

# Intermediary Mortgage Application Form – Buy To Let

**Our online application system must be used for all applications. This form should only be used if you have been advised to by Clydesdale Bank.**

Completed Application Forms to be emailed to [cbi.case.man@cybg.com](mailto:cbi.case.man@cybg.com)

Contact Tel No 0800 678 3066

**Please note: Property being mortgaged cannot be located in Northern Ireland**

## Application Checklist

Please indicate if the application is for:  Remortgage  Purchase  Borrowing on an unencumbered property

- Application completed onscreen (to help us process the application more quickly, we would encourage you to complete the application on screen).
- Fully completed and signed application form and all boxes ticked
- Income verification for Employed - Certified copies of 2 months payslips
- Income verification for Self Employed - the last 3 years' accounts
- Credit card details for the valuation and/or arrangement fee.
- Bank Statements - Certified copy of 3 most recent months bank statements showing applicants salary and mortgage payments/rental payments
- Evidence of Personal Identity - Verify the identity using a single document from list A or two documents, one from list B supported by one from list C
- Documentary evidence of the source of the deposit
- Other applications are pending or have been submitted for this client.  
Please provide the property post code(s) or MM reference number(s)

### Valuation and arrangement fee payments

We accept all major debit/credit cards for valuation and arrangement fee payments except American Express/AMEX. Please note, we cannot accept cheques for valuation and arrangement fee payments.

## Intermediary Details

### To be completed by Intermediary

Company/Broker firm	<input style="width: 200px;" type="text"/>	Broker Office/Address	<input style="width: 250px;" type="text"/>
Advisor name	<input style="width: 200px;" type="text"/>		<input style="width: 250px;" type="text"/>
Phone number	<input style="width: 200px;" type="text"/>		<input style="width: 250px;" type="text"/> post code
Mobile number	<input style="width: 200px;" type="text"/>	Network name	<input style="width: 250px;" type="text"/>
Clydesdale Bank Relationship Manager	<input style="width: 150px;" type="text"/>	FCA reference No.	<input style="width: 250px;" type="text"/>
		Fax number	<input style="width: 250px;" type="text"/>
		Email address	<input style="width: 250px;" type="text"/>

Is this Mortgage Contract regulated by the Financial Conduct Authority?

Yes  No

Type of Mortgage Sale Advised  Execution Only  Customer Rejected Advice

Please provide the reason for the Execution Only sale in the additional information section

Have you previously agreed this case with one of our underwriters?

Yes  No

If yes, please detail the underwriter's name and the date you agreed the case

(DD/MM/YY)

Please provide a brief summary of any points discussed with your Relationship Manager/ Underwriter in the additional information section.

## Fee Payments

### Arrangement fee payments cannot be added to the loan if the total will exceed the LTV for the particular product

Debit/Credit Card Number	<input style="width: 250px;" type="text"/>	Start date	<input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/>
Issue Number (if applicable)	<input style="width: 250px;" type="text"/>	Expiry date	<input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/>
Arrangement fee (if applicable)	£ <input style="width: 150px;" type="text"/>		
Add Arrangement fee to loan?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Valuation fee (if applicable)	£ <input style="width: 150px;" type="text"/>		
Amount of fee paid to Broker (This is the fee you have charged your client(s) for your services. Please input 'nil' if appropriate.)	£ <input style="width: 150px;" type="text"/>		

# Evidence of Personal Identity

## Types of evidence:

Verify the identity using a single document from List A or two documents, one from List B supported by one from List C.

### List A – Single Document Identification

A government issued document which incorporates the customer's full name and photograph, and either the residential address or date of birth:-

- Current full valid signed passport. If the passport is non-British a certified copy must be attached.
- Current Northern Ireland voter's card
- Current UK Photo-Card Driving Licence
- Current Firearms Certificate or Shotgun Certificate issued by UK Police Force

### List B – Dual Document Identification

A government issued document (without a photograph) which incorporates the customer's full name:-

- Current full UK Driving Licence (old version)
- Recent evidence of entitlement to a state or local authority funded benefit e.g. Pension Book/ DSS/ Benefits Agency notification letter.
- HM Revenue and Customs Tax Notification/ Notice of Tax Coding/ Self Assessment Return.
- National Insurance Card (accompanied by most recent P60 or payslip detailing same NI number and name)
- Armed Forces ID Card
- Police Warrant Card
- HM Revenue and Customs Card (this does not include cards such as a CIS4 card, as this is not a Govt. employee ID card)
- Blue Parking Card for People with disabilities.

### List C

AND from List C a second document either government-issued or issued by other selected sources which incorporates the customer's full name and either the residential address or date of birth:-

- Credit reference agency search via Autoscored Products or Voters Roll Search
- Record of a Home Visit
- Recent Utility Bill (3)
- Local Authority Tax Bill or Statement - Documents must be for the current payment year. Documents with hand-written amended addresses are not acceptable. Reminder letters or Sheriff Officer letters regarding council tax are not acceptable.
- Recent system generated or signed correspondence from a UK regulated financial sector firm (3) e.g. your Bank or Building Society statement.
- Motor/House Insurance Certificate. The document must be for the current year and in force
- Original systems-generated TV Licence. The document must be the current year's licence and system generated with a pre-printed address

## Intermediary Introduction Certificate for UK Resident Private Individuals

	Type of evidence	Reference/Account/ Serial Number	Issuing Authority (2) / Country of origin	Date of Expiry
<b>Identity 1</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Identity 2</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Notes:

- (1) If attaching certified copies of the evidence please also record the relevant details on this sheet as this will help with record keeping in the event that copy documents become detached from the certificate.
- (2) Enter the country of origin or the three letter code of the issuing state or country (i.e. UK Passports enter GBR).
- (3) Documents must be either current or dated within the last 3 months. Bills printed off the internet, mobile telephone bills and store card statements are not acceptable. Documents with hand-written amended addresses and general letters from suppliers are not acceptable

### Explanatory Notes

1. A separate confirmation must be completed for each customer (e.g. joint holders, trustee cases and joint life cases). Where a third party is involved, e.g. a payer of contributions who is different from the customer, the identity of that person must also be verified and a confirmation provided.
2. This form cannot be used to verify the identity of any customer that falls into one of the following categories:
  - those who are exempt from verification as being an existing client of the introducing firm prior to the introduction of the requirement for such verification.
  - those who have been subject to Simplified Due Diligence under the Money Laundering Regulations..

I/we confirm that:

- (a) the information in the customer verification section above was obtained by me/us in relation to the customer(s)

Please select one of the options below:

- (b) i. the evidence I/we have obtained to verify the identity of the customer(s) meets the standard evidence set out within the guidance for the UK Financial Sector issued by JMLSG
- ii. exceeds the standard evidence (written details of the further verification evidence taken are attached to this confirmation).

**Signed**

**Name**

**Position**

**Date**

**Note: This certificate must be signed by the person who has seen the original documentary evidence.**

**Full name of regulated firm**

**Name of regulator**

**Regulator reference number**

# Customer Details

## First applicant

## Second applicant

Mr/Mrs/Miss/Ms	<input type="text"/>	<input type="text"/>
First name in full	<input type="text"/>	<input type="text"/>
Middle name(s) in full	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>
Time at present address	<input type="text"/> year(s) <input type="text"/> month(s)	<input type="text"/> year(s) <input type="text"/> month(s)
Current address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/> post code	<input type="text"/> post code
Country of birth / Nationality	<input type="text"/> /	<input type="text"/> /

If you have lived at your present address for less than 3 years, please give all previous address details for that period.

## First applicant

## Second applicant

1. Address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/> post code	<input type="text"/> post code
Time at previous address	<input type="text"/> year(s) <input type="text"/> month(s)	<input type="text"/> year(s) <input type="text"/> month(s)

Please advise any additional address at which you may have applied for credit during the last 3 years e.g. Parental home/University Hall of Residence/Work address

Address	<input type="text"/>	<input type="text"/>
	<input type="text"/> post code	<input type="text"/> post code
Time at additional address	<input type="text"/> year(s) <input type="text"/> month(s)	<input type="text"/> year(s) <input type="text"/> month(s)
Are you	single <input type="checkbox"/> married/civil partnership <input type="checkbox"/> separated <input type="checkbox"/> widowed <input type="checkbox"/> divorced/dissolved <input type="checkbox"/> with partner <input type="checkbox"/>	single <input type="checkbox"/> married/civil partnership <input type="checkbox"/> separated <input type="checkbox"/> widowed <input type="checkbox"/> divorced/dissolved <input type="checkbox"/> with partner <input type="checkbox"/>
Number of dependant children (mandatory)	<input type="text"/>	<input type="text"/>
Number of dependant adults (mandatory)	<input type="text"/>	<input type="text"/>
Gender of applicant	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>

## Contact Details

Home Telephone	<input type="text"/>	<input type="text"/>
Work Telephone	<input type="text"/>	<input type="text"/>
Mobile	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>

## Residential Status

home owner <input type="checkbox"/>	tenant (unfurnished) <input type="checkbox"/>	home owner <input type="checkbox"/>	tenant (unfurnished) <input type="checkbox"/>
tenant (furnished) <input type="checkbox"/>	living with parents <input type="checkbox"/>	tenant (furnished) <input type="checkbox"/>	living with parents <input type="checkbox"/>
living with other relatives <input type="checkbox"/>	lodger <input type="checkbox"/>	living with other relatives <input type="checkbox"/>	lodger <input type="checkbox"/>
provided by employer <input type="checkbox"/>		provided by employer <input type="checkbox"/>	
Other (please specify)	<input type="text"/>	<input type="text"/>	
Are you an existing Clydesdale Bank customer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Existing CB Account Number and Sort Code	<input type="text"/>	<input type="text"/>	
	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	

# Occupation/Income Details

Is the applicants income to be included in the mortgage application?

## First applicant

## Second applicant

### Occupation/Job Title



full-time

part-time

retired

full-time

part-time

retired

self-employed

unemployed

self-employed

unemployed

fixed term contract

agency contract

fixed term contract

agency contract

Expiry date of contract (DD/MM/YY)



At what Age do you intend to retire



### Current employer's details (not to be completed if you are self-employed)

Current employer's nature of business



Time in current occupation\*

 year(s)  month(s)

 year(s)  month(s)

Time in previous occupation

 year(s)  month(s)

 year(s)  month(s)

Current employer's name



Current employer's address


 post code

 post code

\* If with current employer less than 2 years, detail previous employer(s) and dates for the preceding 2 years







### Employed (PAYE) Please provide 2 most recent payslips plus documentary evidence of bonus/overtime

How do you get paid?

Cash

Cheque

Cash

Cheque

Direct to Clydesdale Bank

Direct to other

Direct to Clydesdale Bank

Direct to other

Are you paid

Monthly

Fortnightly

Monthly

Fortnightly

Weekly

Four weekly

Weekly

Four weekly

Basic gross income per annum (excluding bonuses, overtime and shift allowance)

 £

 £

Net monthly income (after deduction of tax)

 £

 £

Gross annual overtime

 £

 £

Gross annual bonus

 £

 £

### Self-employed

Please complete the following section if you are self-employed and provide the last 3 years' accounts

Time self-employed

 year(s)  month(s)

 year(s)  month(s)

What % share of the business do you own?



Are the following up to date?

TAX Yes

No

TAX Yes

No

PAYE Yes

No

PAYE Yes

No

NI Yes

No

NI Yes

No

Date of most recent accounts (DD/MM/YY)



Nature of Business



Name of Business



Address of Business


 post code

 post code

Year ending (DD/MM/YY)

Year 1 (Most recent Year)

Year 2

Year 3

Year 1 (Most recent Year)

Year 2

Year 3







Net Profit Before tax

 £

 £

 £

 £

 £

 £

Share of Directors Remuneration

 £

 £

 £

 £

 £

 £

### Employed (PAYE), Self-employed and Retired

Amount of any other regular income (per month)

 £

 £

Please specify source

## Current Mortgage Details (remortgage of existing buy to let)

Lender (e.g. who is your mortgage with?)	<input type="text"/>
Roll/Account number of existing lender	<input type="text"/>
Total outstanding mortgage	£ <input type="text"/>
Property Value	£ <input type="text"/>
Joint/Sole name	<input type="text"/>

## Monthly Expenditure - BTL Being Placed With Clydesdale Bank

(if a joint application, the following section must be completed on a joint basis. All figures should reflect the post completion position)

Mortgage	£ <input type="text"/>	Ground rent/Service charge	£ <input type="text"/>
Water rates	£ <input type="text"/>	Insurance (incl. car insurance)	£ <input type="text"/>
Council Tax	£ <input type="text"/>	<b>Total new Buy to Let monthly expenditure</b>	<b>£ <input type="text"/> (A)</b>

## Monthly Expenditure - All Other BTLs

Mortgage	£ <input type="text"/>	Ground rent/Service charge	£ <input type="text"/>
Water rates	£ <input type="text"/>	Insurance (incl. car insurance)	£ <input type="text"/>
Council Tax	£ <input type="text"/>	<b>Total new other Buy to Let monthly expenditure</b>	<b>£ <input type="text"/> (B)</b>

## Rental Income

Rental Income - BTL being placed with Clydesdale Bank	£ <input type="text"/>	Rental Income - All other BTLs	£ <input type="text"/>
<b>Total Rental Income</b>		<b>£ <input type="text"/></b>	

## Monthly Expenditure Details – Main Residence

Mortgage(s)/Rent	£ <input type="text"/>	Credit cards	£ <input type="text"/>
Water rates	£ <input type="text"/>	Other loans	£ <input type="text"/>
Council tax	£ <input type="text"/>	Child maintenance/School fees/Child care	£ <input type="text"/>
Ground rent/Service charge	£ <input type="text"/>	Alimony	£ <input type="text"/>
HP/Rental	£ <input type="text"/>	Other	£ <input type="text"/>
Insurances (incl. car insurance)	£ <input type="text"/>	<b>Total new monthly residential expenditure</b>	<b>£ <input type="text"/> (C)</b>
<b>Total expenditure</b>		<b>£ <input type="text"/> (A)+(B)+(C)</b>	

## Current Residential Property

Market Value	£ <input type="text"/>	Existing Lender	<input type="text"/>
Mortgage Outstanding	£ <input type="text"/>	Joint/Sole Name	<input type="text"/>
Equity	£ <input type="text"/>		

## Assets (if a joint application, the following section must be completed on a joint basis)

Bank/Building Society balances	£ <input type="text"/>	Investments	£ <input type="text"/>
Life policies (surrender value)	£ <input type="text"/>	Equity in property	£ <input type="text"/>
Other	£ <input type="text"/>	Total	£ <input type="text"/>

Are all the assets available for the Bank to take into account in the assessment of your ability to pay the mortgage? Yes  No

If No, please provide details

# Summary of Investment Properties owned by Applicant

In all cases complete where the customer has (or will have) more than one Buy to Let/IHL style property(s).

**Existing Properties owned** (excluding main residence and the property the application is for)

Property Address	Date of Purchase	Purchase Price £	Is the property presently tenanted? Y/N	Current Market Value £	Sum of Outstanding Mortgage/ Buy to Let if applicable £	Mortgage Provider	LTV %	(A) Monthly Repayment £	(B) Gross Monthly Rent/ Income £	(B) - (A) Monthly gross sum available to cover expenses** £
<b>Total</b>										

## Liability Details

If a joint application, the following must include the liabilities of all applicants

### First applicant

### Second applicant

Time with current bank  year(s)  month(s)  year(s)  month(s)

What is the total value of outstanding and/or agreed Buy to Let facilities you have in place with Clydesdale Bank and/or Yorkshire Bank?

Do you have a Maestro and/or Debit Card? Yes  No  Yes  No

Credit cards (eg. Visa, MasterCard, Storecard). Where applicable, the credit card details for both applicants are to be completed below.

Name of company	Card limit	Outstanding balance
<input type="text"/>	<input type="text" value="£"/>	<input type="text" value="£"/>
<input type="text"/>	<input type="text" value="£"/>	<input type="text" value="£"/>
<input type="text"/>	<input type="text" value="£"/>	<input type="text" value="£"/>
<input type="text"/>	<input type="text" value="£"/>	<input type="text" value="£"/>

### Loans

Name of company	Original amount of loan	Outstanding balance	End date
<input type="text"/>	<input type="text" value="£"/>	<input type="text" value="£"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="£"/>	<input type="text" value="£"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="£"/>	<input type="text" value="£"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="£"/>	<input type="text" value="£"/>	<input type="text"/>

### Hire Purchase

Name of company	Original amount of loan	Outstanding balance	End date
<input type="text"/>	<input type="text" value="£"/>	<input type="text" value="£"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="£"/>	<input type="text" value="£"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="£"/>	<input type="text" value="£"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="£"/>	<input type="text" value="£"/>	<input type="text"/>

## Liability Details cont.

### Bank overdraft

Name of company	Current overdraft limit	Outstanding balance	Review date
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>

Detail any other outstanding debts, eg. taxation

Outstanding balance

<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>

Amount of guarantees over any other loans

£

**Full total of liabilities**

£

Have you ever been refused a mortgage; had a judgement or default for bad debt against you; been declared bankrupt; failed to maintain rent/mortgage/HP payments or any other credit facility; had a conviction, or do you have a pending prosecution?

If yes, please give details in Additional Information section

Yes

No

Is any part of the Home Loan you are applying for to repay any of your outstanding debts? If so please provide the details of the amount outstanding and names of the company who provided the facility. Details to be recorded on the Additional Information section.

£

## Type of Mortgage Product Required

Please specify full product details below. If loan is to be split between different product types please provide breakdown. Any more than two products can be detailed in the Additional Information section. If the loan is to be split across two products, please complete and submit two Direct Debit Mandates.

Full product description, including rate, e.g. variable, fixed, discounted, tracker	Interest Rate %	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Would you like to open any Offset Current or Offset Savings accounts (where offset functionality is available)?

Yes

No

Applicant 1

Applicant 2

Applicants 1 and 2

If yes, how many Current Accounts are required? (0 - 6)

If yes, how many Savings Accounts are required? (0 - 6)

## New Buy to Let Mortgage Details

Mortgage Amount Required	£ <input type="text"/>
Amount of deposit/equity (if applicable)	£ <input type="text"/>
Term Requested (YY/MM)	<input type="text"/>   <input type="text"/>
Capital and interest	£ <input type="text"/>
Interest Only	£ <input type="text"/>

Purchase Price of Property (purchases <b>only</b> )	£ <input type="text"/>
Source of deposit <small>We require documentary evidence of the source of the deposit to be submitted with the application.</small>	<input type="text"/>
Fees to be added to loan (arrangement fee payments cannot be added to the loan if the total will exceed the LTV for the particular product).	£ <input type="text"/>
Estimated property value (Remortgages <b>only</b> )	£ <input type="text"/>

## Purpose of Home Loan Advance

- Is borrower type a first time buyer? Yes  No
- Additional borrowing: Main reason to expand or re-leverage BTL portfolio? Yes  No
- Additional borrowing: Main reason for improvements to rental property? Yes  No
- Is this a Consent-to-let conversion? Yes  No
- Is this a Let-to-buy? Yes  No

### For remortgage or unencumbered, how much of the mortgage advance will be used for:

- Home Improvements
- Debt Consolidation
- Onward Purchase
- Other

Please provide additional information below (and use the Additional Information section if required).

## Legal Provider's Details

**Purchase Cases:** Are you using a solicitor or licensed conveyancer from the Clydesdale Bank Legal Panel? Yes  Please provide details below.

No  Please provide the details of the firm or licensed conveyancer acting on your behalf. Clydesdale Bank will instruct a firm to act on its behalf (you will be charged a fee by the firm for this service). To find out more information on Clydesdale Bank's Legal Panel, please visit [www.clydesdalebankintermediaries.co.uk](http://www.clydesdalebankintermediaries.co.uk)

### Solicitor details

- Name of legal firm or licensed conveyancer
- Address of solicitor/licensed conveyancer
- post code
- Contact name at solicitors/licensed conveyancer
- Telephone number
- DX number
- Fax number

**Remortgage Cases:** Please note that only the Bank's nominated legal provider or a member of the Clydesdale Bank Legal Panel may be instructed. To find out more information on Clydesdale Bank's Legal Panel, please visit [clydesdalebankintermediaries.co.uk](http://clydesdalebankintermediaries.co.uk)

Are you using the Clydesdale Bank's Fees Free Legal Service? Yes  No

If no, please provide details of the firm or licensed conveyancer to be used above. Please note that the Bank does not cover any fees if our nominated firm is not used.



## Present Bank Details

Please provide the bank details your main source of income is credited to.

### First Applicant

Name of bank

Name of branch

Branch address

Name of account

Sorting code

Account number

### Second Applicant

Name of bank

Name of branch

Branch address

Name of account

Sorting code

Account number

## Property and Valuation Details

Full registered address of property to be mortgaged including post code. Must be completed in all cases

post code

Please indicate the kind of report you require  
Note, the Homebuyers' Survey is not available under the remortgage offer.

Mortgage Valuation

Homebuyers' Survey

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

Name  Telephone (daytime)  Mobile

Is the property located in Scotland? Yes  No

Is this a new build property? Yes  No

Approx. year the property was built (YYYY)

Is the property being occupied for the first time? Yes  No

Is there a NHBC/builders guarantee? Yes  No

Is the property freehold  If freehold how many units does it contain?   
leasehold  heritable/feudal

If leasehold, state the number of years remaining on lease

Property type

Bungalow – Detached	<input type="checkbox"/>	Bungalow – Semi Detached	<input type="checkbox"/>	Bungalow – Terraced	<input type="checkbox"/>
Flat – Converted	<input type="checkbox"/>	Flat – Purpose built	<input type="checkbox"/>	House – Detached	<input type="checkbox"/>
House – Semi Detached	<input type="checkbox"/>	House – Terraced	<input type="checkbox"/>	Maisonette – Converted	<input type="checkbox"/>
Maisonette – Purpose built	<input type="checkbox"/>	Multi-unit freehold blocks (MUFBs)	<input type="checkbox"/>	Other	<input type="checkbox"/>

Will any part of the property being mortgaged be used for commercial purposes e.g shop/offices etc? Yes  No

Does the property have more than four storeys? Yes  No  If yes, how many?

Is property above a commercial premise? Yes  No  If yes, type of commercial premise

### Construction

Walls

brick	<input type="checkbox"/>	stone	<input type="checkbox"/>	concrete	<input type="checkbox"/>	timber-framed	<input type="checkbox"/>
timber	<input type="checkbox"/>	pre-fabricated	<input type="checkbox"/>	other	<input type="checkbox"/>		

### Accommodation

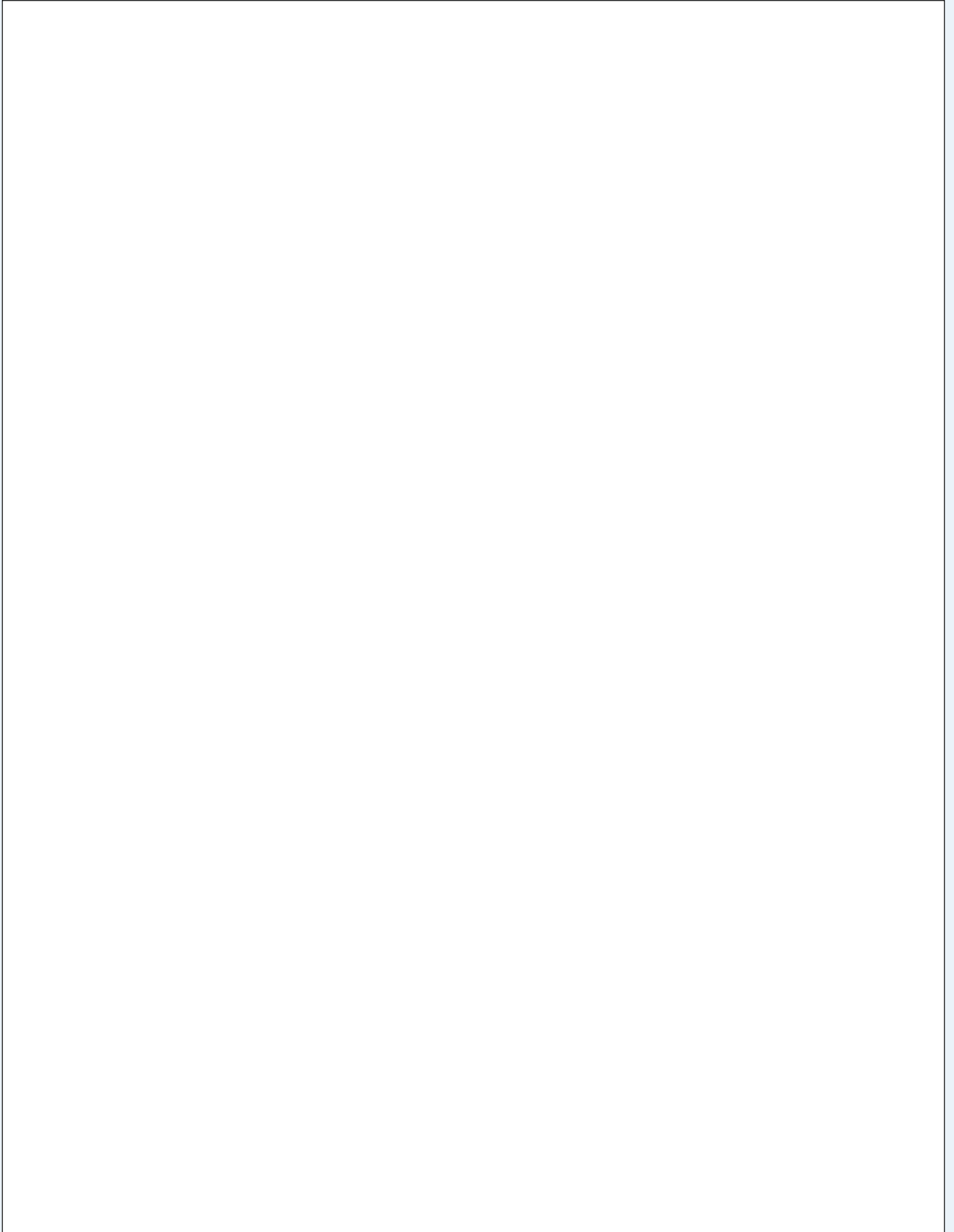
Give number of

Reception rooms	<input type="text"/>	Bedrooms	<input type="text"/>	Inside W.C's	<input type="text"/>	Basement rooms	<input type="text"/>
Kitchens	<input type="text"/>	Bathrooms	<input type="text"/>	Attic rooms	<input type="text"/>	Outbuildings	<input type="text"/>

Garages

single	<input type="checkbox"/>	double	<input type="checkbox"/>	detached	<input type="checkbox"/>	integral	<input type="checkbox"/>
space	<input type="checkbox"/>	none	<input type="checkbox"/>				

Please indicate if you have a family or financial connection with the property owner and please provide details in the Additional Information section. Yes



# How we use Personal Information

Our Fair Processing Notice describes the categories of personal data we process and for what purposes. We are committed to collecting and using such data fairly and in accordance with the requirements of the General Data Protection Regulations (GDPR).

This is just a summary. You can read the full version online at: [cbonline.co.uk/privacy](http://cbonline.co.uk/privacy)

## Who we are

Clydesdale Bank PLC trades using the brands Clydesdale Bank, Yorkshire Bank and 'B'. Our Fair Processing Notice explains your privacy rights and how we gather, use and share information about you. You can get in touch with our Data Protection Officer by email at [CYBG.data.protection.officer.queries@cybg.com](mailto:CYBG.data.protection.officer.queries@cybg.com) or by post at Group Data Protection Officer, Group Risk, Level 3, 51 West George Street, Glasgow G2 2JJ.

See sections 1 and 2 of the Fair Processing Notice for more details.

## Your rights

You have the right to object to how we process your personal information. You also have the right to access, correct, sometimes delete and restrict the personal information we use. In addition, you have a right to complain to us and to the data protection regulator. Find out the best way to be in touch with us at [cbonline.co.uk/contact-us](http://cbonline.co.uk/contact-us) or visit us in branch. Visit [ico.org.uk/global/contact-us](http://ico.org.uk/global/contact-us) for contact details for the Information Commissioner's Office.

Section 3 of the Fair Processing Notice gives you more information about your privacy rights.

## How we gather personal information

In addition to the information you provide to us directly, we collect personal information in a number of ways for example from third party credit reference agencies and from looking at how you have used other products and services we offer. Sometimes for your safety and for legal reasons we collect personal information by recording and monitoring calls and from CCTV. We also record calls for training and quality control.

See section 5 of the Fair Processing Notice for more details about how we gather personal information.

## How we use your personal information

We use your personal information to provide you with products and services (including credit checks), to comply with the law and enforce our legal rights (including debt recovery), and to improve and market our products and services. Sometimes we use automated processes to make decisions about you and to profile you. Sometimes we need to use sensitive personal information such as medical details to make available products you have requested and to give you the best service.

Find out more about how we use your personal information in sections 6 and 7 of the Fair Processing Notice.

## Our products and services

We need some personal information before we can provide our products and services to you, for example to allow us to check your identity. In some cases we won't be able to provide products and services to you if we don't have all the personal information we need.

Find out more in section 7 of the Fair Processing Notice.

## Sharing and transferring personal information

We share personal information with our suppliers and other third parties where needed to provide you with the best service. We also share personal information with regulators, other banks and law enforcement. Sometimes we transfer personal information to other countries outside the UK for these purposes, where suitable protection is in place.

Sections 9 and 10 of the Fair Processing Notice will give you further details about this.

## Keeping personal information

We keep your personal information securely for as long as we need to for the purposes described in section 11 of the Fair Processing Notice.

## Your consent

Sometimes we need your consent to use your personal information (for example for marketing). We won't always need consent to use personal information - for example if we need it to meet regulatory requirements or to perform a contract with you. Where you have given us consent, you have the right to withdraw it at any time.

See sections 12 and 13 of the Fair Processing Notice for more details.

## Our partners

We want the best for our customers and sometimes we work with other companies to offer you the best products and services. With your consent, we or our partners will contact you to let you know about products or services from our partners where we think that will save you money or make your life easier.

See section 6 'How we use your personal information', clause 6.10 of the Fair Processing Notice for more information about our partners.

## Confidentiality

We will treat all your information as confidential and will not give your information to anyone except where we are permitted to do so by law; we have a public duty to disclose the information; we need to do so to comply with the requirements, codes or recommendations of any of our regulators; we have your consent (which is not necessarily required to be in writing); it is necessary for the performance of any product or service that we provide to you; or we have transferred any of our rights or obligations to another party.

## Marketing Preferences

From time to time, we think of new offers and products that could save you money or make your life easier. These will be from us and may include details from our selected partners. Can we let you know about them? If so, please tell us the best way to get in touch.

- Email
- Internet and mobile banking
- Messaging (inc SMS)
- Phone
- Post

Your preferences can be changed or you can choose to stop receiving marketing communications at any time online, via branch or by calling us. Find out more about our partners and the type of information that we use to help us tell you about these offers and products by visiting our Fair Processing Notice at [www.cbonline.co.uk/privacy](http://www.cbonline.co.uk/privacy).

# Legal Declaration

**IMPORTANT NOTICE TO THE APPLICANT(S)** This is the Bank's declaration you will be asked to sign and upon which we intend to rely. For your own benefit and protection you should read this declaration together with the documents to which it refers and if you do not understand any point please ask for further information before signing.

I/We hereby apply for a home loan which will be secured on the above property and I/we confirm the details in this application form are true and accurate to the best of my/our knowledge and belief.

I/We understand that the offer or making of any loan for the above purpose does not imply any warranty as to the purchase price, value or condition of the property. I/We understand that any valuation obtained by the Bank is for Bank purposes only and I/we agree that even though a copy may be disclosed to me/us, I/we will not rely on such valuation.

I/We confirm that it has been suggested by the Bank that a full professional survey report is obtained by me/us and that a copy of this report should be provided directly to me/us. (Not applicable to a remortgage or further advance).

I/We undertake to pay any applicable legal or other expenses incurred by the Bank in respect of this application and I/we authorise you to debit my/our account with these items.

I/We understand that the Bank does not require me/us to take the Bank's buildings insurance as a condition of my/our home loan application. I/We confirm that I/we have been advised by the Bank that I/we must take out appropriate insurance cover for my/our property. I/We understand that I/we will still be liable for any amount outstanding on my/our home loan in the event of loss or damage occurring on my/our property.

If insurance under the Bank's Higher Lending Policy or Mortgage Guarantee Policy is required, I/we authorise the Bank to disclose information about me/us to the insurers in connection with the proposal for this insurance and any claim under it.

I/We authorise the Bank to make such reasonable enquiries as it considers necessary for verification of the information I/we have provided on this home loan application form and for the purpose of credit assessment. I/We understand this may include contacting my/our employer(s) and any bank or building society with which I/we have (or had) a relationship with, and for such organisations to divulge any such information as may be requested.

We agree that one statement for the account will be issued to us jointly, unless any one of us advises the Bank to the contrary. (Joint accounts only).

For applications in more than one name, one copy of the documentation will be sent to the first named applicant, however additional copies may be provided on request.

I/We consent to the Bank, or any member of the Bank's group of companies, providing details of this home loan application and the home loan, in cases where I/we have been introduced to you by a third party, to that introducer to enable them to monitor the progress of my/our application and my financial dealings with the Group. I/We understand that on the drawdown of my/our home loan the Bank may pay a fee to the introducer. The introducer will provide me/us with information regarding the fee they may receive and on request the Bank will also provide me/us with the details of the introducer fee.

I/We confirm I/we have been given the opportunity to read the relevant mortgage illustration document.

## First applicant

Signature

Date

## Second applicant

Signature

Date

[www.clydesdalebankintermediaries.co.uk](http://www.clydesdalebankintermediaries.co.uk)

**Clydesdale Bank PLC**  
**B2B Mortgages**  
**PO Box 3124**  
**Glasgow, G60 9BU**  
Contact Tel No 0800 678 3066

**Note: completed application forms must be submitted to Clydesdale Bank PLC, B2B Mortgages, PO Box 3124, Glasgow, G60 9BU**

# Instruction to your Bank or Building Society to pay by Direct Debit



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

Clydesdale Bank PLC  
B2B Mortgages  
PO Box 3124  
Glasgow, G60 9BU

Service User Number

7 0 6 0 7 6

**For Clydesdale Bank Official Use Only**

This is not part of the instruction to your Bank or Building Society

Mortgage Account Number

Sort Code

Name(s) of Account Holder(s)

Bank/Building Society Account Number

Branch Sort Code

Preferred monthly payment date (1st - 28th)

If no date is stated your payment will be taken on the 1st monthly

**Name and full postal address of your Bank or Building Society**

To: The Manager

Bank/Building Society

Address

Post Code

Reference

## Instruction to your Bank or Building Society

Please pay Clydesdale Bank PLC Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Clydesdale Bank PLC 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 from some types of account.

This Guarantee should be detached and retained by the Payer.

## The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Clydesdale Bank PLC will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Clydesdale Bank PLC to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit by Clydesdale Bank PLC or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when Clydesdale Bank PLC asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.