yes/No	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* Yes/No	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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Unencumbered Properties

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

On completion of this mortgage how many Buy-To-Let Properties (including unencumbered and mortgaged) will be held in total by all borrowers?

On completion of this mortgage, how many mortgaged Buy-To-Let Properties will be held in total by all borrowers?

Property Details

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.

Style	Detached house	Purpose built flat
	Semi-detached house	Flat conversion
	Terraced house	Maisonette house
	Detached bungalow	Maisonette bungalow
	Semi-detached bungalow	
Construction	Standard	
	Timber framed	
	Non-standard construction	

Approximate year of build

If the property that you intend to purchase is a new build, Skipton International will accept applications up to a maximum of 6 months prior to when the property is due to complete (ready for tenant occupation). We are unable to accept applications outside of this criteria, if you are in any doubt, please call us.

Does the property incorporate a cladding system/balconies? Yes No

If yes, Skipton's appointed valuer will require a completed EWS1 form signed by a relevant professional. Please also read the notes below and take legal advice, should you feel it necessary.

Number of floors in a block (if a flat)

England and Wales

If the building incorporates a cladding system/balconies that may contain combustible material. The building owner and/or its agent, as the 'responsible person' under the Regulatory Reform (Fire Safety) Order 2005, must produce a completed form EWS1.

If an EWS1 form is required, it will need to be prepared by a professionally qualified third party. There is no liability to the lender, the valuer, or to the borrower, for any losses or potential losses arising from the valuers reliance upon the EWS1 form. If you require further information you should seek independent advice/legal advice prior to proceeding.

Scotland

If the building incorporates a cladding system/balconies that may contain combustible material Skipton will not be able to offer a loan. There is a risk that you will lose your application fee if the property valuation reveals that the property is clad or contains a balcony including potential combustible material.

Is the property a new build? Yes No

Please note, Skipton International do not offer mortgages on converted office blocks.

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

Building Certificate	None	NHBC
	Architect	Other

Agreed price of the property £ Estimated value if a remortgage/further advance

How much do you wish to borrow? £ Existing mortgage value £
(if remortgage or further advance)

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

If YES, please provide details

Is the builders/vendors incentive being added as part of this purchase value? Yes No

If YES, please provide details

Does the property have a lift? Yes No

Is the property ex 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? Yes

In there a green deal in place? Yes No No

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)

Condition of property Good Average Poor

Heating Gas Electric Oil Other None

Completion Date

For Remortgage and Further Advance cases only:

When remortgaging your property (this also includes further advances) Skipton International will instruct its solicitors, Conveyancing Direct, to prepare and complete all legal documentation required to enable the remortgage/ further advance to complete and draw down. There is no need to instruct your own solicitor.

Please provide a copy of the latest Tenancy Agreement.

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

Repay outstanding mortgage £

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

When was the mortgage taken out?

How long have you owned the property?

To purchase another property	£	Residential	Yes	Buy-To-Let	Yes
			No		No
Transfer your equity or to buy out another party	£				

Tenancy Details

Please note, Skipton International is unable to lend on Licensed Houses of Multiple Occupancy. Please see our 'Property Letting Requirements' at: [Property Letting Requirements England & Wales](#) [Property Letting Requirements - Scotland](#)

What basis is the property to be let?		Furnished	Unfurnished
Will the property be let on a multiple occupancy basis?	Yes	No	
If yes, please state the number of tenancies			
Property already let?	Yes	No	Projected Monthly Rental Income £

In the case of a new build property where a deposit has already been paid up front. Skipton International will require a signed letter from the solicitor confirming receipt of such funds and the date the monies were received.

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.

<u>Source</u>	<u>Documents Required</u>
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.

Property Declarations

Is vacant possession of the property being obtained on completion? Yes No

Do you intend a tenant 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

Will the loan be for the direct benefit and advantage of all applicants? Yes No

If NO, please supply further details

Solicitors Details (only required for purchase and transfers of equity)

Please be advised that the Firm you choose to represent you must be;

1. Regulated either by the Solicitors' Regulation Authority (SRA) or the Council for licensed Conveyancers (CLC).
2. A Member of The Law Society (if the property is situation in England or Wales) or a Member of The Law Society of Scotland (if the property is situated in Scotland).
3. The firm will also be required to have a place of business in the UK.

Acting Solicitor

Law Firm

Address of Solicitor (including post code)

Contact number

Email Address

Skipton International will instruct Conveyancing Direct to act on its behalf to prepare all legal documentation required to enable your facility to draw down. If purchase, Conveyancing Direct will be in touch with your solicitors with a list of requirements needed in order to enable completion.

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

Overpayments

Stocks and shares

Unit Trust

Pension

Savings

Other

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

Skipton product/rate 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.

Estate agents/Vendor/ Key holders for remortgages

Estate agents/vendors name

Estate agents/ vendors contact number
(Must be a UK contact number)

Estate agents address

Intermediary (to be completed by a mortgage broker only)

If you are not a Skipton International approved broker, please contact us on 0044 1481 730 730 for registration details.

I/We have provided a “Non Advised Service” for this application

I/we have provided an “Advised Service” for this application

I declare that, in relation to the evidence of identity and address verification:

- a) I have seen the original documents;
- b) any documents bearing a signature were pre-signed; and
- c) any documents bearing a photograph bore a good likeness.

Broker fee to be charged to the applicant*	£	
Payable on (please select)	Application	Completion
Refundable if does not proceed?	Yes	No

Name of Beneficiary Fee

*the fee you will be charging must be disclosed to Skipton International. Skipton will be unable to issue a Mortgage Offer Letter without the fee being disclosed here. If there is no fee is being charged to the client please enter “0”.

Name of Intermediary

Skipton Intermediary Reference

Company

Contact Number

E-mail Address

Signature of Intermediary

Date

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:

- 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 during the original 3 or 5 year Tracker or Fixed rate product period;
- 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 accept any Application Fee is only refundable at the discretion of Skipton International Limited;
- I confirm I will not be in breach by submitting this application and subsequently completing a mortgage of any Laws or Financial Regulation’s in my country of residence or citizenship.

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.

I understand that when appropriate Skipton International will need to obtain a surveyor’s report on the property offered as security at my expense. I accept that in the event of the facility not proceeding to completion for whatever reason, I will be solely responsible for all legal, survey and other costs of whatever nature incurred by Skipton International Limited or its adviser in connection herewith.

*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 the Bank, 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.”

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 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 or 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.

- 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):

Please sign in accordance with your passport. Do not forget to complete the Direct Debit Mandate at the end of this form.

First Applicant/Guarantor/Underlying Client

Date

Second Applicant/Guarantor/Underlying Client

Date

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

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.**



**SKIPTON
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

We will comply with the Data Protection (Bailiwick of Guernsey) Law 2017 at all times when obtaining and processing personal data. Our Privacy Policy explains how and why Skipton collects, uses, stores and transfers personal data and can be found at www.skiptoninternational.com To help maintain service and quality, some telephone calls may be recorded and monitored.

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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GIFT LETTER

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 £
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)

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. The details of the documentation you are required to submit can be found on the following page.

Savings

Inheritance

Investments

Sale of Property

Maturity/Surrender of insurance policy

Divorce Settlement

Equity Release from existing property

Compensation/Court Award

Other (please specify)

Lottery/Gambling Win

Yours faithfully;

Name of donor of gift

Name of donor of gift

Signature of donor of gift

Signature of donor of gift

In the presence of:

Name of independent witness

Signature of independent witness

Dated

This details the documentation you are required to submit in order to evidence the source(s) of the gift.

<u>Source</u>	<u>Documentation</u>
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.