Chorley Building Society TRUSTED SINCE 1859

Self Build Additional Borrowing

Application Form

	If completing mar	This form can nually, please comp	be completed el plete in black ink	ectronically, saved and BLOCK CAPITA	and printed. ALS. Complete al	ll boxes that apply.	
Advisor Name				Company Name			
Company FCA				· · [
Registration No				Email Address			
Office Address				Telephone No			
FCA Status (please tick as appropriate)	Directly Author	ised Appointe	ed Representative	Mortgage Club Name (if applicable)			
Network Name (if applicable)				Network FCA Regist (if applicable)	ration Number		
Packager (if applicable)				Packager FCA Regis	tration Number		
Which level of serv	ice have you provided i	n accordance with the	Mortgage Conduct	of Business rules?	Advised	Execution-only	
If we are paying a p	procuration fee will any	part of this be refunde	ed to the applicant(s)? Yes	No		
If YES, how much w	vill be refunded?						
Is the applicant(s)	paying a fee to you for a	arranging the mortgag	e?	Yes	No		
If YES, how much v	vill they pay?						
When is the fee pay	yable?			On appli	cation On o	offer acceptance	On completion
MORTGAGE P	RODUCT RECOM	MENDED					
Which product n	umber have you recom	mended					
PAYMENT OF	PROCURATION F		Constant and the	Drawn tion Fra			
		Please	confirm how the	Procuration Fee			
Broker Company	:	Network:		Mortgage Club:		Packager:	
Percentage of fe	e:	Percentage of fee:		Percentage of fee:		Percentage of fee:	
DECLARATIO	N						
the Money Lau	the customer(s) identi Indering Regulations 2 rict Building Society of	2007 and the Financia	al Services and Ma				
 I can confirm t true copy of th 	hat I have seen the ori e original	ginal of all documen	ts sent to support	this mortgage applic	ation and that the	documents submitted	d are a
	the customer on the t	21	· · · · · · · · · · · · · · · · · · ·		yable and credit se	earches.	
-	n number for the Fina d with the FCA rules ir			ed above is correct;			
	the applicant(s) with						
-	orised to submit this a			alf of an unauthorise	d person or firm.		
attached the sup	consideration and as plementary Coronavir lunder supporting docu	us Declaration.			ent and income, an	d have Yes	No
Intermediary signature:				Date:			
FEES PAYABL	E TO THE SOCIET	Ύ					
	Application Fee - pleas		fees and charges	Product	Scheme Fee – Varia	able	

* Please ask your clients to call the Society on 01257 235001 to pay their application fee. We require this in advance of processing their application.



1. Applicant Details

	1st Applicant	2nd Applicant
Existing Account Numbers		
Title		
Surname		
First Name		
Middle Name		
Any previous name(s)		
Date of birth		
Current Address		
Postcode		
Date moved to current address	Month Year	Month Year
Current residency status		
If less than 3 years at current address, please provide previous address:		
Postcode		
Date moved to previous address	Month Year	Month Year
Date moved out of previous addresss	Month Year	Month Year
NI Number		
Nationality		
Marital Status		
Home telephone number		
Work telephone number		
Mobile telephone number		
Email address		
Details of dependants. Names & Ages		
Do you currently, or have you ever held a senior position of public trust in the UK or elsewhere (i.e. as a politician, councillor, or judge whether full or part time, paid or unpaid) or are/were you closely connected to anyone that does or did hold one of these positions? Please enter full details in the additional comments section.	Yes No	Yes No
Additional borrowing amount required		
How much of the loan is required for:		
Home Improvements (Please provide details in additional comments section)	Debt Consolidation (Please provide details in a	dditional comments section)
Capital Raising (Please provide details in additional comments section)	Other (Please provide details in a	dditional comments section)
	2	



2. Employed Applicant Details

	1st Applicant	2nd Applicant
What is your occupation?		
Current employer business/sector type		
What is your employment status?		
If other, please state here		
Expected retirement age		
What is your annual gross basic income		
Guaranteed Gross Other (Detail in additional comments section)		
Regular Gross Other (Detail in additional comments section)		
Current employer name		
Current employer address		
	Postcode	Postcode
Current employer telephone number		
Current employer email address		
Point of Contact – if an employer's reference is required		
Time with your current employer	From Month Year	From Month Year
How long have you been in your current role	Years Months	Years Months
Previous employer name		
Previous employer address		
	Postcode	Postcode
Previous employer telephone number		
Previous employer fax number		
Time with your previous employer	From	From To
Are you aware of any impending changes to your employment conditions: If yes, provide details in the additional comments section.	Yes No	Yes No
Are you in a probationary period: If yes, provide details in the additional comments section.	Yes No	Yes No
Is your current employment permanent: If no, provide details in the additional comments section.	Yes No	Yes No
Is this a family business? If yes, provide company accountant details in section 3.	Yes No	Yes No
Do you hold shares in this or any other company: If yes, provide details in the additional comments section with % shareholding.	Yes No	Yes No



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3. Self-Employed Applicant Details

	1st Applicant		2nd Applicant	
Title in company				
Company Trading Name				
Company Trading Address				
	Postcode		Postcode	
Company telephone number				
Company email address				
What is your % shareholding/shares in the business				
How long has the business been trading?	Years	Months	Years	Months
Expected retirement age				
Type of company				
Net Profit (If sole trader / partnership)	Year End	£	Year End	£
Please provide information for last 3 years	Year End	£	Year End	£
	Year End	£	Year End	£
Salary / Dividend if Limited Company Please provide information for last 3 years	Salary £		Salary £	
	Dividend £		Dividend £	
	Year End		Year End	
	Salary £		Salary £	
	Dividend £		Dividend £	
	Year End		Year End	
	Salary £ Dividend £		Salary £ Dividend £	
	Year End		Year End	
Name of your accountant				
Accountants address				
	Postcode		Postcode	
Accountants telephone number				
Accountants fax number				
Accountants qualification				



Monthly Income				
Net monthly take home pay (applicant 1)		£		
Net monthly take home pay (applicant 2)		£		
Any other income		£		
Please state source of other income				
Total Income:		£		
Monthly Expenditure During Build		Monthly Expenditure Post Build		
Cost of accommodation during build	£			
Mortgage on another property	£	Mortgage on another property	£	
Secured Loans	£	Secured Loans	£	
Personal Loans	£	Personal Loans	£	
Credit Card Minimum Payments	£	Credit Card Minimum Payments	£	
Store Card Minimum Payments	£	Store Card Minimum Payments	£	
Hire Purchase / Lease Agreements	£	Hire Purchase / Lease Agreements	£	
Home Shopping Credit Minimum Payments	£	Home Shopping Credit Minimum Payments	£	
Help to Buy Loan (if applicable)	£	Help to Buy Loan (if applicable)	£	
Overdraft Usage Charges / Interest	£	Overdraft Usage Charges / Interest	£	
Nursery / Child Minding / School Fees	£	Nursery / Child Minding / School Fees	£	
Maintenance / Alimony	£	Maintenance / Alimony	£	
Cost of Funding Repayment Strategy	£	Cost of Funding Repayment Strategy	£	
Mobile Phone Contract	£	Mobile Phone Contract	£	
Broadband / Home Telephone	£	Broadband / Home Telephone	£	
Council Tax	£	Council Tax	£	
Gas & Electricity	£	Gas & Electricity	£	
Water	£	Water	£	
Other Utilities (ie Calor Gas, Oil)	£	Other Utilities (ie Calor Gas, Oil)	£	
Insurance (Life/Critical Illness)	£	Insurance (Life/Critical Illness)	£	
Mortgage Protection / ASU / Inc Protection	£	Mortgage Protection / ASU / Inc Protection	£	
Home Insurance	£	Home Insurance	£	
Ground Rent / Service Charges	£	Ground Rent / Service Charges	£	
Car Insurance / MOT / Car Tax / Maintenance	£	Car Insurance / MOT / Car Tax / Maintenance	£	
Travel Costs inc Fuel, Bus, Rail Fares	£	Travel Costs inc Fuel, Bus, Rail Fares	£	
Other Insurance (Pet/Dental/Health)	£	Other Insurance (Pet/Dental/Health)	£	
Total Expenditure During Build:	£	Total Expenditure Post Build:	£	



4. Credit History

Mortgages and other secured loans – (where more space is required please provide further details within the additional comments section) * If you have Buy to Let properties (not with the society) please complete section 4a.

Lender	Address against which the loan is secured	Account Number	Outstanding Term	Outstanding Balance	Monthly Payment	To be repaid?
						Yes No
						Yes No
						Yes No
						Yes No

4a. Mortgaged Buy to Let Properties - please provide details below

Where more space is required please provide further details within the additional comments section.

Rental Address	Lender	Current Value	Outstanding Term	Outstanding Balance	Monthly Payment	Monthly Rent Received	Mortgage Repayment Type

4b. Unsecured loans / credit cards / HP - please provide details below

Lender	Address against which the loan is registered	Account Number	Outstanding Term	Outstanding Balance	Monthly Payment	To be repaid?
						Yes No
						Yes No
						Yes No
						Yes No
						Yes No
						Yes No
						Yes No
						Yes No



Application Form

Declarations	1st Applicant		2nd Applican	t
Have you ever had a mortgage or loan application refused?	Yes	No	Yes	No
Have you ever had a County Court Judgement for debt or a loan default registered?	Yes	No	Yes	No
Have you ever been declared bankrupt or been subject to an Individual Voluntary Arrangement (IVA)	Yes	No	Yes	No
Have you ever entered any arrangements with your creditors or are you party to a voluntary arrangement?	Yes	No	Yes	No
Have you had a court order / decree made against you for debt or is there any such action pending?	Yes	No	Yes	No
Have you ever (voluntarily or otherwise) had a property repossessed by a lender or entered any arrangements for mortgage arrears?	Yes	No	Yes	No
Have you, any member of your family, or any person living with you, ever been cautioned, convicted or charged (but not yet tried) in respect of any criminal offence (excluding motoring convictions)?	Yes	No	Yes	No

If the answer is YES to any of the above, please enter full details below. If further space is needed, please provide details in the additional comments section.

1st/2nd/Joint	Type (i.e. Mortgage, IVA, CCJ)	Relating To	Reason	Date Registered	Amount	Date satisfied / still outstanding

5. To be completed for all types of mortgages

Will there be any people aged over 17, who will live in the property?	
(If yes, please supply their names, dates of birth and relationship to you, in the additional comments section)	

Will any of the property be used for purposes other than your own residence?

If yes, will your residential use exceed 40% of the overall area of the property? Please supply further details in the additional comments section, detailing the purpose for which the property will be used.

Are you aware of any planning restriction(s)?

Will any additional borrowing be secured against the property by a second charge?

Will the mortgage be for the direct financial benefit and advantage of all applicants? If no, please supply further details in the additional comments section.

1		
Yes	No	
 Yes	No	
Yes	No	N/A
Yes	No	
Yes	No	
Yes	No	



6. Additional Information



Application Form

7. Insurances & Life Planning

In view of the financial commitment your mortgage represents, we recommend you undertake a review of your insurance provisions.

As part of your mortgage contract you must have adequate Buildings Insurance in place throughout the term of your mortgage for no less than the recommended insurance cover figure, quoted on your valuation report.

It is also important you review your contents, life assurance, critical illness cover and health insurance.

We work closely with PG Mutual, who provide Income Protection Insurance to cover income, if you found yourself unable to work due to illness or accident and unable to meet your financial commitments.

If you would like to be contacted by PG Mutual please tick here

We work closely with Accord Legal Services, who provide a Will writing and estate planning service, ensuring your assets and loved ones are protected in the best way.

If you would like to be contacted by Accord Legal Services please tick here

Alternatively, you can get more information via our website www.chorleybs.co.uk/life-planning

If you need further information about insurance and life planning, we suggest you visit www.themoneyadviceservice.org.uk.

8. Summary of Additional Borrowing Requirements

Term (years)	
Amount	
Fees to be added (if allowed)	Yes No
Fee amount to be added (if applicable)	
Mortgage Repayment Type	
Where part repayment / part interest only, state the amount required on interest only	
If interest only, repayment strategy	

If you have requested an interest only mortgage, it is your responsibility to ensure you have sufficient funds to repay the mortgage at the end of the term.

9. Valuation report

If required, the Society will instruct an external surveyor to prepare a valuation report on the property to be mortgaged. The scope of the report is limited; it is not a Homebuyers Report or a Building Survey. The valuation report is prepared for the Society's purposes only. If the Society releases a copy of the report to me I acknowledge this is for information only and that I have no agreement with the valuer.

Neither the Society nor the valuer will warrant, represent or give any assurance to me that the statements, conclusions and opinions expressed or implied in the report will be accurate and valid. I acknowledge neither the Society nor the valuer have any responsibility to me (if I base my decisions on the report) even if the valuer has been negligent.

Valuation reports will be required for additional borrowing applications subject to the criteria below.

Loan to Value (LTV) against House Price Index including additional borrowing	Age of Last Pysical Valuation Report from the application date	Additional Borrowing Amount	Valuation Report Requirement
0 - 50%	No age limit	£5,000 - £100,000	New Valuation not Required
0 - 50%	No age limit	£100,000+	New Valuation Report Required
50 - 75%	Under 2 years old	£5,000 - £50,000	New Valuation not Required
50 - 75%	Under 2 years old	£50,000+	New Valuation Report Required
50 - 75%	Over 2 years old	New report always required	New Valuation Report Required
> 75%	New report always required	New report always required	New Valuation Report Required

If you need any information about the customer's specific account, please contact an Underwriter on 01257 235001.



10. Additional Comments



11. Your Personal Information and what we do with it

We are a data controller of your personal information. The way that we process your personal information is described in our Privacy Notice. This information is also available on our website www.chorleybs.co.uk/privacy

12. General & Membership Declarations

I apply for a loan, which I understand will be secured on my property based on the information I have supplied.

If I am an individual I apply to be a Borrowing Member according to the Rules of the Society, copies of which are available from the Society's Principal Office or any branch. If this is a joint application by individuals I understand that the First Applicant will be the person named first in the Society's records in respect of the mortgage and will be the Representative Joint Borrower according to the Rules (provided that individual is a Borrowing Member).

I understand that if I am a Body Corporate or am applying as a bare trustee for a Body Corporate, that a Body Corporate cannot be a Borrowing Member of the Society and so no person will enjoy voting rights in respect of the mortgage under the Rules.

I consent to the Society at any time transferring or otherwise disposing of the benefit of any loan, mortgage, or any other security for the loan to any third party, whether or not a building society or associated body of a building society, without any further reference to me.

If I am a Borrowing Member at that time I acknowledge that such a transfer will lead to the termination of my borrowing membership of the Society and the loss of my rights as a Borrowing Member of the Society.

12a. Personal Associations

Information held about me by the credit reference agencies may already be linked to records relating to one or more of my partners. For the purposes of this application we may be treated as financially linked and my application will be assessed with reference to any 'associated' records of my partners. By stating a financial association with another party, I also declare that the Society is entitled to disclose information about my joint applicant and/or anyone else referred to by me; also search, link and/or record information at credit reference agencies about me and/or anyone else referred to by me;

An 'association' between joint applicants and/or any individual identified as my financial partner will be created at credit reference agencies which will link our financial records. I and anyone else with whom I have a financial link understand that each other's information will be considered in all future applications by either or both of us. This linking will continue until one of unsuccessfully files a 'disassociation' at the credit reference agencies.

12b. Keeping you up to date about our Products and Services

From time to time the Society will send you information about other products and services we offer by post. We will only do this where we believe we have a legitimate interest to do so and it is not to the detriment of your interests, fundamental rights and freedoms. More information can be found in our privacy notice.

We also want to provide you with this information by Email and Telephone. If you do not wish to receive such material by these methods then please tick the appropriate boxes.

1st Applicant	2nd Applicant
Email Telephone	Email Telephone

12c. Personal Details

- I am over 18 years of age;
- There are no existing loans or mortgages in my name with any other lender other than declared on this application form;
- I have never been convicted of any criminal offence nor is any prosecution pending, excluding motoring or 'spent' offences by virtue of the Rehabilitation of Offenders Act1974 or the Rehabilitation of Offenders Act (Northern Ireland) Order 1978;
- Any person interested now or in the future in the loan may rely upon the truth and accuracy of the information given and in any supporting documentation or information supplied by me;
- If any of the information I have given changes before the mortgage is completed, I shall advise the Society immediately.



Application Form

13. Signature Authority

This is our standard mortgage application upon which we intend to rely. For your own benefit and protection you should read the declarations carefully before signing this application. If you do not understand any point please ask for further information.

- · I have read and understood the Society's Privacy Notice, which describes the way my personal information will be processed.
- I confirm that I have received, read and understood the European Standard Information Sheet (ESIS) for the mortgage I am applying for prior to completing this form.
- I confirm that I have read all answers including those completed in other than my own handwriting and confirm that all answers are correct and complete.
- To the best of my knowledge and belief the statements in this application are true and correct. Any mortgage agreement made by Chorley Building Society will be based on these statements.
- · I authorise you to take up references and check my identity in such ways that are deemed necessary.
- I understand a Tariff of Charges is available on request.
- · I understand the arrangements for solicitor/conveyancer, and that I will be liable for the Society's costs in this respect.
- · If my application does not proceed to completion, my customer data may be held by the Society and be used for statistical analysis.
- Declarations to be signed by all applicants.

Signature(s) of Applicant(s)

1st Applicant	2nd Applicant
Date	Date



Certification of supporting documentation for a mortgage application

This form can be completed electronically, saved and printed. If completing manually, please complete in black ink and BLOCK CAPITALS. Complete all boxes that apply.

Mortgage Application Reference	
1st Applicants Name	
2nd Applicants Name	
3rd Applicants Name	
4th Applicants Name	

Please tick below the supporting documents you are enclosing with your case. There is space in the other documents section for you to list any items you are enclosing which are not specifically listed below.

Not all of the following documents are required for every case.

	Applicant 1	Applicant 2	Applicant 3	Applicant 4
PROOF OF EMPLOYED INCOME				
Last 3 months payslips				
P60 from most recent tax year end				
	Applicant 1	Applicant 2	Applicant 3	Applicant 4
PROOF OF SELF-EMPLOYED INCOME				
Last 2 years SA302's				
Last 2 years corresponding tax overview				
	Applicant 1	Applicant 2	Applicant 3	Applicant 4

	Applicant 1	ripplicant 2	Applicanto	Applicant 4
BANK STATEMENTS				
Latest full month's personal bank statement				

	Applicant 1	Applicant 2	Applicant 3	Applicant 4
PROJECT DOCUMENTATION				
Project Costings				
Project Evaluation form				

	Applicant 1	Applicant 2	Applicant 3	Applicant 4
OTHER DOCUMENTS				

This document should be posted with your mortgage application to:

Chorley Building Society Key house Foxhole Road Chorley PR7 1NZ Or emailed to: selfbuild@chorleybs.co.uk

Head Office address: Key House, Foxhole Road, Chorley, PR7 1NZ. Telephone 01257 235001. www.chorleybs.co.uk

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