

ADDITIONAL LENDING APPLICATION



SUPPORTING DOCUMENTATION

Please submit the following with your application:

- Correct fees (as appropriate to your application).
- For employed applicants - the latest P60 and the latest payslip for each applicant (including Directors holding shares of less than 20% of the company they work for).
- Directors with 20% or more shareholding - we will request an accountant's certificate covering the last two years on submission of your application.
- Sole traders - the latest two years' tax assessments (SA302s). Tax assessments must be official and are not acceptable where they are printed from the HMRC website.
- Please remember to read and sign the declaration in Section 12.

IMPORTANT NOTES.

- **You must have made a minimum of six consecutive payments before applying.**
- **Ensure that ALL questions are answered for both first applicant and second applicant. If there are more than two applicants making this application please indicate here and use an extra form.**
- **Please use black ink and write in BLOCK CAPITALS.**

INTERMEDIARY DECLARATION

(This section is for completion by Coventry Building Society Intermediaries only).

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

INTRODUCER CODE

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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

Is this application less than 75% LTV?

Yes No

Is this an Offset application?

Yes No

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

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.

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

Previous Surname(s) (if any)

First Names (Please provide ALL names to ensure accurate completion of legal documents)

Title (Mr/Mrs/Miss/Ms/Other)

Date of Birth (e.g. 01/Jan/1999) (For applicants aged 56 years or over we may require further proof of income information, and we will contact you separately about this)

 / /
 / /

Sex

Male

Female

Male

Female

Sole applications - please confirm your marital status

Single

Divorced/Sep

Engaged

Married/Civil Partnership/Widowed

Joint applications - please confirm your relationship

Married/Civil Partnership

Partners

Engaged

Friends

Other

Number of financial dependants

0 1 2 3+

0 1 2 3+

2. PRESENT ADDRESS/MORTGAGED PROPERTY

Current address

FIRST APPLICANT

SECOND APPLICANT

House name

House number

Flat number

Building name

Street name

Town/City

County

Postcode

Date moved in (e.g. 01/Jan/1999)

 / /
 / /

CBS mortgage account number

Telephone number (home)

Telephone number (work)

Telephone number (mobile)

Home email address (if applicable)

How many bedrooms does the property have?

Is the property used wholly as your main residence?

Yes

No

Yes

No

(If the property is rented out, please provide details in Section 10)

3. FINANCIAL COMMITMENTS AND CREDIT HISTORY

FIRST APPLICANT

SECOND APPLICANT

	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								
Secured loans								
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?

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

No

Yes

No

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

Self-employed Applicants

Please forward your accounts in support of this application, as outlined in the front of the application form. Please complete this section if you are self-employed, subcontracted or you or your spouse/partner own 20% or more of the shares of the company you work for.

	FIRST APPLICANT	SECOND APPLICANT
Start date of self-employment (e.g. 01/Jan/1999)	/ /	/ /
Occupation/nature of Business		
Net annual profit	£	£

Employed Applicants

Please forward your last payslip in support of this application.

If you have been in your current employment/self-employment for less than 6 months, please give details in Section 10.

	FIRST APPLICANT	SECOND APPLICANT
Start date of current employment (e.g. 01/Jan/1999)	/ /	/ /
Occupation/nature of Business		
Gross annual income (excluding annual bonuses but including guaranteed bonus/overtime/shift allowance)	£	£
Dividend income last year	£	£
Dividend income in the previous year	£	£
Name and address of employer		
Postcode		
Telephone number (Personnel Department)		
Fax number (Personnel Department)		
Employee/Payroll number		

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

Purpose of additional borrowing:

- Home-related
- Debt consolidation
- Mixed (home-related & debt consolidation)
- Other

Please specify purpose of additional borrowing

- Total amount of loan required
- Estimated current value of property
- Outstanding balance
- Term of loan (must be equal to or less than the current mortgage term)

If the additional funds requested are not for the benefit of all parties a Legal Representative will be required. Please provide the name and address of your Legal Representative in Section 10.

Release of Further Advance Funds

Please choose from the following options by ticking the appropriate box and completing any additional information required.

Note: where a solicitor is required, the funds will normally be released to the solicitor.

A. Transfer direct to your bank or building society account

Sort code

Account number

Account in the name(s) of

Reference number (if applicable)

or

B. Transfer to an existing Coventry Building Society account

Account number

Account in the name(s) of

6. VALUATION DETAILS

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

Contact Name

Daytime telephone number (inc. dialing code)

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

IMPORTANT NOTES

- The Society 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 Society 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 Society 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 will be unable to refund any fees paid.
- **You will not receive a copy of the valuation report.**

7. PRODUCT

Please confirm the mortgage product required:

Mortgage product

Initial interest rate

Please ensure the product you have selected is appropriate to your needs. The product you can apply for will depend on the amount of loan requested, the loan purpose and your current mortgage product. Please contact your mortgage advisor for further assistance.

8. LOAN REPAYMENT

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

Please confirm your preferred method of 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. The repayment plan used for a mortgage with an interest-only element must have been in place for at least 12 months.**

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

9. 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 10 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 Society's Completions Department before we release the funds.

10. ADDITIONAL INFORMATION

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

OFFICE USE ONLY			
Approved by:	<input type="text"/>	Date:	<input type="text" value="/"/> <input type="text" value="/"/>
Signature:	<input type="text"/>	Special Conditions:	<input type="text"/>

11. FEES ENCLOSED

Fees paid on application:

Booking fee (non-refundable)

£

Mortgage valuation fee (non-refundable if valuation is completed)

£

Sub total

£

Fees at commencement:

Arrangement fee (non-refundable)

£

TOTAL

£

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.

PLEASE GO TO SECTION 12 TO SIGN THE DECLARATION

12. 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 Coventry Building Society.
 2. (a) The Society 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 Society 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) Share the information provided within this application form with fraud prevention agencies and HM Revenue and Customs (HMRC). 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 Society and other organisations (including HMRC) 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 Society and other organisations may access and use from other countries the information recorded by fraud prevention agencies.

Please telephone us on 0845 7665522 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 Society may also:
 - (i) Disclose information to the Society's insurers or their authorised agents for the purpose of risk assessment.
 - (ii) Use the information provided for the 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 the Society, to increase your security and for staff training purposes.
 3. (a) To enable the Society 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 Society 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 Society 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 Society 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 Coventry Building Society.
 4. I/We have read and understand Section 6 - Valuation Details. I/We further understand that the payment of a booking fee (if any) shall neither bind the Society to grant an advance nor release the mortgage valuation summary.
 5. Neither the Society, 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 irrevocably authorise my/our conveyancer to send their entire file(s) relating to the purchase of the property intended to be secured by this loan and relating to the mortgage or remortgage transaction to you/your agent at your/your agent's request. I/We expressly waive any right to assert legal privilege in relation to any part of the file(s). I/We also acknowledge that this waiver and right for the lender to receive the file(s) continues until the loan balance from time to time is repaid in full and remains in force in all other circumstances.
 7. If anything on this form was written by another person he or she acted as my/our agent for this purpose.
 8. If any advance is made to joint applicants the first named applicant will be the 'Representative Joint Borrower' in accordance with the Rules of the Society. The Representative Joint Borrower alone will have the voting rights (if any) of joint borrowers as borrowers and alone will be entitled to receive certain communications from the Society. 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.
 9. The Society reserves the right to decline to proceed with the application at any time.
 10. (a) I/We have applied for the mortgage scheme indicated in Section 7 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 advance on completion.
- For Intermediary introduced applications only:
- (b) I/We have been provided with information on the mortgage scheme indicated in Section 7 of this application form by the Intermediary. I/We understand that the Intermediary is not an agent of the Society. I/We have not been given any advice by the Society.
 - (c) I/We authorise the Society 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.
11. The application and any resulting offer of an advance will be cancelled if the advance is not completed within six months of the date of receipt of the application.
 12. 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 Building Society Group ("the Group"), comprising Coventry Building Society, ITL Mortgages Limited and Godiva Mortgages Limited, 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.
 13. I/We consent to the disclosure by the Society of my/our confidential information (whether financial or otherwise) to any person who may be asked to act as surety for the advance or their legal advisor.
 14. (Where applicable) I/We consent to the debiting of my/our Visa/Mastcard/Maestro/Solo credit/debit card for the amount shown in Section 11 of this application.
 15. I/We confirm that, taking into consideration my/our current and known future circumstances, I/we believe this mortgage commitment is affordable.
 16. **This is the Society's standard Declaration upon which the Society will rely. For your own benefit and protection you should read this Declaration carefully before signing it. If you do not understand any part then please ask for further information.**

Signed: First Applicant:

Date:

 / /

Second Applicant:

Date:

 / /

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

Coventry Building Society is authorised and regulated by the Financial Services Authority (FSA reference no.150892).

Our advisors are available Monday to Friday 8am-8pm, Saturday 9am-5pm, Sunday 10am-4pm, telephone self-service is available 24 hours a day, 365 days a year. Contact your service provider for details of call charges, as costs may vary. To maintain a quality service, calls made to and from Coventry Building Society may be monitored and recorded. Information correct at time of going to print (January 2012).

For further details, call into your local branch, visit us at

www.thecoventry.co.uk

or call our Customer Service Centre on

0845 7665522



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www.thecoventry.co.uk
Coventry Building Society.

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