

# Broker BTL Mortgage Application Form



## What to send with your BTL mortgage application

In order to process the mortgage as quickly as possible we need you to send us a number of documents with the application.

Please refer to the tick columns below to ensure that you have enclosed the appropriate documents with the application.

Failure to enclose the required documentation with the application will result in processing delays.

- Application Form - signed and **FULLY** completed by **ALL** applicants.
- Proof of Identity - \*certified passport or driving licence  
\*Other forms of ID are acceptable please refer to lending policy
- Proof of Residency - \*certified utility bill or bank statement (3 years history if not on Voters Roll)  
\*Other forms of Residency are acceptable please refer to lending policy
- Bank statements - (showing rental income and mortgage payment if re-mortgage, if purchase we will also need evidence of savings equivalent to 3 months mortgage payments)
- Buildings Insurance Schedule - if remortgage

The Society will contact your client to collect payment of any booking fee required

### Applicant 1

- Employed Applicant:**  
 Most recent payslip or P60
- Self Employed Applicant:**  
 1 years trading accounts
- Applicant with current mortgage:**  
 Proof of 6 months mortgage payments (\*mortgage statement/bank statements)  
**\*Only needed if data not available by credit check**
- Applicant with existing BTL properties**  
 Proof of 3 months rental income on bank statement  
 Proof of 6 months mortgage payments (\*mortgage statement/bank statement)  
**\*Only needed if data not available by credit check**

### Applicant 2

- Employed Applicant:**  
 Most recent payslip or P60
- Self Employed Applicant:**  
 1 years trading accounts
- Applicant with current mortgage:**  
 Proof of 6 months mortgage payments (\*mortgage statement/bank statements)  
**\*Only needed if data not available by credit check**
- Applicant with existing BTL properties**  
 Proof of 3 months rental income on bank statement  
 Proof of 6 months mortgage payments (\*mortgage statement/bank statement)  
**\*Only needed if data not available by credit check**

**marsden for intermediaries**

	intermediaries.themarsden.co.uk
	help line 0845 8949212

If you require help or assistance with the submission of a case please ring the intermediary help line

**Marsden Building Society Intermediary Sales Centre**  
Principal Office 6-20 Russell Street Nelson  
Lancashire BB9 7NJ  
t 0845 8949212 e intermediaries@themarsden.co.uk

Please insert your KFI/Quote Reference No.

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# Broker Buy To Let Mortgage Application Form

When completing the mortgage application form please ensure that you:

- Complete the form in BLOCK CAPITALS using black ink
- Answer all questions, or tick the appropriate box, please include postcodes where possible
- If a question does not apply, write N/A or not applicable
- If there is insufficient space for any answer, use the additional space provided in section 10 of the form
- Ensure that the Declaration is signed by all mortgage applicants

Please return completed application forms to:  
Marsden Building Society Intermediary Sales Centre  
6-20 Russell Street Nelson Lancashire BB9 7NJ  
Tel: 0845 8949212 Fax: 01282 440528





Telephone Home   
 Work   
 Mobile   
 Preferred time to call   
 Email   
 Preferred contact number Home  Work  Mobile/Text  Any

Home   
 Work   
 Mobile   
  
  
 Home  Work  Mobile/Text  Any

**3) ABOUT YOUR OCCUPATION**

**1st Applicant**

Your occupation   
 Name of your employer/business   
 Address of your employer/business (please include H.R. contact name)  
  
  
  
 Postcode   
 Telephone   
 Fax   
 Nature of business   
 Date you started with this employer or own business started   
 Do you own a share in the company? Yes  If yes, how much is the share?  %  
 No   
 National Insurance Number

**2nd Applicant**

Postcode   
  
  
  
 Yes  If yes, how much is the share?  %  
 No

Please complete section 3.1 employed or 3.2 self-employed.

**3.1 Employed applicants**

**1st Applicant**

Are you?  Permanent  Temporary  
 Contract - End date   
 Contract - This has been renewed previously Yes  No   
 Have you been continuously employed by this employer since the start date? Yes  No  If no, please provide details within section 15.  
 What is your annual income?  
 Gross annual salary £   
 Regular bonus/commission or overtime £   
 Other guaranteed income e.g. working/child tax credits. If other, please specify below:  
 Details  
 What is your monthly income? Net income £

**2nd Applicant**

Permanent  Temporary  
 Contract - End date   
 Yes  No   
 Yes  No  If no, please provide details within section 15.  
 Gross annual salary £   
 Regular bonus/commission or overtime £   
 Other guaranteed income e.g. working/child tax credits. If other, please specify below:  
 Details  
 Net income £

Total regular net monthly income for both applicants

£

### 3.2 Self-employed applicants

Please note: Self-employed applicants and directors with a 25% share holding will be asked to supply the following documents:

- Accounts for the last trading year
- 3 year's tax compilations/SA302's

All accounts must be originals and be prepared by a suitably qualified accountant (Chartered or Certified).

	1st Applicant	2nd Applicant
Type of business		
How long established	Years <input style="width: 40px;" type="text"/> Months <input style="width: 40px;" type="text"/>	Years <input style="width: 40px;" type="text"/> Months <input style="width: 40px;" type="text"/>
Position held	<input type="checkbox"/> Sole trader <input type="checkbox"/> Partner	<input type="checkbox"/> Sole trader <input type="checkbox"/> Partner
	<input type="checkbox"/> Director <input type="checkbox"/> Other, state below	<input type="checkbox"/> Director <input type="checkbox"/> Other, state below
Please provide details of your business performance over the last 3 years	Year                      Year                      Year	Year                      Year                      Year
Turnover	£ <input style="width: 60px;" type="text"/> £ <input style="width: 60px;" type="text"/> £ <input style="width: 60px;" type="text"/>	£ <input style="width: 60px;" type="text"/> £ <input style="width: 60px;" type="text"/> £ <input style="width: 60px;" type="text"/>
Net profit before tax	£ <input style="width: 60px;" type="text"/> £ <input style="width: 60px;" type="text"/> £ <input style="width: 60px;" type="text"/>	£ <input style="width: 60px;" type="text"/> £ <input style="width: 60px;" type="text"/> £ <input style="width: 60px;" type="text"/>
Drawings/Salary	£ <input style="width: 60px;" type="text"/> £ <input style="width: 60px;" type="text"/> £ <input style="width: 60px;" type="text"/>	£ <input style="width: 60px;" type="text"/> £ <input style="width: 60px;" type="text"/> £ <input style="width: 60px;" type="text"/>
Dividends	£ <input style="width: 60px;" type="text"/> £ <input style="width: 60px;" type="text"/> £ <input style="width: 60px;" type="text"/>	£ <input style="width: 60px;" type="text"/> £ <input style="width: 60px;" type="text"/> £ <input style="width: 60px;" type="text"/>
Net assets	£ <input style="width: 60px;" type="text"/> £ <input style="width: 60px;" type="text"/> £ <input style="width: 60px;" type="text"/>	£ <input style="width: 60px;" type="text"/> £ <input style="width: 60px;" type="text"/> £ <input style="width: 60px;" type="text"/>
Your accountant's details		
	Postcode	Postcode
Telephone number		
Fax		

#### 4) EXISTING BUY TO LETS

Please provide details of any additional buy to let properties that you have:

##### Property 1)

Address   
  
 Postcode

What type of property is it (detached, semi-detached, terraced, bungalow)?

Current Lender

Date Purchased

Currently tenanted Yes  No

Current value £  Debt outstanding £

##### Property 2)

Address   
  
 Postcode

What type of property is it (detached, semi-detached, terraced, bungalow)?

Current Lender

Date Purchased

Currently tenanted Yes  No

Current value £  Debt outstanding £

For any additional properties please provide full details in section 10

Your existing residential mortgage details or landlord details

##### 1st Applicant

What is your Lender's/Landlord's name?

What is your mortgage account number?

What is the amount of the mortgage outstanding? £

What is the estimated value of your property? £

If you are renting a property please give your Landlord's name and address   
  
 Postcode

Landlord's telephone

Rent payable £   
 Weekly  Monthly

##### 2nd Applicant

£

£

Postcode

£   
 Weekly  Monthly

## 5) ABOUT THE MORTGAGE SECURITY

### Property details

Full address of property to be mortgaged   
  
 Postcode

Year built?  Garage Yes  No

What type of property is it?  Detached  Semi-detached  Terraced  Bungalow  Purpose built flat/maisonette

If flat, please state number of floors in block

Number of bedrooms?  Number of habitable rooms (excluding bathrooms)

What is the tenure of the property?  Freehold  Commonhold  Leasehold If leasehold, remaining term  Years\*  
\*(Require 40 years remaining at end of mortgage lease)

Is the property a new build? Yes  No  If yes, please indicate if NHBC certificate  Architect approved

### Assessing your property - House Purchase

**We will instruct a surveyor to prepare a Property Assessment Report. This report is for our sole use for valuation purposes and we recommend that you arrange a comprehensive survey for your own protection. Please note that the provision of such a report will be at your expense.**

Do you wish to arrange a more comprehensive survey? Yes  No

If yes, what type of survey do you require? Homebuyers report  Full building survey

Please give details of how the surveyor should gain access to the property

Sellers name

Telephone

Selling agent details (if different from above)

Contact name

Company name and address   
  
 Postcode

### Assessing your property - Remortgage

**Please note: The provision of such a report will be at your expense.**

Please give details of how the surveyor should gain access to the property

Contact name

Telephone

## 6) MORTGAGE DETAILS

Product(s) selected

Repayment method Interest only  Repayment  Part repayment/Part interest only

Amounts required £  £

If interest only or part interest only please provide full details of the means of repayment upon maturity of the mortgage in the box below and if necessary within section 10.

### Please complete the relevant section

a) House purchase      b) Remortgage      c) Mortgage free      d) Additional borrowing

#### a) House purchase

Property purchase price £

Loan required £

Your own deposit £  Source of deposit

Term

Anticipated monthly rental income £

Please provide details in the box below of any seller incentives i.e. cashback, discounts, payment of stamp duty etc.

#### b) Remortgage

Estimated value of your property £  Original purchase price £  Date of purchase

Present mortgage balance £

Amount of any additional borrowing £

Purpose and details of additional borrowing (Home improvements please list works)

Total borrowing required £

Actual monthly rental income £

Term

What is your existing Buy to Let lender's name

What is your mortgage account number

**Early repayment charge period if applicable (please provide the date when your current ERC period ends)**

**Applications can only be accepted where ERC's expire within 2 months of date of application.**

#### Other secured lending

	Loan 1	Loan 2	Loan 3
Name of lender	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account number	<input type="text"/>	<input type="text"/>	<input type="text"/>
To be repaid	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
To be postponed	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please record any additional details within section 10.

**Please note: In a remortgage the amount of loan will be adjusted at completion to replicate the amount used to redeem your existing account.**



**c) Mortgage free (external solicitors required)**

Estimated value of your property £  Original purchase price £  Date of purchase

Amount of borrowing £

Purpose of borrowing (full details required)

Actual monthly rental income £

Term

**d) Additional borrowing**

Estimated value of your property £

Amount of additional borrowing £

Purpose and details of additional borrowing (Home improvements please list works)

Term

Product(s) selected

Repayment method Interest only  Repayment  Part repayment/Part interest only

Amounts required £  £

If interest only or part interest only please provide full details of the means of repayment upon maturity of the mortgage in the box below and if necessary within section 10.

**Other loans secured on your property (please detail if applicable)**

	Loan 1	Loan 2	Loan 3
Name of lender	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account number	<input type="text"/>	<input type="text"/>	<input type="text"/>
To be repaid	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
To be postponed	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please complete section 7 giving details on how you wish any additional borrowing monies to be forwarded to you.

Please record any additional details within section 10.

**7) CHEQUE/CHAPS DETAILS**

Additional borrowing may be issued direct to yourselves by one of the following options (please tick)

Cheque

CHAPS  (Please note a £25 fee will be deducted from the advance)

Bank

Bank address

Postcode

Sort code

Account number

Account holder

Please note: Cheques/CHAPS will be issued in the names of the mortgage account holder(s) only i.e. a single name cheque cannot be issued for a joint mortgage account. If monies are to be issued by CHAPS the Society will require sight of an up to date bank statement or a cheque book to confirm the account holder details.









## 11) ABOUT YOUR INSURANCE

**THIS SECTION MUST BE FULLY COMPLETED BY ALL APPLICANTS BEFORE YOUR MORTGAGE APPLICATION CAN BE PROCESSED.**

The Society offers general insurance products from Royal and Sun Alliance Insurance PLC, who are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority.

### Home insurance

It is a condition that the property is insured under an appropriate buildings insurance/policy at completion and remains in place during the term of the mortgage, for the full reinstatement value.

- I/we confirm I/we have no current buildings insurance arrangements and would like to be provided with a quote.
- I/we confirm I/we have my/our own insurance arrangements detailed below, however, I would still like to review my insurance arrangements with Marsden Building Society.
- I/we confirm I/we have my/our own buildings insurance detailed below and do not require a quote from Marsden Building Society.

Insurance Company

Policy number  Cover start date

It should be noted that suitable confirmation of cover will be required to be in the Society's possession before completion can take place. This confirmation must be one of the following: (Please refer to the Society's Tariff of Charges for Borrowers for the administration fee to be charged when arranging your own insurance.)

- i) A copy of a current policy schedule which satisfies the Society's property insurance requirements.
- ii) Written or faxed confirmation from an Insurance Company or Broker that cover is in place, or will be in place at completion, which satisfies the Society's property insurance requirements.

If you choose not to insure your property through the Society or cancel the insurance previously arranged by us, a one-off administration fee will be payable. This charge is to cover the contingency risk of the Society suffering financial loss and the administrative costs of ensuring adequacy of cover.

**Please note that if your mortgage is being transferred to Marsden Building Society from another lender and buildings insurance has been arranged through that lender, it is your responsibility to establish whether such insurance will be cancelled on redemption of your current mortgage.**

## 12) MORTGAGE APPLICATION DECLARATION

### Use of Personal Information and Declaration to be signed by all applicants.

The information which you provide or which we obtain in respect of your account will be retained by the Society electronically and in other formats for the purpose of administration of the mortgage and as detailed below.

I/We declare:

1. That I/we are over 18 years of age and that the information given in this application is true and correct and shall form the basis of any contract between me/us and Marsden Building Society. I/We also declare that if anything on this form was written by another person he or she acted as my/our agent for this purpose. I/We declare that I/we shall notify Marsden Building Society of any changes to the information given in support of this application prior to the completion of the mortgage applied for.

2. The Society may:

a)

i) Make such enquiries as it considers necessary whether of a Credit Reference Agency who will supply the Society with credit information including information from the electoral register or from my/our employers.

(1) Search the files of a Credit Reference Agency which will keep a record of that search and my/our application, whether or not the application proceeds. If you do not repay in full and on time, the Society will inform Credit Reference Agencies who will record the outstanding debt. This will be seen by other organisations carrying out later searches. Details about me/us and of how I/we conduct the account may also be disclosed to the agency, including recording the outstanding debt and if I/we do not pay on time. Records remain on file for six years after they are closed, whether settled by me/us or defaulted. The Society may use automated methods to verify my/our identity.

Note: An 'association' between joint applicants and/or any individual identified as your financial partner will be created at credit reference agencies which will link your financial records. You and anyone else with whom you have a financial link understand that each other's information may be taken into account in all future applications by either or both of you. This linking will continue until one of you successfully files a 'disassociation' at the credit reference agencies.

ii) Contact HM Revenue & Customs, Department for Work & Pensions, relevant or current lender, landlord or employer to confirm any income received and payments made.

iii) If false or inaccurate information is provided and suspected fraud is identified, we will notify fraud prevention agencies accordingly, together with law enforcement agencies in the UK and other countries, who may access and use this information. The Society and other organisations including HMRC may also access and use any of this information to prevent fraud and money laundering for example when: checking details on applications for savings accounts and products, recovering debt, checking details on proposals and claims for all types of insurance and checking details of job applicants and employees. The Society and other organisations in the UK or other countries may access and use the information recorded by fraud prevention agencies.

You have a legal right to request details of those credit reference agencies and relevant fraud prevention agencies from whom we obtain and with whom we record information about you subject to payment of the relevant fee. The credit reference agencies that we currently use or may use in the future are as follows:

CallCredit One Park Lane, Leeds, West Yorkshire, LS3 1EP  
Experian Landmark House, Experian Way, NG2 Business Park, Nottingham, NG80 1ZZ  
Equifax Capital House, 25 Chapel Street, London NW1 5DS

For further information and to receive details as to how your data may be used please write to Principal Office, 6-20 Russell Street, Nelson BB9 7NJ or telephone us on 01282 440500.

b) The Society may also:

i) Disclose information to the Society's insurers or their authorised agents for the purpose of risk assessment

ii) Use the information provided for the purposes of statistical analysis about credit, insurance and fraud.

iii) Record and monitor all telephone calls between you and the Society to increase your security and for staff training purposes

3. a) The Society may obtain, use, process and disclose personal data about me/us (including any sensitive personal data) to enable it to administer and service the account and for other related purposes, including assessing my/our acceptability and that of the security offered, the arrangement and administration of any type of insurance and products regulated under the Financial Services and Markets Act 2000 (or alteration to, replacement for or re-enactment of it) provided by third parties, the arrangement by our carefully selected third party panel organisation of legal advice from a panel firm, the updating or enhancing of existing customer records, analysis for management purposes and statutory returns, in addition to those described in any other paragraph of these declarations or notified to the Information Commissioner under the Data Protection Act 1998. The Society may also disclose personal data (including sensitive personal data) to third parties for the purposes of crime prevention and legal and regulatory compliance.

b) The Society may occasionally need to transfer the personal data to countries outside the European Economic Area (EEA) for any of the purposes described in this declaration. This will only be done under a contract that includes appropriate safeguards for the security and confidentiality of your personal data.

c) I/We have a right of access, under data protection legislation to the personal data the Society holds about me/us on payment of a fee. Please write to Principal Office, 6-20 Russell Street, Nelson BB9 7NJ or telephone us on 01282 440500 for further information.

d) For the purposes of the Data Protection Act 1998, the Data Controller in relation to any personal data supplied by me/us is Marsden Building Society.

## 12) DECLARATION (CONTINUED)

### Mortgage Application Declaration

4. I/We acknowledge that an assessment of the value of the property will be arranged by the Society which is intended solely for the purpose of the Society in considering this application and does not involve a detailed inspection of the property.
5. Neither the Society, any person in its employment or its valuer warrants the purchase price of the property is reasonable or accepts responsibility for the workmanship, construction or condition of the property.
6. I/We irrevocably authorise my/our conveyancer to send their entire file(s) relating to the purchase of the property intended to be secured by this loan and relating to the mortgage or remortgage transactions to the Society or its agent at the Society's /its agent's request. I/We expressly give up any right to assert legal privilege in relation to any part of the file(s). I/We also acknowledge that my/our giving up of this right and the right for the lender to receive the file(s) continues until the loan balance from time to time is repaid in full and remains in force in all other circumstances.
7. I/We declare that to the best of my/our knowledge and belief the information given on this form is true in every aspect and that the insurance cover will be based on this information. If I/we build any extension or carry out improvements to my/our house, I/we will advise that cost to you for insurance purposes. I/We consent to the information on this form and on any claim I/we may make being supplied to Insurance Database Services Ltd so that it can be made available to other insurers. I/We also agree that in response to any searches you may make in connection with this application or any claim, Insurance Database Services Ltd may supply information it has received from other insurers about other claims I /we have made.
8. In signing this application I/we confirm that I/we will be responsible at all times for the buildings insurance on the mortgaged property and agree to the following conditions:
  - a. That any buildings insurance policy covering the mortgaged property will be endorsed with the name and address of Marsden Building Society as mortgagee.
  - b. That the buildings sum insured will at all times represent the full reinstatement value of the property.
  - c. That I/we will be responsible for the future maintenance of adequacy of cover and payment of premiums
  - d. That I/we have obtained the written consent of any Freeholders and subsequent mortgagees (if any) to the insurance arrangements and that their respective interests will be noted on the policy
  - e. That in the event of a total/partial loss of the property, the outstanding mortgage debt will still be payable by me/us.
9. If any advance is made to joint applicants the first named applicant will be the 'Representative Joint Borrower' in accordance with the Rules of the Society. The Representative Joint Borrower alone will have the voting rights (if any) of joint borrowers as borrowers and alone will be entitled to received certain communications from the Society. I/We understand that the order which the borrowers are named on this advance will be the same as on the original Mortgage Deed (if applicable).
10. The Society reserves the right to decline to proceed with the application at any time. If the Society declines to proceed with this application, any booking fee paid will not be refunded.
11. The Society may at any time at its discretion and without obtaining your consent or the consent of anyone else, transfer to any other person any or all of its rights and obligations in relation to any part or the whole mortgage debt and any related security. This will not serve to reduce your rights and guarantees under the mortgage, however borrowing membership may cease. You will be bound to the transferee in respect of the transferred obligations to the same extent as you were originally bound to the Society and it may release any information it holds about you, your mortgage and any related security to any such transferee.
12. By signing below, I/we **agree** to the Society contacting me/us by telephone, email, post or other electronic media for marketing purposes to provide details about the Society's products **unless** I/we have indicated an objection to receiving such messages by ticking this box.

Applicant 1  Applicant 2

Signed

Date

Signed

Date

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



### 13) CONFIRMATION OF IDENTITY

**a) To be completed by Intermediaries only**

Are you FCA authorised Yes  No  If yes, what is your FRN number?

	<b>1st Applicant</b>	<b>2nd Applicant</b>
Applicant seen Face-to-Face	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Declaration** I have verified the identity of each of the applicants detailed in sections 1 of this form having:

	<b>1st Applicant</b>	<b>2nd Applicant</b>
<b>Identity Verification</b>	a) seen the original documents detailed below:	a) seen the original documents detailed below:
Type of ID seen/Issued by	<input type="text"/>	<input type="text"/>
Reference/Serial Number	<input type="text"/>	<input type="text"/>
<b>Address Verification</b>		
Type of ID seen/Issued by	<input type="text"/>	<input type="text"/>

**b) To be completed by the Society’s authorised mortgage personnel responsible for the application only**

Identity has been verified by Society  Intermediary

Records of ID obtained by the Society

<b>Identity Verification</b>	<b>1st Applicant</b>	<b>2nd Applicant</b>	<b>Copy on File (Y/N)</b>
Type of ID seen/Issued by	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reference/Serial Number	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Address Verification</b>			
Type of ID seen/Issued by	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reference/Serial Number	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Applicant seen Face-to-Face by Society</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Records (Note: Information recorded must be sufficient to permit reproduction of the actual information should it be required in the future)**

**DECLARATION**

a) I have verified the identity of the applicant(s) and confirm that the address and signatures agree with the application form, having either:	<b>1st Applicant</b>	<b>2nd Applicant</b>
Seen the original documents recorded above and obtained copies.	<input type="checkbox"/>	<input type="checkbox"/>
Obtained certified copies of the documents recorded above and corresponded with the applicants at the address verified on the voters roll.	<input type="checkbox"/>	<input type="checkbox"/>

b) I have reviewed and certify as correct the certified copies obtained by the registered intermediary, and confirm that the address and signatures agree with the application form.

Signature (please sign for all applicants)

Print Name

**Records: Certified Copies of documents signed & dated original seen, must be submitted in support of this application. Information recorded must be sufficient to permit reproduction of the actual information should it be required in the future.**

b) checked that any documents requiring a signature were pre-signed	<input type="checkbox"/>	b) checked that any documents requiring a signature were pre-signed	<input type="checkbox"/>
c) confirm that any associated photograph bore a good likeness to the applicant	<input type="checkbox"/>	c) confirm that any associated photograph bore a good likeness to the applicant	<input type="checkbox"/>
d) have attached copies of the identification evidence which are signed and dated original seen	<input type="checkbox"/>	d) have attached copies of the identification evidence which are signed and dated original seen	<input type="checkbox"/>

Signature (please sign for all applicants)

Print Name

# 14) INTERMEDIARY SUBMISSION FORM

Mortgage Introducers must complete this form for all cases submitted to the Society to enable us to comply with the FCA's mortgage rules. Failure to do so will delay the application.

Advisor name

Company name

Company address   
 Postcode

Telephone  Fax

E-mail

Company status  Appointed representative  Independent

Company FCA registration number  Network FCA registration number

Network name and address

Telephone

Level of service provided  Advised

**The Society's normal practice is not to accept non-advised sales via intermediaries. Should you have a case to place which has been completed on a non-advised basis, please contact the Intermediary Centre for further information.**

Confirm IDD issued  Yes  No  Confirm KFI issued  Yes  No

Is the mortgage a distance contract under MCOB 1.3? Yes  No

### Fees

To ensure section 8 of the KFI Offer is correct, please list all fees to be charged to the customer. If none, please tick box

Type of fee	To whom payable	£	Paid	
Introducer arrangement fee	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No* <input type="checkbox"/>

**\* If no, please provide details of how and when this will be paid in additional information within section 15.**

**The Society does not automatically add introducer arrangement fees to the loan amount requested and is unable to forward introducer arrangement fees direct to Brokers on completion.**

Other (please state)

<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If private buildings insurance is being arranged please include the borrowers own insurance fee in the above list. Please tick to confirm you have explained this fee to your client

To ensure section 13 of the KFI Offer is correct, please provide exact details of all parties who will receive a share of the procurement fee payment made by Marsden Building Society in connection with this mortgage

Party	<input type="text"/>	Amount	£ <input type="text"/>
Party	<input type="text"/>	Amount	£ <input type="text"/>

Please provide contact details for any complaint (if different from above). This information is required for inclusion within the Society's offer documents

Company name

Company address   
 Postcode

Telephone  Fax

E-mail

**Procurement Fee Bank Details**

Procurement fees are paid via electronic payment in accordance with FCA registration.  
Directly authorised - payment to Broker  
Appointed representative - payment to Principal

**We are unable to process your application for registration if you do not provide your bank account details below.**

Sort code	<input type="text"/>
Account no.	<input type="text"/>
Account name	<input type="text"/>
Bank name and address	<input type="text"/>
	<input type="text"/>
	Postcode

**Checklist and declaration**

**An incomplete form may delay the processing of this application. To help us to help you, please tick  all appropriate boxes before submitting your application.**

- I have completed the application form and provided the necessary documentation in accordance with Marsden Building Society's underwriting and mortgage product criteria.
- Proof of identification/address verification has been provided as described on page 16.
- The applicants have signed and dated the application form, declarations and Direct Debit mandate(s) as appropriate.
- I confirm that I/my company have/has the necessary permissions from the PRA/FCA to advise (where applicable), complete and submit this application to the Society on behalf of my/our clients.**

Signature	<input type="text"/>	Date	<input type="text"/>
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**We reserve the right to request additional bank statements/additional proof for all cases. Please ensure that you have advised the customer of this.**



**Principal Office** 6-20 Russell Street Nelson Lancashire BB9 7NJ

**t** (01282) 440500 **f** (01282) 440550 **e** [info@themarsden.co.uk](mailto:info@themarsden.co.uk) **w** [www.themarsden.co.uk](http://www.themarsden.co.uk)

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority.  
A member of the Financial Ombudsman Service.

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

To help maintain service quality, all telephone calls will be recorded and may be monitored.



INVESTOR IN PEOPLE