# Professional Mortgage Adding/Removing A Person Application



Please complete this fo	rm as accurately as possible as missing information may affect our decision.
This application is for	Adding/Removing a Person
Reference	
Adviser Declaration	on
	ess to us you must register through our online portal. Registration is quick and simple and can be ary website at the following link:
hodgebank.co.uk/inter	mediaries/registration
Name of adviser	
Company name	
FCA reference number	Your firm  If relevant, your principle/network
Office address	
Email address	
Contact telephone number	
Date of advice	D D M M Y Y
If you are Directly Autho	rised please state which Club you would like to use as your payment route:
Broker fee (if applicable)	£
If the applicant(s) have not matters contained therein.	signed the declaration, I confirm that I have drawn the applicant(s)' attention to the
Signed	Print name  D D M M Y Y

This Decision in Principle is being submitted on the understanding the applicants are UK residents with the right to live in the UK permanently. The loan will be secured against the applicant(s) main residence, which meets property eligibility criteria as published on the Hodge website.

## **Personal Information**

	Applicant 1	Applicant 2
Title	Mr Mrs Miss Ms	Mr Mrs Miss Ms
	Other	Other
Surname		
Full forename(s)		
Previous name(s) in the last six years		
Date of birth	D D M M Y Y	D D M M Y Y
Nationality		
What is your marital/civil partnership status		
Telephone/mobile number		
Email address		
Residential status	Homeowner Renting Other	Homeowner Renting Other
Current address		
Time at address	Years Months	Years Months
Previous address (if less than three years) Please provide details of any other addresses in this period in the additional information section.		
Time at address	Years Months	Years Months
Employment status	Employed Self-employed  Retired	Employed Self-employed  Retired
Number of dependent adults and children living at the address	Adults	
	Children Years	
	If there are any non-dependent adults at the	property,

please provide details in the additional information section.

### Your Loan Requirements & Property Details Loan purpose If for home improvements, please provide basic details of the works and estimated costs £ Estimated value **Credit History** If the answer is "yes" to any of the questions below, please provide details in the additional information section. **Applicant 1 Applicant 2** Has each applicant: Had any CCJs or defaults Ν Ν in the last six years? Entered into an IVA or debt Ν management programme in the last six years? Had any mortgage arrears Ν Ν or arrears on secured or unsecured borrowing in the last three years? Been declared bankrupt Ν Ν within the last six years? Ever been repossessed? **Outstanding Unsecured Borrowing** (e.g. personal loans, hire purchase, mail order, credit cards or overdrafts) Monthly Loan Balance To be repaid **Applicant** on completion type outstanding payment £ £ App 1 App 2 Ν £ £ App 1 App 2 Ν £ App 1 App 2 £ Ν App 1 App 2 £ £ Ν £ £ App 1 App 2 Ν

If the applicant(s) have any other mortgages or own any more properties, please complete the additional property form which is available on our website.

£

App 1

App 2

£

Ν

### **Monthly Outgoings**

	Applicant 1	Applicant 2
Expenditure (monthly)	3	3
Student loan	3	£
Child and other maintenance	£	3
School & nursery fees	5	3
Ground rent & service charge	5	£
Other costs	£	3

### **Employment & Self-employment Income**

Employment & Self-employment Income					
	Applicant 1			Applicant 2	
Occupation					
What Professional Body Membership is the applicant confirming?					
Years in job					
Age you intend to stop working					
If you are employed:					
Gross annual salary	5			£	
Shift allowance (annualised)	£			£	
Regular annual bonus or commission	3			£	
Car allowance/large town allowance	3			3	
If you are self-employed:	Year			Year	
Sole traders: 2 years net profit	20	£		20	5
Partnerships: 2 years drawings	20	3		20	3
Ltd Companies 2 years salary	20	3		20	3
Ltd Companies 2 years dividends	20	£		20	5

If the applicant income has reduced in the latest year or reflects a reducing trend, please provide details in the additional information section.

### **Rental Income**

You should include the net rental income earned by each applicant in this section. We will assume that this income shall continue for the entire term of the mortgage. If different, please provide additional details in the additional information section.

	Applicant 1	Applicant 2
	Annual amount	Annual amount
Rental income	£	£
Additional Information (Should y	ou require more space, please continue c	on separate sheets of paper)

### **Declaration**

I understand, confirm and agree the following:

### Use of your Personal Data

The personal details you give on this form will be subject to the provisions of the General Data Protection Regulations 2018.

The information will be retained only for as long as necessary in accordance with our Retention Policy by Hodge who is the data controller, and may be stored on paper or an electronic format.

The information held about you may be used for the following purposes:

- Administering your application
- Verifying your identity and anti-money laundering checks
- Assist in fraud prevention
- Reporting to regulators and authorities
- · Market and product analysis.

The information held about you may be shared with the following parties:

- Hodge's approved service providers in relation to this application; Other members of Hodge's group, its subsidiaries and associated companies
- Regulators or authorities where required or permitted by law.

You have the right to request access to your personal information held by Hodge; to do so, this request must be made in writing using our Subject Access Request Process. Further information regarding this can be found on our website.

Telephone calls may be monitored and/or recorded in the interest of security and to help improve our service.

Hodge may also use your information to contact you about its products and services that it believes may be of interest to you.

Occasionally, we may have products and services that could be suitable for you. We would like your permission to contact you by phone, post, SMS or email.

Please confirm if you would like to hear from us about these services:

# Applicant 1 By Phone By Mail By Email By SMS Applicant 2 By Phone By Mail By Email By SMS By SMS

We will always treat your personal details with the utmost care and will never pass or sell your information to other companies for marketing purposes.

### Your rights as a data subject

At any point while we are in possession of or processing your personal data, you have the following rights:

- Right of access you have the right to request a copy of the information that we hold about you as mentioned above
- Right of rectification you have a right to correct data that we hold about you that is inaccurate or incomplete
- Right to be forgotten in certain circumstances you can ask for the data we hold about you to be erased from our records
- Right to restriction of processing where certain conditions apply you have a right to restrict the processing
- Right of portability in certain circumstances, you have the right to have the data we hold about you transferred to another organisation
- Right to object you have the right to object to certain types of processing such as direct marketing
- Right to object to automated processing, including profiling – protection against targeted marketing and decision making
- Right to judicial review in the event that We refuse your request under rights of access, we will provide you with a reason as to why. You have the right to complain as per the subject access request process
- All of the above requests will be forwarded on should there be a third party involved in the processing of your personal data, i.e. if a data subject was to raise a Subject Access Request.

### **Declaration**

### Credit searches and fraud prevention

- Hodge will search credit reference and fraud prevention agencies to check your identity, credit status and help us to make decisions
- Hodge will undertake a credit search against each applicant recorded on this form
- Information on applications will be sent to credit reference agencies and will be recorded by them
- The credit reference agency will check the details supplied against third party databases, public or otherwise
- · A record of the search will be retained
- The credit reference agency may use the details provided to assist other companies for verification and identification purposes
- If we decline this application, we are not obliged to tell you the reasons behind our decision

- If you borrow from us, we will give details of your accounts and how you manage it/them to credit reference agencies. If you borrow and do not repay in full and on time, credit reference agencies will record the outstanding debt. This information may be supplied to other organisations by credit reference agencies and fraud prevention agencies to perform similar checks and to trace your whereabouts and recover debts that you owe. Records remain on file for six years after they are closed, whether settled by you or defaulted
- If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering
- Full details of what we do and how we, credit reference and fraud prevention agencies will use your information are published on our website.
   Alternatively, a copy can be sent to you on request.
   Please phone us on 0800 731 4076.

### **Declaration**

### **Customer Declaration**

- I agree to the Terms and Conditions of the account
- I have read and understood the Use of Your Personal Data declaration and consent to the use of my information for the purposes stated
- I declare that the information that I have provided is correct to the best of my knowledge and belief
- I confirm that I wish to proceed on the terms set out in the Decision in Principle
- Where relevant, I enclose payment in order for a chartered surveyor to value my property. This is not a survey
- I understand that this fee is not refundable, even if the property is not eligible for this mortgage. Payment of this fee does not mean that Hodge is obliged to accept my application
- I understand that this mortgage will be subject to the residential Mortgage Terms and Conditions (These will be provided to you with any offer we issue but in the meantime, they can also be downloaded from our website and are available on request)
- I have the right to withdraw from this mortgage application at any time before it is complete and I have received the monies. However, if I withdraw, I will not receive a refund of any fees I have paid to Hodge and I may still be required to pay my financial adviser and solicitor for the work they have undertaken on my behalf
- All the details in my Decision in Principle and this application are, to the best of my knowledge and belief, true and complete. If Hodge finds any to be untrue, it could affect my eligibility for the mortgage or reduce the amount I may borrow.

Applicant 1		Applicant 2	
	1		
Signed		Signed	
Print name		Print name	
D D M M Y Y		D D M M Y Y	
Date		Date	



0800 721 4076



mortgages@hodge.co.uk



Customers: hodgebank.co.uk

Advisers: hodgebank.co.uk/intermediaries



