

# mortgage application for buyers

## Mortgage applications - what you need to know

To help you secure the fastest possible service on the mortgage applications that you send to Godiva Mortgages Limited, please read the following notes:

### Supporting documentation

Please always supply the following:

- Correct fees (as appropriate to your application).
- For first time buyers' - the last two monthly bank statements for each applicant.
- For employed applicants - the latest P60 and the latest payslip for each applicant (including Directors holding shares of less than 33% of the company they work for).
- For self-employed applicants and Directors with a 33% share or more in the company they work for - the last two years' accounts/self-assessment tax return/accounts certificate/latest SA302 (you must have been self-employed for a minimum of two years). The accounts provided must be no older than 12 months from the end of the accounting period provided.
- Latest lender's mortgage statement for any mortgage held within the last 12 months.
- Copies of the relevant identification as detailed below.

### ID confirmation

Please provide two forms of identification (one from each list) for each applicant and indicate (✓) items enclosed.

**NB: This requirement does NOT apply if you already hold an account with Godiva Mortgages Limited or Coventry Building Society.**

List A (Must show name and signature)		List B (Must show name and address)	
App 1	App 2	App 1	App 2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Full Valid Passport		Utility Bill e.g. gas, electricity, telephone (excluding mobile phone) less than 3 months old
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Valid UK Photocard Driving Licence (Full or Provisional) - current*		Valid UK Photocard Driving Licence (Full or Provisional) - current*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EEA Photocard Driving Licence - current*		EEA Photocard Driving Licence - current*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Pension Card		Mortgage Statement less than 12 months old
		<input type="checkbox"/>	<input type="checkbox"/>
			Bank or Credit Card Statement less than 3 months old

\*This ID can be used either to confirm who you are or your name and address, not both.

### Other important matters

- A valuation/booking fee must be paid (where applicable) before this application can be processed. If the application for a mortgage is cancelled or declined the booking fee will not be refunded and the valuation fee will only be refunded if the property has not been inspected.
- All correspondence will be sent to the address of the first applicant, unless you require copies to the address of each applicant.
- Ensure that all questions are answered for all applicants. If there are more than two applicants making this application please indicate here and use an extra form.
- Please use ink and write in BLOCK CAPITALS.
- It will be a condition of this mortgage that adequate property insurance is in place at all times.
- Please note that this product is offered by Godiva Mortgages Limited and not Coventry Building Society. You will not obtain membership rights in Coventry Building Society by taking a loan or mortgage from Godiva Mortgages Limited.
- Please note, all funds will be sent to your solicitor.
- Please complete and sign the Direct Debit instruction in Section 11.
- **PLEASE READ AND SIGN THE DECLARATION IN SECTION 14.**

## Intermediary declaration

(This section is for completion by Godiva Mortgages Limited Intermediaries only.)

NOTE: The Intermediary named below is NOT an agent of the Company. Any advice provided is given on behalf of the Intermediary and not the Company. The Company will treat this application as execution only.

INTRODUCER CODE

This code is critical to the progress of the application. If you do not know your code, please call your Business Development Manager.

Individual Name
Company Name
Address
Postcode
Telephone
Fax
Email

Decision in Principle number

### Why not apply online?

Online application, real-time case tracking, KFIs, AIP and more at [www.coventryintermediaries.co.uk](http://www.coventryintermediaries.co.uk)

Level of Service      Advised       Non-advised

Intermediary fee      £       Refundable?      Yes       No

Payment route requested

I confirm that I have read and agree to the Terms of Business as stated on [www.coventryintermediaries.co.uk](http://www.coventryintermediaries.co.uk)

## Identification

Please ensure that copies of the original documents listed across the page are enclosed, each certified original seen and signed by yourself.

## Application service standards

After we have received all the necessary information and following payment of the applicable fees, we normally issue an offer within **15 days**. Please ensure you visit our website for guidance notes before submitting your application.

## Guidelines

Processing of this application and instructing a valuation will not start until all applicable fees have been received. The date of receipt will be counted as **Day One of processing**.

Payment of the applicable fees, including a non-refundable Booking Fee, is payable immediately on application. If this non-refundable fee is not paid within **10 days** of submission, the application will be cancelled.

To ensure we can process your application effectively please forward all supporting documentation as soon as possible once the Booking Fee has been paid.

If supporting information remains outstanding 21 days after the fee has been paid the application will be cancelled.

**It is your responsibility to check our lending policy before submitting your application, as fees are not refundable. All applications must meet our standard lending criteria and we reserve the right to request additional information in order to finalise our lending decision.**

# 1. Personal details

	FIRST APPLICANT	SECOND APPLICANT
Surname	<input type="text"/>	<input type="text"/>
Previous Surname(s) (if any)	<input type="text"/>	<input type="text"/>
First Names (Please provide ALL names to ensure accurate completion of legal documents)	<input type="text"/>	<input type="text"/>
Title (Mr/Mrs/Miss/Ms/Other)	<input type="text"/>	<input type="text"/>
Date of Birth (e.g. 01/Jan/1999)	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
Sole applications - please confirm your marital status	Single <input type="checkbox"/> Divorced/Sep <input type="checkbox"/>	Engaged <input type="checkbox"/>
	Married/Civil Partnership/Widowed <input type="checkbox"/>	
Joint applications - please confirm your relationship	Married/Civil Partnership <input type="checkbox"/>	Partners <input type="checkbox"/>
	Engaged <input type="checkbox"/> Friends <input type="checkbox"/>	Other <input type="checkbox"/>
Number of financial dependants	0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3+ <input type="checkbox"/>	0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3+ <input type="checkbox"/>
Please state your nationality	<input type="text"/>	<input type="text"/>
Existing Coventry Building Society mortgage account number(s)	<input type="text"/>	<input type="text"/>

# 2. Current and previous housing

	FIRST APPLICANT	SECOND APPLICANT
<b>Current address</b>		
House name	<input type="text"/>	<input type="text"/>
House number	<input type="text"/>	<input type="text"/>
Flat number	<input type="text"/>	<input type="text"/>
Building name	<input type="text"/>	<input type="text"/>
Street name	<input type="text"/>	<input type="text"/>
Town/City	<input type="text"/>	<input type="text"/>
County	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
Telephone number (home)	<input type="text"/>	<input type="text"/>
Telephone number (work)	<input type="text"/>	<input type="text"/>
Telephone number (mobile)	<input type="text"/>	<input type="text"/>
Home email address	<input type="text"/>	<input type="text"/>
Nature of occupancy - please confirm that you are	An owner-occupier <input type="checkbox"/>	An owner-occupier <input type="checkbox"/>
	Renting <input type="checkbox"/>	Renting <input type="checkbox"/>
	Living with relatives/friends <input type="checkbox"/>	Living with relatives/friends <input type="checkbox"/>
	Other (please give details in Section 15) <input type="checkbox"/>	Other (please give details in Section 15) <input type="checkbox"/>

## 2. Current and previous housing cont.

	FIRST APPLICANT	SECOND APPLICANT
Date moved in (e.g. 01/Jan/1999)	/ /	/ /
If renting, please give details of your landlord		
Name		
Address		
Postcode		
Telephone		
Fax		

**Note: Quoting a fax number will help us process your application quicker.**

### Correspondence address

Is your correspondence address different to your current address? If so, please complete below.

	FIRST APPLICANT	SECOND APPLICANT
Is your correspondence address different to your current address? If so, please complete below.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
House name		
House number		
Flat number		
Building name		
Street name		
Town/City		
County		
Postcode		
	Occupied from /	Occupied from /
	Occupied to /	Occupied to /
Nature of occupancy (e.g. owner-occupied/rented etc.)		

### Previous address

Please give details of all previous addresses lived at in the last three years (continue in Section 15 if required)

House name		
House number		
Flat number		
Building name		
Street name		
Town/City		
County		
Postcode		
	Occupied from /	Occupied from /
	Occupied to /	Occupied to /
Nature of occupancy (e.g. owner-occupied/rented etc.)		

### 3. Financial commitments and credit history

#### Existing Mortgage Details

#### FIRST APPLICANT

#### SECOND APPLICANT

Do you have an existing mortgage?

Yes

No

Yes

No

If Yes, name of lender



If Yes, you must provide the latest annual statement from your lender.

Will the mortgage be repaid on completion of your new mortgage? (If no, please give details in Section 15)

Yes

No

Yes

No

#### Outstanding Loans and Commitments including mortgages on any other property not detailed above.

Please give full details of any existing unsecured and/or secured loans or ongoing financial commitments.

	Amount owing	Monthly payments	Months outstanding	Will it be cleared when the new loan is taken Y/N?	Amount owing	Monthly payments	Months outstanding	Will it be cleared when the new loan is taken Y/N?
Credit/Store Cards								
Personal loans								
Maintenance payments								
Other mortgages								
Other								

#### FIRST APPLICANT

#### SECOND APPLICANT

Have you ever had a property repossessed by a lender, a default registered against you, been declared bankrupt, made arrangements with creditors, been in arrears on a loan or had a judgement or court order made against you?

Yes

No

Yes

No

Have you been in arrears on any mortgage, rental agreement, credit or store card, or any other financial commitment within the last 12 months?

Yes

No

Yes

No

If Yes, how many months' arrears have occurred in the last 12 months?



If Yes, how many months' arrears were in the last six months?



Have you ever had a property repossessed?

Yes

No

Yes

No

If Yes, what was the date of repossession? (e.g. 01/Jan/1999)



Have you ever been declared bankrupt or made an arrangement with creditors?

Yes

No

Yes

No

If Yes, on what date was the most recent Individual Voluntary Arrangement or bankruptcy registered? (e.g. 01/Jan/1999)



If Yes, what was the discharge date? (e.g. 01/Jan/1999)



Have you ever had a default registered against you?

Yes

No

Yes

No

If Yes, what is the total value of all defaults registered against you?

### 3. Financial commitments and credit history cont.

	FIRST APPLICANT	SECOND APPLICANT
If Yes, when was the most recent default registered against you? (e.g. 01/Jan/1999)	/ /	/ /
Have you had a County Court Judgement (CCJ) or court order made against you in the last six years?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, what was the total value of all CCJs registered against you in the last six years?		
If Yes, what was the value registered in the last three years?		
If Yes, on what date was the most recent CCJ registered against you? (e.g. 01/Jan/1999)	/ /	/ /

### 4. Employment and income details

#### Employed Applicants

Please complete this section if you are an employee of a company, retired or a salaried director of a limited company and own less than 33% of the company shares. Otherwise, complete the Self-Employed Applicant's section below.

#### Current Employment

	FIRST APPLICANT	SECOND APPLICANT
Occupation		
Is your position	Permanent <input type="checkbox"/> Temporary <input type="checkbox"/>	Permanent <input type="checkbox"/> Temporary <input type="checkbox"/>
	Contract <input type="checkbox"/> Probationary <input type="checkbox"/>	Contract <input type="checkbox"/> Probationary <input type="checkbox"/>

If on a probationary period or on a temporary or contract basis, please give details in Section 15.

Name and address of employer		
Postcode		
Telephone number (Personnel Department)		
Fax number (Personnel Department)		
Employee/Payroll number		
Date employment started (e.g. 01/Jan/1999)	/ /	/ /
*Gross annual income (excluding annual bonuses but including guaranteed bonus/overtime/shift allowance)	£	£
Regular overtime	£	£
Regular bonus (excluding annual bonuses)	£	£
Regular commission	£	£

## 4. Employment and income details cont.

**Previous Employer** Please give details of all previous employers in the last 12 months (continue in Section 15 if necessary)

	FIRST APPLICANT	SECOND APPLICANT
Name	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
Personnel Tel	<input type="text"/>	<input type="text"/>
Personnel Fax	<input type="text"/>	<input type="text"/>
Dates employed (from and to)	<input type="text" value="/ / to / /"/>	<input type="text" value="/ / to / /"/>

**Note: Quoting fax numbers will help us process your application quicker.**

### Self-employed Applicants

**Please complete this section if you are self-employed, subcontracted or you or your spouse/partner own 33% or more of the shares of the company you work for.**

Occupation	<input type="text"/>	<input type="text"/>
Type of Business	<input type="text"/>	<input type="text"/>
Name and address of Business	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
Date Business established (e.g. 01/Jan/1999)	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
Company Registration Number (Limited companies only)	<input type="text"/>	<input type="text"/>
% of shares owned	<input type="text"/>	<input type="text"/>
*Applicant's share of profit	Yr <input type="text" value="£"/>	Yr <input type="text" value="£"/>

\*Please note that we will require confirmation of the figure provided in the form of documentation requested at the front of the application.

### Accountant's Details

Name of Accountant	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
Telephone number	<input type="text"/>	<input type="text"/>
Fax number	<input type="text"/>	<input type="text"/>

## 4. Employment and income details cont.

### Tax Details (all applicants)

Name of Tax Office

Tax Reference

National Insurance Number

If employed this information can be found on your P60.

If you will retire before the end of the mortgage term, please provide details of how you intend to repay the mortgage in retirement (including details of your expected income if you are due to retire in the next three years).

## 5. Loan details

Purchase price

Total amount of loan required

Term of loan (maximum 35 years)

Years	Months
-------	--------

Are you buying property for the first time?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Are you purchasing the property as a sitting tenant?

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

**If Yes, please provide a copy of the 'Right to Buy' agreement if applicable.**

Are you buying property from a member of your family at a discounted/subsidised price?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If Yes, what is the 'open market' value of the property?

### Further Borrowing

How much is required for essential repairs/improvements?

Please note that these funds will be provided via a further advance and will not be released until the works have been completed.

**Please enclose estimates/quotations/plans and permissions, if applicable.**

### Deposit Details

Please confirm the source(s) of your deposit (e.g. equity in your existing house, savings, gift, etc.)

Please confirm the amount of deposit provided from this source

**Please note: a builder's incentive is not considered part of the deposit.**

### Higher Lending Charge

If the loan exceeds 90% of the value of the property, a Higher Lending Charge will be payable (if applicable). Full details of the charges are given in the Society's 'Our Fees and Charges Explained' leaflet. Please indicate how you wish to pay this charge.

Paid by you at the time of completion

Added to the loan at the time of completion

## 6. Property details

Property Address

Town	County	Postcode

Is the property in: England  Scotland  Wales  Northern Ireland

Is the property a: House  Bungalow  Flat  Maisonette  Other (please specify in Section 15)

Ex-local authority/housing association, flat or maisonette (see lending terms for criteria)

If flat/maisonette: how many storeys in the block?

Is the property currently being built by yourself? Yes  No

Is the property a 'New Build' or Conversion/Renovation to be occupied for the first time? Yes  No

**Applications are not accepted on new self-build properties that are not complete at the time of application.**

Value of any builder's incentive  £ We will reduce the value of the property accordingly when determining how much we are prepared to lend.

Is the property (if applicable, tick more than one box):

Detached  Semi-detached  Mid terraced  End Terrace  Converted   
Purpose built  Quad/Mews

The unexpired term of the lease must be at least 70 years.

Construction type: Standard (Brick or stone, tile or slate)  Non-Standard  If the property is of a non-standard construction, it may not be accepted by us. This will be confirmed by our mortgage valuation.

How many bedrooms does the property have?  Approximate year the property was built

How many living rooms does the property have?  Does this property have a garage? Yes  No

Is the property: Freehold  Leasehold  Feudal

Will you use the property wholly as your main residence? Yes  No  If, No please provide details in Section 15.

**STUDIO FLATS ARE NOT ACCEPTABLE**

## 7. Valuation details

Who should the valuer contact to arrange access to the property?

The vendor  The estate agent  The builder  The applicant(s)

Details of the person/company the valuer will be instructed to contact

Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone number	<input type="text"/>
Fax number	<input type="text"/>

**Note: Quoting a fax number will help us process your application quicker.**

What type of valuation do you require? Mortgage valuation only  Homebuyers survey on condition and value

The Company will carry out a mortgage valuation on the property as part of the assessment of this application.

### IMPORTANT NOTES

- The Company must assess the value of the property in order to ascertain its suitability for a mortgage advance and to decide how much can be lent.
- The Company may use methods such as the use of a limited external inspection or computer based data to value the property.
- If the loan constitutes a high proportion of the property value the Company may arrange for an inspection of the property so that a more detailed mortgage valuation can be prepared.
- The cost of any additional reports required as a result of a valuation are to be borne by the applicant(s).
- Please note, if the valuation has been undertaken, we are unable to refund any fees paid.
- **A copy of the mortgage valuation summary will be sent to you and your solicitor for information only, except in the case of a limited external inspection or computer based data valuation. This summary is purely a valuation and you should not rely on it in deciding whether or not to proceed with the purchase of the property. The Company strongly recommends that you obtain your own more detailed inspection such as a Homebuyer's Survey and will be pleased to help you arrange a suitable report.**

## 8. Mortgage scheme

Please confirm the mortgage scheme required:

Mortgage scheme	<input type="text"/>	Initial interest rate	<input type="text"/>	Amount	£ <input type="text"/>
Mortgage Scheme - additional lending	<input type="text"/>	Initial interest rate	<input type="text"/>	Amount	£ <input type="text"/>
Variable rate	<input type="text"/>	Initial interest rate	<input type="text"/>	Amount	£ <input type="text"/>
Mortgage Scheme - Existing Godiva Borrowers*	<input type="text"/>	Initial interest rate	<input type="text"/>	Amount	£ <input type="text"/>
				Total	£ <input type="text"/>

\*Borrowers on an existing portable scheme may borrow up to £5,000 more than their existing mortgage balance on the same scheme, subject to existing underwriting criteria and terms and conditions. If more than £5,000 extra is required the whole of the extra amount will have to be on a new mortgage scheme.

If the mortgage scheme chosen offers a cashback incentive, please confirm where these funds are to be released to by completing overleaf.

## 8. Mortgage scheme cont.

### Transfer direct to your bank or building society account

Sort code

--	--	--	--	--	--

Account number

Account in the name(s) of

Reference number (if applicable)

## 9. Method of loan repayment

Please specify the amount of loan required on:

Repayment

£

Interest Only\*

£

**\*For interest only loans you must ensure that adequate arrangements are made to repay the advance in full at the end of the mortgage term. Any shortfall in funds at maturity of an investment policy will have to be funded from your own resources.**

Advice is available if you are unsure which method of repayment to choose. Please ask your advisor for more information.

\*How do you intend to repay the loan at the end of the mortgage term?

## 10. Your solicitor/legal representative

Person acting on your behalf

Name of firm

Address

Postcode

Telephone number

Fax number

Email

## 11. Payment details

Please complete the Direct Debit Instruction below. Completion of this section is mandatory and is critical for the progress of the application. Please enter a preferred payment date. If a preferred payment date is not entered below, regular payments will be collected on the same day in the month as the mortgage is completed.

PLEASE INDICATE YOUR PREFERRED PAYMENT DATE HERE (e.g. 1 October)

**GODIVA**  
mortgages

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



Service User Number

2	4	2	1	1	9
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**IMPORTANT:** Please ensure that you answer all questions 1-7, including 'Official Use' box.

1. Name and full postal address of your bank or building society.

To the Manager

Bank/Building Society	
Address	
Postcode	

2. Account Name (including initials)

3. Branch Sort Code

--	--	--	--	--	--

4. Bank/Building Society Account Number

--	--	--	--	--	--	--	--	--	--

Reference Number (Office Use only)

For Godiva Mortgages Limited Official Use Only.  
This is not part of the Instruction to your paying bank or building society.  
**PLEASE COMPLETE THIS SECTION**

5. Please enter the Godiva Mortgages Limited Mortgage Account Number (if known)

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6. PREFERRED PAYMENT DAY

I/We wish to pay monthly on  or just after this date.

7. Instruction to your bank/building society;

Please pay Godiva Mortgages Limited 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 Godiva Mortgages Limited and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts.  
Please see page 16 for the Direct Debit Guarantee.

Godiva Mortgage Limited. Registered Office: Oakfield House, Binley Business Park, Harry Weston Road, Coventry CV3 2TQ.

## 12. Fees enclosed

### Fees paid on application:

Booking fee (non-refundable)	£ <input type="text"/>
Mortgage valuation fee (non-refundable if valuation is completed)	£ <input type="text"/>
Sub Total	£ <input type="text"/>

### Fees at commencement:

Arrangement fee (non-refundable)	£ <input type="text"/>
<b>TOTAL</b>	£ <input type="text"/>

### How do you want to pay those fees that do not have to be paid at the outset of this application?

Added to the mortgage at commencement  Paid at commencement of the mortgage

**Please note: processing of this application and instructing the valuation will not start until all applicable fees are received.**

### For fees payable on application, please make your payment using one of the following methods:

Please debit my: Visa  Mastercard  Maestro  Solo

With  (sub total from above)

Name (exactly as it appears on the card)

Card Number

Valid from\*  Expiry date  Issue number (Maestro)\*

\* (if applicable)

OR

I enclose a cheque for  (£) (sub total from above)

**You will be contacted separately regarding the fees payable on completion.**

## 13. Other residents - (non-owning occupiers)

Number of other residents over 18 living at the property who are not party to this application

**You must declare all non-owning occupiers aged 17 years and over at point of application.**

Please state full names and dates of birth (continue in Section 15 if necessary)

	FIRST OCCUPIER	SECOND OCCUPIER
Name	<input type="text"/>	<input type="text"/>
Date of Birth (e.g. 01/Jan/1999)	<input type="text"/>	<input type="text"/>

Note: An Agreement & Undertaking form(s) will need to be signed by each of the non-owning occupiers aged 18 and over. The necessary form(s) will be issued with the offer and will need to be signed by the non-owning occupiers and returned to the Company's Completions Department before we release the funds.

**PLEASE GO TO SECTION 14 TO SIGN DECLARATION**

# 14. Declaration - must be signed by all applicants

All applicants should read this Declaration carefully and sign where indicated.

I/We declare and understand that:

1. The information given in this application and supporting sheets (if any) is true and correct and shall form the basis of any contract between me/us and Godiva Mortgages Limited.
2. (a) The Company may:
  - (i) Make such enquiries as it considers necessary whether of a Credit Reference Agency, which will supply it with credit information as well as information from the Electoral Register, my/our employers or otherwise.
  - (ii) Search the files of a Credit Reference Agency, which will keep a record of that search and my/our application, whether or not the application proceeds. This will be seen by other organisations carrying out later searches. Details about me/us and of how I/we conduct the account may also be disclosed to the agency, including recording the outstanding debt if I/we do not repay on time. The Company may use automated methods to credit score this application and to verify my/our identity.

Note:  
An 'association' between joint applicants and/or any individual identified as your financial partner, will be created at credit reference agencies, which will link your financial records. You and anyone else with whom you have a financial link understand that each other's information may be taken into account in all future applications by either or both of you. This linking will continue until one of you successfully files a 'disassociation' at the credit reference agencies.
  - (iii) Check my/our details with fraud prevention agencies. If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies. Law enforcement agencies may access and use this information. The Company and other organisations may also access and use this information to prevent fraud and money laundering, for example, when checking details on applications for credit and credit related or other facilities; managing credit and credit related accounts or facilities; recovering debt; checking details on proposals and claims for all types of insurance; checking details of job applicants and employees. The Company and other organisations may access and use from other countries the information recorded by fraud prevention agencies.

Please telephone us on 0845 1212567 if you want details of those credit reference and the relevant fraud prevention agencies from whom we obtain and with whom we record information about you. You have a legal right to these details.
- (b) The Company may also:
  - (i) Disclose information to the Company's insurers or their authorised agents for the purpose of risk assessment.
  - (ii) Use the information provided for the purpose of statistical analysis about credit, insurance and fraud, and to offer you pre-approved credit facilities (though you have no obligation to take up any of those facilities).
  - (iii) Record or monitor any telephone calls you make to Godiva Mortgages Limited, to increase your security and for staff training purposes.
3. (a) To enable the Company to administer and service the account, and for other related purposes, including assessing my/our acceptability and that of the security offered, arrangement and administration of any type of insurance, and products regulated under the Financial Services and Markets Act 2000 (or any alteration to, replacement for or re-enactment of it) provided by third parties, updating or enhancing existing customer records, analysis for management purposes and statutory returns, crime prevention and legal and regulatory compliance, and those described in any other paragraph of this Declaration, or notified to the Information Commissioner under the Data Protection Act 1998, the Company may also obtain, use, process and disclose personal data about me/us (including any sensitive personal data, as defined by the Data Protection Act 1998 - for example, details about my/our health). The Company may also transfer the personal data to any country, including countries outside the European Economic Area, for any of the purposes described in this Declaration.
- (b) I/We have a right of access, under data protection legislation, to the personal data the Company holds about me/us on payment of a fee.
- (c) For the purposes of the Data Protection Act 1998, the Data Controller in relation to any personal data supplied by me/us is Godiva Mortgages Limited.
4. I/We have read and understand Section 7 - Valuation Details. I/We further understand that the payment of a booking fee shall neither bind the Company to grant an advance nor release the mortgage valuation summary to me/us.
5. Neither the Company, nor any person in its employment warrants that the purchase price of the property is reasonable, or accepts responsibility for the workmanship, construction or condition of the property.
6. I/We declare that to the best of my/our knowledge and belief the information given on this form is true in every respect and that the insurance cover will be based on this information. I/We also declare that if anything on this form was written by another person he or she acted as my/our agent for this purpose. I/We declare that I/we shall notify Godiva Mortgages Limited of any changes to the information given in support of this application prior to the completion of the mortgage applied for. If I/we build any extension or carry out improvements to my/our house, I/we will advise that cost to you for insurance purposes. I/We consent to the information on this form and on any claim I/we may make being supplied to Insurance Database Services Ltd so that it can be made available to other insurers. I/We also agree, that in response to any searches you may make in connection with this application or any claim, Insurance Database Services Ltd may supply information it has received from other insurers about other claims I/we have made.
7. I/We understand that the order in which the borrowers are named on this advance will be the same as on the original Mortgage Deed (if applicable).
8. The Company reserves the right to decline to proceed with the application at any time. If I/we am/are applying for the Society's MOREgage product (ie. a mortgage and a simultaneous unsecured personal loan) and I/we cancel one element of the product, the Company will cancel the other.
9. (a) I/We have applied for the mortgage scheme indicated in Section 8 of this application form. The special terms of this mortgage scheme have been explained to me/us. I/We understand that these terms, amongst others, will be confirmed with the offer of advance (if any) made to me/us and will apply to the mortgage on completion.

For intermediary introduced applications only:

  - (b) I/We have been provided with information on the mortgage scheme indicated in Section 8 of this application form by the Intermediary. I/We understand that the Intermediary is not an agent of the Company. I/We have not been given any advice by Godiva Mortgages Limited.
  - (c) I/We authorise the Company to disclose any personal data about me/us (including any sensitive personal data as defined by the Data Protection Act 1998) which is relevant to this application, to my/our appointed mortgage Intermediary.
10. The application and any resulting offer of a mortgage (and in the case of the MOREgage product, any resulting offer of an unsecured personal loan) will be cancelled if the mortgage and (where applicable) associated unsecured personal loan are not completed within six months of the date of receipt of application.
11. I/We declare that I/we wish to be notified of relevant and beneficial new products and services. I/We declare/understand that my/our personal/account information may therefore be used by the Coventry BS Group to provide me/us with information about the Group and its associated companies' products/services by post, telephone, fax or email and for market research purposes. By returning this signed application, I/we indicate my/our consent to receiving marketing messages from you unless I/we have indicated an objection to receiving such messages by ticking this box:
12. I/We consent to the seeking of information from other insurers to check the answers I/we have provided, and I/we authorise the giving of such information for such purposes.
13. I/We consent to the disclosure by the Company of my/our confidential information (whether financial or otherwise) to any person who may be asked to act as surety for the mortgage or their legal advisor.
14. (Where applicable) I/We consent to the debiting of my/our Visa/Mastercard/Maestro/Solo credit/debit card for the amount shown in Section 12 of this application.
15. I/We confirm that, taking into consideration my/our current and known future circumstances, I/we believe this mortgage is affordable.
16. **It is important that you read and understand this Declaration. By signing this application you agree that we can use your information in the ways described.**

Signed: First Applicant:

Date:

Second Applicant:

Date:

## 15. Additional information

Use this space to give any additional information requested in any of the questions and any information which you feel will help us in assessing your application.

### OFFICE USE ONLY

Name of First Applicant:

Account number

Name of Second Applicant:

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This guarantee should be detached and retained by the payee.

## 16. 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 Godiva Mortgages Limited will notify you seven working days in advance of your account being debited or as otherwise agreed. If you request Godiva Mortgages Limited to collect a payment, confirmation of the amount and date will be given to you at the time of request.
- If an error is made in the payment of your Direct Debit, by Godiva Mortgages Limited 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 Godiva Mortgages Limited 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.

Your home may be repossessed if you do not keep up repayments on your mortgage.

Lines open Monday to Friday 8am-8pm, Saturday 9am-5pm, Sunday 10am-4pm. Contact your service provider for details of charges, as call costs may vary. To maintain a quality service, calls made to and from the Company may be monitored and recorded. Information correct at time of production (June 2010).

For further details, call our  
Customer Service Centre on

**0845 1212567**



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**GODIVA**  
mortgages