

INCORPORATION APPLICATION FORM

For limited companies and limited liability partnerships

February 2023

Please return for the attention of Buy-to-let Customer Services

Submission requirements

PLEASE TICK TO INDICATE WHICH ITEMS ARE ENCLOSED	Enclosed	Not applicable
For all applications:		
Fully completed application form	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Property portfolio schedule (complete page 13)	<input type="checkbox"/>	<input type="checkbox"/>
Full memorandum and association	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Independent Financial Advice Form	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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.

IMPORTANT INFORMATION REGARDING OUR LIMITED COMPANY LENDING CRITERIA

Applications will be considered from limited companies registered and trading in England, Wales or Scotland, and whose directors should all have been resident and liable to tax in the UK for a minimum of the last two years.

- The company must have been incorporated for the principal activity of buying and holding residential investment property. This must continue to be its principal activity. All other activities must be disclosed at application for further consideration
- Full personal guarantees must be available from all the directors on a joint and several basis, subject to the company having a maximum of four directors

We will assess the affordability of a 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.

- At least 80% of the applicant company shares should be owned by the directors and guarantors in their personal names

We reserve the right to request full personal guarantees from significant shareholders.

The expression "applicant(s)" should, where appropriate in these guidelines, be interpreted to also mean guarantor(s).

Application form for let properties

Limited company/limited liability partnership (LLP):

It should be noted that the expressions "guarantor" or "you" should be interpreted to mean a director/member of the company/LLP or significant shareholder.

In accordance with our lending criteria, full, joint and several personal guarantees must be available from all of the directors/member, subject to the company/LLP having a maximum of four directors/members. We reserve the right to request guarantees on a similar basis from significant shareholders.

Please complete each section of the application in BLOCK CAPITALS. Where a question does not apply, please state N/A or None.

Limited company/limited liability partnership (LLP) details

Company/LLP name	<input type="text"/>		
Existing Paragon mortgages to be incorporated <small>(please list all account numbers)</small>	<input type="text"/>		
Is the company/LLP trading?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, date trading commenced <input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y
Registered office <small>(A PO Box number is not acceptable)</small>	<input type="text"/>		
		Postcode	<input type="text"/>
Telephone number	<input type="text"/>	Fax number	<input type="text"/>
Email address	<input type="text"/>		
Company registration number	<input type="text"/>	Company VAT number	<input type="text"/>
Name of company secretary	<input type="text"/>		
Is your main place of business in the UK different from the registered office?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please give business address	<input type="text"/>		
		Postcode	<input type="text"/>
Telephone number	<input type="text"/>	Fax number	<input type="text"/>
Name and address of accountant/auditors	<input type="text"/>		
		Postcode	<input type="text"/>
Telephone number	<input type="text"/>	Fax number	<input type="text"/>
Name of individual acting	<input type="text"/>		
Their qualification	<input type="text"/>		

Applicant / Guarantor 1

 **Incorporation application form**

Personal details

Applicant / Guarantor 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"/>						
Any other name(s) known by	<input type="text"/>						
Surname	<input type="text"/>						
Marital status	<input type="text"/>						
Date of birth	<input type="text"/> D	<input type="text"/> D	<input type="text"/> M	<input type="text"/> M	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y
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"/>	<input type="text"/>
Current residential address <small>(Please ensure the postcode is shown in full)</small>	<div><input type="text"/></div> <div><input type="text"/></div> <div>Postcode</div>						
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				
If you have lived at your current address for less than three years, please give previous residential address <small>(If more than one address please use continuation sheet on page 14)</small>	<div><input type="text"/></div> <div><input type="text"/></div> <div>Postcode</div>						
Length of time at this address	<input type="text"/>	<input type="text"/>	Years	<input type="text"/>	<input type="text"/>	Months	

Personal details

Applicant / Guarantor 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"/>						
Any other name(s) known by	<input type="text"/>						
Surname	<input type="text"/>						
Marital status	<input type="text"/>						
Date of birth	<input type="text"/> D	<input type="text"/> D	<input type="text"/> M	<input type="text"/> M	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y
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"/> <hr/> <div>Postcode</div>						
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				
If you have lived at your current address for less than three years, please give previous residential address <small>(If more than one address please use continuation sheet on page 14)</small>	<input type="text"/> <hr/> <div>Postcode</div>						
Length of time at this address	<input type="text"/>	<input type="text"/>	Years	<input type="text"/>	<input type="text"/>	Months	

Applicant / Guarantor 4

 Incorporation application form

Existing property portfolio

Where you/the company/LLP 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 9. The property schedule should include both Paragon and non-Paragon property and clearly identify the Paragon properties you wish to incorporate.

Applicant / Guarantor 1

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

Applicant / Guarantor 2

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

Applicant / Guarantor 3

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

Applicant / Guarantor 4

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

Limited company / limited liability partnership (LLP)

How long has the company/LLP been letting property?	<input type="text"/> <input type="text"/> Years
Does the company/LLP manage the property(ies)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
How many properties does the company/LLP 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 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

Credit history

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 / GUARANTOR 1 ☐ Yes ☐ No

APPLICANT / GUARANTOR 2 ☐ Yes ☐ No

APPLICANT / GUARANTOR 3 ☐ Yes ☐ No

APPLICANT / GUARANTOR 4 ☐ Yes ☐ No

Have you/the company been refused a mortgage on this or any other property?

If yes, please provide full details on continuation sheet.

APPLICANT / GUARANTOR 1 ☐ Yes ☐ No

APPLICANT / GUARANTOR 2 ☐ Yes ☐ No

APPLICANT / GUARANTOR 3 ☐ Yes ☐ No

APPLICANT / GUARANTOR 4 ☐ Yes ☐ No

COMPANY/LLP ☐ Yes ☐ No

Have you/the company ever had a judgment for debt recorded against you or your business, been declared bankrupt/sequestered or failed to maintain payments under any mortgage or other credit agreement?

If yes, please provide full details on continuation sheet.

APPLICANT / GUARANTOR 1 ☐ Yes ☐ No

APPLICANT / GUARANTOR 2 ☐ Yes ☐ No

APPLICANT / GUARANTOR 3 ☐ Yes ☐ No

APPLICANT / GUARANTOR 4 ☐ Yes ☐ No

COMPANY/LLP ☐ Yes ☐ No

Bank details

A new direct debit will be required in the limited company/LLP name.

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

Solicitor details

Please note: It is normally possible for the solicitor you/the company 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	<div><div><input type="text"/></div><div>Postcode</div></div>
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/the company and the solicitor?	<input type="text"/>

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

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.

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, Equifax and Experian. Please go to <https://www.equifax.co.uk/crain.html>, <https://www.transunion.co.uk/crain> or <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 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 <https://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 <https://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.


Continuation sheet


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

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

BTL0154-002 (01/2023)

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