

## ADDITIONAL APPLICANT FORM

June 2023

This application form should only be used to add a further applicant to an existing application originally submitted online. Please confirm the application number(s) you wish the additional applicant to be added to.

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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. You will remain responsible for meeting the costs of your mortgage and the additional costs associated with letting property for the duration of your ownership.

Limited company / Limited liability partnership (LLP)	
Please ensure that the limited company / LLP meets with the criteria published in the latest version of the Portfolio lending guidelines.	
Company / LLP name	Company / LLP number
Is the company / LLP trading? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Secretary name	
Telephone number	Email address
Address	
Accountant name	
Accountant address	
Name of person acting	Qualification
Telephone number	Email address

Application details			
Number of Applicants			
Is this a purchase or remortgage? <input type="checkbox"/> Purchase <input type="checkbox"/> Remortgage			
Is this application for more than one property? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is the property a HMO <input type="checkbox"/> Yes <input type="checkbox"/> No		Is this a limited company/LLP application? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Applicant 3		Applicant 4	
Do you own another buy-to-let property?		Do you own another buy-to-let property?	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you purchase the property that this application relates to?		Did you purchase the property that this application relates to?	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
At the time of purchase, did you intend to let the property out?		At the time of purchase, did you intend to let the property out?	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you, or a relative, lived in the property since you have owned it?		Have you, or a relative, lived in the property since you have owned it?	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Personal details - Applicant 3	
Title	
Gender	
Forename (s)	
Middle name	
Surname	
Date of birth	
Home telephone	
Mobile	
Email address	
Residential status <input type="checkbox"/> Mortgaged <input type="checkbox"/> Owned outright <input type="checkbox"/> Rented <input type="checkbox"/> Living with friends/relatives	
Marital status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed	
Lettings experience? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Country of birth	

Personal details - Applicant 4	
Title	
Gender	
Forename (s)	
Middle name	
Surname	
Date of birth	
Home telephone	
Mobile	
Email address	
Residential status <input type="checkbox"/> Mortgaged <input type="checkbox"/> Owned outright <input type="checkbox"/> Rented <input type="checkbox"/> Living with friends/relatives	
Marital status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed	
Lettings experience? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Country of birth	

Address details - Applicant 3		
Current address		
Country of residence		
Time at address	Years	Months
Previous address		
Country of residence		
Time at address	Years	Months

Address details - Applicant 4		
Current address		
Country of residence		
Time at address	Years	Months
Previous address		
Country of residence		
Time at address	Years	Months

Please note: We require a full two year address history, if the applicant has resided at their current address for less than two years please provide previous address(es) overleaf

Employment details - Applicant 3		
Gross employed income	£	
Self employed net profit income <small>(Sole trader or partnership, excluding buy-to-let income)</small>	£	
Limited company / LLP income <small>(Dividend / director's remuneration / member's profit)</small>	£	
Gross rental income <small>(As of today, including all existing properties and current purchase applications)</small>	£	
Self employed pre-tax profit income <small>(Buy-to-let income)</small>	£	
All other taxable income <small>(eg pension, investments, savings etc)</small>	£	
National Insurance number		
Employment status	<input type="checkbox"/> Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Housewife <input type="checkbox"/> Student <input type="checkbox"/> Retired	
Contract type	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contract <input type="checkbox"/> Probationary <input type="checkbox"/> Long-term temp	
Time employed <small>(Time trading if self-employed)</small>	Years	Months

Employment details - Applicant 4		
Gross employed income	£	
Self employed net profit income <small>(Sole trader or partnership, excluding buy-to-let income)</small>	£	
Limited company / LLP income <small>(Dividend / director's remuneration / member's profit)</small>	£	
Gross rental income <small>(As of today, including all existing properties and current purchase applications)</small>	£	
Self employed pre-tax profit income <small>(Buy-to-let income)</small>	£	
All other taxable income <small>(eg pension, investments, savings etc)</small>	£	
National Insurance number		
Employment status	<input type="checkbox"/> Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Housewife <input type="checkbox"/> Student <input type="checkbox"/> Retired	
Contract type	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contract <input type="checkbox"/> Probationary <input type="checkbox"/> Long-term temp	
Time employed <small>(Time trading if self-employed)</small>	Years	Months

Lettings experience - Applicant 3	
Years letting experience	Years
Number of residential investment properties owned which are not mortgaged to companies within the Paragon Banking Group	

Lettings experience - Applicant 4	
Years letting experience	Years
Number of residential investment properties owned which are not mortgaged to companies within the Paragon Banking Group	

Property details	
Address	
Property value (if remortgage)	£
Number of units	
Tenure	<input type="checkbox"/> Freehold <input type="checkbox"/> Leasehold
Unexpired lease	
Year built	
Property in, or to be in, multiple occupation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ex local authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attached to / above commercial premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Mortgage details		
Loan required	£	
<small>(Please exclude any fees that you have chosen to add to the loan, as we will include these as part of our affordability and maximum LTV calculations)</small>		
Loan purpose		
Repayment method	<input type="checkbox"/> Interest only <input type="checkbox"/> Capital and interest <input type="checkbox"/> Split loan*	
Terms in years	Years	
Application type	<input type="checkbox"/> Purchase <input type="checkbox"/> Remortgage	
Purchase price	£	
Rental income per month	£	
*If split loan required	Interest only amount £	Capital and interest amount £
Source of deposit (purchase only)		
Product required <small>(Select the product required from our current product range at <a href="http://www.paragonbank.co.uk">www.paragonbank.co.uk</a>)</small>		

Employment / business details - Applicant 3
Name
Address
Telephone number
Occupation

Employment / business details - Applicant 4
Name
Address
Telephone number
Occupation

If self-employed / accountant details - Applicant 3
Accountant name
Accountant address
Name of person acting
Qualification
Telephone number
Email address

If self-employed / accountant details - Applicant 4
Accountant name
Accountant address
Name of person acting
Qualification
Telephone number
Email address

Solicitor details
Solicitor firm name
Address
Name of person acting
Telephone number
Fax number
Email address

Managing agent details
Firm name
Name of agent
Address
Telephone number
Email address

Additional information <i>(must be completed in all circumstances)</i>
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 fact 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 party 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.

Please fill in the whole form using a ball point pen and send it to:

Paragon  
51 Homer Road  
Solihull  
B91 3QJ

Name(s) of account holder(s)


Bank / Building Society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/Building Society
<div style="display: flex; justify-content: space-between;"> <div>Address</div> <div>Postcode</div> </div>	

## INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Service user number

2	9	5	4	0	4
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Reference

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### Instruction to your bank or building society

Please pay Paragon Bank PLC Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee.

I understand that this Instruction may remain with Paragon Bank PLC and, if so, details will be passed electronically to my bank/building society.

Signature(s)

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Date

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*Banks and Building Societies may not accept Direct Debit Instructions for some types of account*

This guarantee should be detached and retained by the Payer

### The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount date or frequency of your Direct Debit Paragon Bank PLC will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Paragon Bank PLC to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit by Paragon Bank PLC or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when Paragon Bank PLC asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

## Existing property portfolio

This schedule must include all residential investment properties owned by every applicant in both personal and corporate name. A fully completed schedule will be required prior to the full underwriting assessment being carried out. Should you require additional space, please copy this page and attach to the application.

Property	
Owner	
Address	
Property value	£
Current mortgage/loan balance	£
Lender's name and address	
Loan to value	
ICR	
Monthly mortgage payment	£
Monthly rental income	£
How long have you owned the property?	
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

Property	
Owner	
Address	
Property value	£
Current mortgage/loan balance	£
Lender's name and address	
Loan to value	
ICR	
Monthly mortgage payment	£
Monthly rental income	£
How long have you owned the property?	
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

Property	
Owner	
Address	
Property value	£
Current mortgage/loan balance	£
Lender's name and address	
Loan to value	
ICR	
Monthly mortgage payment	£
Monthly rental income	£
How long have you owned the property?	
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

Property	
Owner	
Address	
Property value	£
Current mortgage/loan balance	£
Lender's name and address	
Loan to value	
ICR	
Monthly mortgage payment	£
Monthly rental income	£
How long have you owned the property?	
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



## 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.

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.

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.html](http://www.equifax.co.uk/crain.html), [www.transunion.co.uk/crain](http://www.transunion.co.uk/crain) or [www.experian.co.uk/crain/index.html](http://www.experian.co.uk/crain/index.html) to read the notice in full, and [www.experian.co.uk/legal/bi-compliance-and-risk-privacy-notice/index](http://www.experian.co.uk/legal/bi-compliance-and-risk-privacy-notice/index) for the full Experian privacy notice.

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](http://www.paragonbank.co.uk/data-protection), 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](http://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(s) of customer(s)	
Print name	Date
Signature(s) of customer(s)	
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 facility letter or are subsequently confirmed by us in writing.**

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

BTL0071-005 (05/2023)

☎ 0345 849 4040

✉ [btlenquiries@paragonbank.co.uk](mailto:btlenquiries@paragonbank.co.uk)

🌐 [www.paragonbank.co.uk](http://www.paragonbank.co.uk)

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