

TRANSFER OF EQUITY APPLICATION FORM

April 2021

What to expect when adding or removing someone from your mortgage

What does the process involve?

Examples of variation to borrower are where you request a new party to be added to the title and the mortgage, or you request a current borrower to be removed from the title and/or mortgage. No variation is permitted without our written consent. As the process will directly affect our security, we will need to underwrite the mortgage. We may also need a surveyor to revalue the property. Please note that Variations will not normally be permitted on a mortgage account which is in arrears and we are unable to consider a sole to sole transfer, a transfer from corporate borrowers, an individual borrower to a corporate borrower, or vice versa.

Is there any criteria I must meet?

Yes, you must meet our current criteria for lending purposes. This will include:

- A maximum LTV of 75% or below
- A minimum income of £25,000 per annum
- Suitable rental income coverage - this should be a minimum of 125% of the mortgage payment at an interest rate of 5.5%
- For leasehold property, there must be a minimum of 65 years remaining on the lease at the end of the mortgage

To see our criteria in more detail, please see our lending guidelines on our website at www.paragonbank.co.uk.

What are the fees?

There are no administration fees payable but if we need to carry out a survey, there will be a charge of £130. The cost can either be paid in advance when you receive the decision in principle, or it can be added to the loan. Where the variation will result in a credit to the mortgage account to reduce the current balance, please refer to the original offer documentation to ascertain whether a redemption charge is applicable.

Can I ask my broker to deal with this?

Yes, as long as all parties have signed the application form and the brokers details are completed on the form.

Why do I need to appoint a solicitor?

Any changes to the borrowers must be dealt with in accordance with the law and therefore a solicitor has to be instructed. We need to be confident that the solicitor has made you aware of the legalities of the requested transfer of equity, and that you are fully aware of what you are entering into after the transfer has been completed. We also need the solicitor to ensure that the changes that are made to the property ownership are correctly registered at the Land Registry. We will also appoint your solicitor to act on our behalf, and any additional costs incurred by the solicitor in acting for us will be paid for by you. You and/or your solicitor will receive regular progress reports during the processing of your application.

What information will you require?

A fully completed and signed application form along with a number of supporting documents:

- If self-employed, the last two years of self-employed accounts (prepared by an acceptably qualified accountant) or the last two years of full tax calculations, together with corresponding Tax Year Overviews
- If employed, the last three months of pay slips or most recent P60
- If a rental portfolio is held, the last two years of rental accounts (prepared by an acceptably qualified accountant) or the last two years of full tax calculations, together with corresponding Tax Year Overviews, including the land and property pages
- The last three months of rental bank statements
- Fully completed property schedule (this can be found in the documents section of our website)
- An explanation for why a Transfer of Equity is being requested

How long will the process take?

Please ensure that you complete all sections in full so we can check that our records are up-to-date and avoid delays in processing your application. As soon as the application and supporting documents are received, we will email you to let you know. We will then assess the information and you will be contacted by phone with a decision in principle within 10-14 days. If we require a survey, our surveyors administration team will then contact you to arrange a mutually convenient appointment. You can ring us on 03458 494 060 or email us at btlcs@paragonbank.co.uk if you need further information or you wish to speak to us about your ongoing application.

In conjunction with other criteria, we will assess the affordability of this mortgage based on the expected monthly income generated from letting the property to a tenant. The actual income generated may be different and can be influenced over time by changes within the rental market. The applicant(s) will remain responsible for meeting the costs of the mortgage and the additional costs associated with letting property for the duration of ownership.

Intermediary details

Where this application is being submitted by a professional adviser, this section must be completed in order to avoid processing delays. Please note that procuration fees are not paid in respect of transfer of equity applications.

Submitting intermediary

To ensure compliance with any business agreements you have in place, and also that the business is allocated to the correct source, please confirm whether you are submitting:-

<input type="checkbox"/>	As an appointed representative of	<input type="text"/>	Network
<input type="checkbox"/>	As Directly Authorised	<input type="checkbox"/>	Non regulated based on your CCL
Consultant's full name	<input type="text"/>		
Consultant's FCA number	<input type="text"/>		
Company name	<input type="text"/>		
Principal's FCA number	<input type="text"/>		
Intermediary's address	<input type="text"/>		
			Postcode
Telephone number	<input type="text"/>	Fax number	<input type="text"/>
Email address	<input type="text"/>		
Have you given the customer advice when choosing the product?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
What is the value of any fee charged for your service?	£ <input type="text"/>		

Originating intermediary

Where this application is being originated by a different intermediary to the submitting intermediary, please complete the following details:

Consultant's full name	<input type="text"/>		
Consultant's FCA number	<input type="text"/>		
Company name	<input type="text"/>		
Principal's FCA number	<input type="text"/>		
Intermediary's address	<input type="text"/>		
			Postcode
Telephone number	<input type="text"/>	Fax number	<input type="text"/>
Email address	<input type="text"/>		

Application form for transfer of equity

Proposed variation to borrower(s)

Please give a full explanation on this page for the planned variation to borrower.

Variation to borrower - We require details of your proposals, including full names of all parties and copies of any court orders between parties.

Please note, we are not bound by such court orders and we will only consent where the proposal meets our criteria. Any parties being removed from the mortgage are to sign this page as confirmation that they are aware of the removal and consent to all necessary enquiries. We recommend that all parties to this transfer take independent legal and financial advice.

Name of parties to be removed	Name of parties remaining	Name of parties being added
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Reason for variation

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To be completed by any parties being removed from the mortgage

I confirm that I, am aware of, and agree to the removal of my name from the mortgage for

Property address Postcode

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I have received the necessary legal advice prior to proceeding with this application.

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Should there be more than one party being removed from the mortgage, please copy this page and attach to the completed application.

Property subject to variation to borrower

Please copy this page if this application is for more than two properties.

Property 1

Address of property	<input type="text"/> <input type="text"/>		
	Postcode		
Existing Paragon account number	<input type="text"/>		
Name and address of person to contact to arrange an inspection of the property	<input type="text"/> <input type="text"/>		
	Postcode		
Telephone/mobile number	<input type="text"/>	<input type="text"/>	
	Tel/Mob	Email	
Is the property subject to a home improvement grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details	<input type="text"/>
Is the property subject to a HMO licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please supply copy licence and planning approvals	
Is the property in, or to be in, multiple occupation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, number of unrelated occupants	<input type="text"/>
Date first in multiple occupation	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
	D D M M Y Y Y Y		
Is the property to be let on an assured shorthold tenancy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, give details	<input type="text"/>
Anticipated rental/rental income received	<input type="text"/>		Per month
	£		

Property 2

Address of property	<input type="text"/> <input type="text"/>		
	Postcode		
Existing Paragon account number	<input type="text"/>		
Name and address of person to contact to arrange an inspection of the property	<input type="text"/> <input type="text"/>		
	Postcode		
Telephone/mobile numbers	<input type="text"/>	<input type="text"/>	
	Tel/Mob	Email	
Is the property subject to a home improvement grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details	<input type="text"/>
Is the property subject to a HMO licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please supply copy licence and planning approvals	
Is the property in, or to be in, multiple occupation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, number of unrelated occupants	<input type="text"/>
Date first in multiple occupation	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
	D D M M Y Y Y Y		
Is the property to be let on an assured shorthold tenancy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, give details	<input type="text"/>
Anticipated rental/rental income received	<input type="text"/>		Per month
	£		

Personal details

To be completed by all parties (parties remaining on the mortgage and any new parties).

Applicant 1

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Other	<input type="text"/>
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female				
First names (in full)	<input type="text"/>					
Surname	<input type="text"/>					
Marital status	<input type="text"/>					
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country of birth	<input type="text"/>					
Number of children/dependents	<input type="text"/>	Their ages	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current residential address <small>(Please ensure the postcode is shown in full)</small>	<input type="text"/>					
Home telephone number	<input type="text"/>					
Mobile telephone number	<input type="text"/>	Fax number	<input type="text"/>			
Email address	<input type="text"/>					
Length of time at this address	<input type="text"/>	<input type="text"/>	Years	<input type="text"/>	<input type="text"/>	Months
Residential status	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant	<input type="checkbox"/> With relations or friends			
Name and address of current lender or landlord	<input type="text"/>					
Account number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
If you have lived at your current address for less than two years, please give previous residential address <small>(If more than one address please use continuation sheet on page 17)</small>	<input type="text"/>					
Length of time at this address	<input type="text"/>	<input type="text"/>	Years	<input type="text"/>	<input type="text"/>	Months
Residential status at this address	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant	<input type="checkbox"/> With relations or friends			
Name and address of previous lender or landlord	<input type="text"/>					
Account number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Personal details

Applicant 2

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Other	<input type="text"/>
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female				
First names (in full)	<input type="text"/>					
Surname	<input type="text"/>					
Marital status	<input type="text"/>					
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country of birth	<input type="text"/>					
Number of children/dependents	<input type="text"/>	Their ages	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current residential address <small>(Please ensure the postcode is shown in full)</small>	<input type="text"/>					Postcode
Home telephone number	<input type="text"/>					
Mobile telephone number	<input type="text"/>	Fax number	<input type="text"/>			
Email address	<input type="text"/>					
Length of time at this address	<input type="text"/>	<input type="text"/>	Years	<input type="text"/>	<input type="text"/>	Months
Residential status	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant	<input type="checkbox"/> With relations or friends			
Name and address of current lender or landlord	<input type="text"/>					Postcode
Account number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
If you have lived at your current address for less than two years, please give previous residential address <small>(If more than one address please use continuation sheet on page 17)</small>	<input type="text"/>					Postcode
Length of time at this address	<input type="text"/>	<input type="text"/>	Years	<input type="text"/>	<input type="text"/>	Months
Residential status at this address	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant	<input type="checkbox"/> With relations or friends			
Name and address of previous lender or landlord	<input type="text"/>					Postcode
Account number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Personal details

Applicant 3

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Other	<input type="text"/>
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female				
First names (in full)	<input type="text"/>					
Surname	<input type="text"/>					
Marital status	<input type="text"/>					
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country of birth	<input type="text"/>					
Number of children/dependents	<input type="text"/>	Their ages	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current residential address <small>(Please ensure the postcode is shown in full)</small>	<input type="text"/>					Postcode
Home telephone number	<input type="text"/>					
Mobile telephone number	<input type="text"/>	Fax number	<input type="text"/>			
Email address	<input type="text"/>					
Length of time at this address	<input type="text"/>	<input type="text"/>	Years	<input type="text"/>	<input type="text"/>	Months
Residential status	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant	<input type="checkbox"/> With relations or friends			
Name and address of current lender or landlord	<input type="text"/>					Postcode
Account number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
If you have lived at your current address for less than two years, please give previous residential address <small>(If more than one address please use continuation sheet on page 17)</small>	<input type="text"/>					Postcode
Length of time at this address	<input type="text"/>	<input type="text"/>	Years	<input type="text"/>	<input type="text"/>	Months
Residential status at this address	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant	<input type="checkbox"/> With relations or friends			
Name and address of previous lender or landlord	<input type="text"/>					Postcode
Account number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Personal details

Applicant 4

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Other	<input type="text"/>
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female				
First names (in full)	<input type="text"/>					
Surname	<input type="text"/>					
Marital status	<input type="text"/>					
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country of birth	<input type="text"/>					
Number of children/dependents	<input type="text"/>	Their ages	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current residential address <small>(Please ensure the postcode is shown in full)</small>	<input type="text"/>					Postcode
Home telephone number	<input type="text"/>					
Mobile telephone number	<input type="text"/>	Fax number	<input type="text"/>			
Email address	<input type="text"/>					
Length of time at this address	<input type="text"/>	<input type="text"/>	Years	<input type="text"/>	<input type="text"/>	Months
Residential status	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant	<input type="checkbox"/> With relations or friends			
Name and address of current lender or landlord	<input type="text"/>					Postcode
Account number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
If you have lived at your current address for less than two years, please give previous residential address <small>(If more than one address please use continuation sheet on page 17)</small>	<input type="text"/>					Postcode
Length of time at this address	<input type="text"/>	<input type="text"/>	Years	<input type="text"/>	<input type="text"/>	Months
Residential status at this address	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant	<input type="checkbox"/> With relations or friends			
Name and address of previous lender or landlord	<input type="text"/>					Postcode
Account number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Occupation and income

Applicant 1

Employment status	<input type="checkbox"/> Employed <input type="checkbox"/> Sub-contractor <input type="checkbox"/> Partnership <input type="checkbox"/> Sole trader <input type="checkbox"/> Shareholder/Company director/Designated member
If shareholder shareholding of business	<input type="text"/> %
Occupation	<input type="text"/>
Nature of business	<input type="text"/>
Name of employer or business	<input type="text"/>
Address of employer or business <small>(If self-employed, provide business address)</small>	<input type="text"/> <input type="text"/> Postcode
Telephone number	<input type="text"/> Fax number <input type="text"/>
Length of current employment or date business established	<input type="text"/>
Is your employment permanent and non-probationary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you employed on a contract basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, length of current contract <input type="text"/> <input type="text"/> Years <input type="text"/> <input type="text"/> Months
Renewal date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Gross employed income	£ <input type="text"/> p.a
Self employed net profit income <small>(Sole trader or partnership excluding buy-to-let income)</small>	£ <input type="text"/> p.a
Gross rental income <small>(As of today's date including all existing properties and current purchase applications)</small>	£ <input type="text"/> p.a
Self employed pre-tax profit income <small>(Buy-to-let income)</small>	£ <input type="text"/> p.a
All other taxable income <small>(eg pension, investments, savings etc)</small>	£ <input type="text"/> p.a
If self-employed Name and address of accountant	<input type="text"/> <input type="text"/> Postcode
Accountant telephone number	<input type="text"/>
Accountant email address	<input type="text"/>
Name of individual acting and qualification	<input type="text"/>
Length of time with accountant	<input type="text"/> <input type="text"/> Years <input type="text"/> <input type="text"/> Months
National Insurance number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Occupation and income

Applicant 2

Employment status	<input type="checkbox"/> Employed <input type="checkbox"/> Sub-contractor <input type="checkbox"/> Partnership
	<input type="checkbox"/> Sole trader <input type="checkbox"/> Shareholder/Company director/Designated member
If shareholder shareholding of business	<input type="text"/> %
Occupation	<input type="text"/>
Nature of business	<input type="text"/>
Name of employer or business	<input type="text"/>
Address of employer or business <i>(If self-employed, provide business address)</i>	<input type="text"/> <input type="text"/> Postcode
Telephone number	<input type="text"/> Fax number <input type="text"/>
Length of current employment or date business established	<input type="text"/>
Is your employment permanent and non-probationary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you employed on a contract basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, length of current contract <input type="text"/> <input type="text"/> Years <input type="text"/> <input type="text"/> Months
Renewal date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Gross employed income	£ <input type="text"/> p.a
Self employed net profit income <i>(Sole trader or partnership excluding buy-to-let income)</i>	£ <input type="text"/> p.a
Gross rental income <i>(As of today's date including all existing properties and current purchase applications)</i>	£ <input type="text"/> p.a
Self employed pre-tax profit income <i>(Buy-to-let income)</i>	£ <input type="text"/> p.a
All other taxable income <i>(eg pension, investments, savings etc)</i>	£ <input type="text"/> p.a
<i>If self-employed</i> Name and address of accountant	<input type="text"/> <input type="text"/> Postcode
Accountant telephone number	<input type="text"/>
Accountant email address	<input type="text"/>
Name of individual acting and qualification	<input type="text"/>
Length of time with accountant	<input type="text"/> <input type="text"/> Years <input type="text"/> <input type="text"/> Months
National Insurance number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Occupation and income

Applicant 3

Employment status	<input type="checkbox"/> Employed <input type="checkbox"/> Sub-contractor <input type="checkbox"/> Partnership
	<input type="checkbox"/> Sole trader <input type="checkbox"/> Shareholder/Company director/Designated member
If shareholder shareholding of business	<input type="text"/> %
Occupation	<input type="text"/>
Nature of business	<input type="text"/>
Name of employer or business	<input type="text"/>
Address of employer or business <small>(If self-employed, provide business address)</small>	<input type="text"/> <input type="text"/> Postcode
Telephone number	<input type="text"/> Fax number <input type="text"/>
Length of current employment or date business established	<input type="text"/>
Is your employment permanent and non-probationary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you employed on a contract basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, length of current contract <input type="text"/> <input type="text"/> Years <input type="text"/> <input type="text"/> Months
Renewal date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Gross employed income	£ <input type="text"/> p.a
Self employed net profit income <small>(Sole trader or partnership excluding buy-to-let income)</small>	£ <input type="text"/> p.a
Gross rental income <small>(As of today's date including all existing properties and current purchase applications)</small>	£ <input type="text"/> p.a
Self employed pre-tax profit income <small>(Buy-to-let income)</small>	£ <input type="text"/> p.a
All other taxable income <small>(eg pension, investments, savings etc)</small>	£ <input type="text"/> p.a
If self-employed Name and address of accountant	<input type="text"/> <input type="text"/> Postcode
Accountant telephone number	<input type="text"/>
Accountant email address	<input type="text"/>
Name of individual acting and qualification	<input type="text"/>
Length of time with accountant	<input type="text"/> <input type="text"/> Years <input type="text"/> <input type="text"/> Months
National Insurance number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Occupation and income

Applicant 4

Employment status	<input type="checkbox"/> Employed <input type="checkbox"/> Sub-contractor <input type="checkbox"/> Partnership <input type="checkbox"/> Sole trader <input type="checkbox"/> Shareholder/Company director/Designated member
If shareholder shareholding of business	<input type="text"/> %
Occupation	<input type="text"/>
Nature of business	<input type="text"/>
Name of employer or business	<input type="text"/>
Address of employer or business <small>(If self-employed, provide business address)</small>	<input type="text"/> <input type="text"/> Postcode
Telephone number	<input type="text"/> Fax number <input type="text"/>
Length of current employment or date business established	<input type="text"/>
Is your employment permanent and non-probationary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you employed on a contract basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, length of current contract <input type="text"/> <input type="text"/> Years <input type="text"/> <input type="text"/> Months
Renewal date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Gross employed income	£ <input type="text"/> p.a
Self employed net profit income <small>(Sole trader or partnership excluding buy-to-let income)</small>	£ <input type="text"/> p.a
Gross rental income <small>(As of today's date including all existing properties and current purchase applications)</small>	£ <input type="text"/> p.a
Self employed pre-tax profit income <small>(Buy-to-let income)</small>	£ <input type="text"/> p.a
All other taxable income <small>(eg pension, investments, savings etc)</small>	£ <input type="text"/> p.a
If self-employed Name and address of accountant	<input type="text"/> <input type="text"/> Postcode
Accountant telephone number	<input type="text"/>
Accountant email address	<input type="text"/>
Name of individual acting and qualification	<input type="text"/>
Length of time with accountant	<input type="text"/> <input type="text"/> Years <input type="text"/> <input type="text"/> Months
National Insurance number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Existing property portfolio

Where you currently own property(ies) which is/are let or presently vacant which you are intending to let (excluding any main residence), please provide full details on page 14. Should you require additional space, please copy page 14 and attach to this application.

Applicant 1

How long have you been letting property?	<input type="text"/> <input type="text"/> Years
Do you manage the property(ies)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many properties do you currently own?	<input type="text"/> <input type="text"/> <input type="text"/>

Applicant 2

How long have you been letting property?	<input type="text"/> <input type="text"/> Years
Do you manage the property(ies)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many properties do you currently own?	<input type="text"/> <input type="text"/> <input type="text"/>

Applicant 3

How long have you been letting property?	<input type="text"/> <input type="text"/> Years
Do you manage the property(ies)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many properties do you currently own?	<input type="text"/> <input type="text"/> <input type="text"/>

Applicant 4

How long have you been letting property?	<input type="text"/> <input type="text"/> Years
Do you manage the property(ies)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many properties do you currently own?	<input type="text"/> <input type="text"/> <input type="text"/>

Existing property portfolio

Should you require additional space, please copy this page and attach to the application. Alternatively, complete the property schedule form located in the documents section on our website, and submit this alongside the application.

Owner	<input type="text"/>
Address	<input type="text"/> Postcode
Property value	£ <input type="text"/>
Current mortgage/ loan balance	£ <input type="text"/>
Lender's name and address	<input type="text"/> Postcode
Loan to value	<input type="text"/>
ICR	<input type="text"/>
Monthly mortgage payment	£ <input type="text"/>
Monthly rental income	£ <input type="text"/>
How long have you owned the property?	<input type="text"/> <input type="text"/> Years <input type="text"/> <input type="text"/> Months
Is the property currently let?	<input type="checkbox"/> Yes <input type="checkbox"/> No
House in multiple occupation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Multi-unit block?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Owner	<input type="text"/>
Address	<input type="text"/> Postcode
Property value	£ <input type="text"/>
Current mortgage/ loan balance	£ <input type="text"/>
Lender's name and address	<input type="text"/> Postcode
Loan to value	<input type="text"/>
ICR	<input type="text"/>
Monthly mortgage payment	£ <input type="text"/>
Monthly rental income	£ <input type="text"/>
How long have you owned the property?	<input type="text"/> <input type="text"/> Years <input type="text"/> <input type="text"/> Months
Is the property currently let?	<input type="checkbox"/> Yes <input type="checkbox"/> No
House in multiple occupation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Multi-unit block?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Owner	<input type="text"/>
Address	<input type="text"/> Postcode
Property value	£ <input type="text"/>
Current mortgage/ loan balance	£ <input type="text"/>
Lender's name and address	<input type="text"/> Postcode
Loan to value	<input type="text"/>
ICR	<input type="text"/>
Monthly mortgage payment	£ <input type="text"/>
Monthly rental income	£ <input type="text"/>
How long have you owned the property?	<input type="text"/> <input type="text"/> Years <input type="text"/> <input type="text"/> Months
Is the property currently let?	<input type="checkbox"/> Yes <input type="checkbox"/> No
House in multiple occupation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Multi-unit block?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Owner	<input type="text"/>
Address	<input type="text"/> Postcode
Property value	£ <input type="text"/>
Current mortgage/ loan balance	£ <input type="text"/>
Lender's name and address	<input type="text"/> Postcode
Loan to value	<input type="text"/>
ICR	<input type="text"/>
Monthly mortgage payment	£ <input type="text"/>
Monthly rental income	£ <input type="text"/>
How long have you owned the property?	<input type="text"/> <input type="text"/> Years <input type="text"/> <input type="text"/> Months
Is the property currently let?	<input type="checkbox"/> Yes <input type="checkbox"/> No
House in multiple occupation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Multi-unit block?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Credit history and outgoings

Have you any loans, hire purchase, credit/charge cards or other financial commitments such as maintenance payments?

If yes, please provide details below where the current balance exceeds £500, and/or the commitment will continue for a period exceeding 12 months. If the loan or commitment is to be repaid on or before completion please indicate this.

APPLICANT 1 Yes No

APPLICANT 2 Yes No

APPLICANT 3 Yes No

APPLICANT 4 Yes No

Applicant/Guarantor 1, 2, 3 or 4	Lender/Company	Purpose of loan	Monthly payment	Current balance	To be repaid

Bank details

All mortgage payments must be made by direct debit from a UK bank/building society account, and the applicant must be the account holder.

All mortgage payments must be made by direct debit from a UK bank/building society account, and the applicant must be the account holder.

Name of bank

Sort code

 - -

Account number

How long has this account been open?

 Years Months

Other details

Solicitor details

Please note: It is normally possible for the solicitor you appoint to also act for the Lender. However, we can only instruct your solicitor if the firm has been/will be appointed to Paragon's conveyancing panel, having met our criteria. We reserve the right to refuse to instruct your solicitor at our discretion. Please refer to our lending guidelines and submission requirements for further information.

Solicitor firm name	<input type="text"/>
Name of person acting	<input type="text"/>
Address	<input type="text"/> <input type="text"/>
Telephone number	<input type="text"/>
Fax number	<input type="text"/>
Email address	<input type="text"/>
DX number	<input type="text"/>
What (if any) is the relationship between you and the solicitor?	<input type="text"/> <input type="text"/>

Additional information (must be completed in all circumstances)

As a responsible lender, when you apply for a mortgage, we have to assess all material facts before an offer is issued. It is your responsibility to disclose any material facts that could influence our decision.

The following questions we consider to be material and must be answered on behalf of all applicants before we can assess your application.

1. Have you ever been convicted of any offence (other than driving offences)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
2. Are you aware of any future changes to your income or expenditure that would affect your ability to repay the mortgage?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
3. Have you ever incurred mortgage or unsecured credit arrears, been declared bankrupt, entered into arrangement with creditors or been partly to a mortgage where the property has been taken into possession?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
4. Have you ever been declared bankrupt whilst being a director of a company that went into liquidation, receivership or administration or been disqualified from being a director of a company?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
5. Have you ever had a county court judgement or any other court order made against you?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
6. Have you been refused a mortgage in the last 12 months?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

If you have answered yes to any of the above questions, or if you are in doubt as to whether any fact is material, you should provide full details.

Continuation sheet

Additional details referred to in the relevant sections of this form to be included here in support of your application.

A large rectangular area with a light gray border, containing numerous horizontal dotted lines for writing.

Declaration

This is our standard client agreement upon which we intend to rely. For your own benefit and protection, you should read these terms carefully before proceeding. If you do not understand any point, please ask for further information.

By signing you are confirming that;

- a) The information given, whether on the application form or otherwise, is true, accurate, complete and not misleading and that you will notify us promptly of any changes that may occur before the mortgage is completed
- b) You have never been refused a mortgage by another lender
- c) You have never been in arrears with any credit agreement
- d) You have never had a judgement for debt registered against you or been declared bankrupt/ sequestrated or failed to maintain payments under any mortgage or other credit agreement
- e) We may make all enquiries we feel appropriate (including with HM Revenue & Customs under the HMRC Verification Scheme to confirm the income information and documents you have provided are true and genuine, any Credit Reference Agency, or any past/present employer, accountant, lender or bank) for deciding whether to proceed with this application and which we consider necessary for confirmation, credit assessment and account management
- f) If identity and/or immigration papers are provided you give us permission to check your status with the Home Office. In compliance with the 2016 Immigration Act, your details will be checked against the Home Office database
- g) You waive any confidentiality or privilege in respect of this application, and the mortgage transaction as a whole, and confirm that any solicitor or other party acting for you is authorised to disclose to us, at any time (whether before or after completion of the mortgage), any information or documentation we request which ought reasonably to be considered relevant or which might reasonably influence our decision to lend, including the entirety of the solicitor's file(s) (regardless of whether there is a joint file or a separate file for you and us), the financial records and the ledger card
- h) If we provide you with a copy of, or extract from, our valuation report, we make no representation or warranty (express or implied) nor accept any liability or responsibility in respect of its contents
- i) Any payments in respect of the mortgage are made for, and on behalf of, all parties to it
- j) Where you are not a consumer buy to let borrower, your mortgage is entered in wholly or predominantly for the purposes of a business carried on, or intended to be carried on, by you. You understand that you will not have the benefit of the protection and remedies that would be available to you under the Mortgage Credit Directive Order if the agreement were a regulated mortgage contract under that Order. You are aware that if you are in any doubt as to the consequences of the agreement not being regulated by the Order then you should seek independent legal advice
- k) We may record or monitor any telephone or email communication with you for training purposes or client protection
- l) We may decline this application or withdraw any subsequent offer without stating a reason
- m) Any additional security insurance arrangements are for our benefit only and you have no right or claim in relation to them
- n) You are aware that it is a criminal offence to knowingly provide false information to obtain a mortgage and that it may make you liable to criminal prosecution
- o) You are aware that to forge a signature may make you liable to criminal prosecution
- p) You are aware of and consent to the Securitisation and the Your data – Our promise provisions below
- q) You agree that the lender may issue correspondence, addressed to all applicants, either electronically to the email address of the first applicant or by post to the correspondence address of the first applicant (each as provided in the loan application) or if the borrower is a limited company to the registered office.

Securitisation

You confirm that we may transfer or securitise any mortgage or guarantee that you may have with us. You understand that securitisation typically involves us transferring all or some of the rights and duties that go with the mortgage or guarantee to an investor who normally asks us to carry on administering them as though our own. So that, for example, following securitisation we would normally continue to collect payments and should you experience any difficulties in making payments, or have any queries, you should contact us.

Your data – Our promise

Paragon knows that your personal data belongs to you and not us. That's why when you, or a third party, share your personal data with us we make sure that we keep it private and safe.

We use your personal data to decide whether you're eligible for a Paragon product, to administer your account and for a variety of other reasons but sometimes it may lead to us refusing to provide, or continue to provide, you with a product or service.

Your information may be transferred to and stored in locations outside the UK and European Economic Area (EEA), including countries that may not have the same level of protection for personal information. When we do this, we'll ensure it has an appropriate level of protection and that the transfer is lawful. We may need to transfer your information in this way to carry out our contract with you, to fulfil a legal obligation, to protect the public interest and/or for our legitimate interests.

To ensure that your personal data does receive an adequate level of protection, we have put in place approved standard contractual clauses which constitute appropriate measures to ensure that your personal data is treated by those third parties in a way that is consistent with and which represents the EU and UK laws on data protection.

If you are an Expatriate, due to the nature of the product you have chosen, a set of transfers of your personal information to countries outside the UK may be required. Our lawful basis for these transfers are because they are necessary to implement precontractual measures and for the performance of a contract between you and Paragon. We also share your information with a number of third parties.

You have the right to know how we, and the fraud prevention agencies, will use your information. The personal information we collect from you will be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment. Your information will also be shared with credit reference agencies (CRAs) to carry out credit checks and record details of your repayment history.

In considering your application we will search your personal and, where applicable, business record at one or more CRA's. They will add to your records details of our search and your application and this will be seen by other organisations that make searches. Information held about you by the CRA's may already be linked to records relating to one or more of your partners. For the purposes of this application you may be treated as financially linked and your application will be assessed with reference to any 'associated' records.

If you are a joint applicant or if you have told us of some other financial association with another person, you must be sure that you are entitled to;

- Disclose information about your joint applicant and anyone referred to by you
- Authorise us to search, link or record information at CRA's about you and anyone referred to by you

An 'association' between joint applicants and between you and anyone you tell us is your financial partner will be created at the CRA's. This will link your financial records, each of which will be taken into account in all future applications by either, or both of you. This will continue until one of you successfully files a disassociation at the CRA's.

We will/may use a credit scoring or other automated decision-making system when assessing your application. You have the right to obtain human intervention on the part of the controller to express his or her point of view and to contest the decision.

Declaration

We will also add to your personal and, where applicable, business record with one or more of the CRA's details of your agreement with us, the payment you make under it, any default or failure to keep to its terms and any change of address you fail to tell us about where a payment is overdue. These records will be shared with other organisations and used by us and them to trace debtors, recover debt and to manage your account or insurance policies.

We may make periodic searches at CRA's and fraud prevention agencies to manage your account with us.

If you are a director, we will seek confirmation from CRA's that the residential address that you provide is the same as that shown on the restricted register of directors' usual addresses at Companies House.

Information on applications will be sent to CRA's and will be recorded by them including information on your business and its proprietors and CRA's may create a record of the name and address of your business and its proprietors if there is not one already. The CRA's have drafted a notice called 'Credit Reference Agency Information Notice' (CRAIN) which sets out how your data will be processed by Transunion (formerly Callcredit), Equifax and Experian. Please go to www.equifax.co.uk/crain, www.transunion.co.uk/crain or www.experian.co.uk/crain/index to read the notice in full.

Further details of how your information will be used by us, the CRA's, fraud prevention agencies, and your data protection rights, can be found on www.paragonbank.co.uk/data-protection, calling 0800 375 720 or by contacting us.

We may also use the information we hold about you to inform you of products and services which are similar to the ones you currently hold with us which we believe will be of interest to you, and for statistical and analytical purposes.

We will only keep your personal data for as long as we need it and you have a right to ask for a copy of the personal data we hold about you.

If the personal data we hold is incorrect you have a right to ask for it to be corrected and, if you believe that we no longer have a reason to keep your personal data, you have a right to ask for it to be deleted.

For lots more information on what we do with your personal data, why we do it and what rights you have over that data, including how to make a complaint to the ICO, visit www.paragonbank.co.uk/data-protection or contact us.

All applicants/guarantors to the mortgage are required to sign the following section. To forge a signature makes you liable to criminal prosecution.

Signature	Print name	Date
Signature	Print name	Date
Signature	Print name	Date
Signature	Print name	Date

We accept no responsibility for any representations made by any employee or agent of ours or any other person unless these are incorporated in the offer or are subsequently confirmed by us in writing.

PARAGON 51 HOMER ROAD, SOLIHULL, WEST MIDLANDS B91 3QJ

BTL0032-001 (03/2021)

☎ 0345 849 4060

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