

COMBINED MORTGAGE AND PROTECTION FACT FIND

To ensure that suitable advice is provided, and recommendations are based on your current financial circumstances it is important that questions are answered as fully and accurately as possible.

	FIRST CLIENT	SECOND CLIENT
Name(s):		
Address:		
Postcode:		
Email address:		
Tel No:		
Mobile No:		
Other No:		
Adviser:		
Date factfinding commenced:		
Data Fact find completed:		
Date of any updates:		

Mortgage Customer Type;

Customer	
High Net Worth	
Mortgage Professional	
Business Lending	
Consumer Buy to Let	

Client Details:

	FIRST CLIENT	SECOND CLIENT			
Title					
Surname					
First Name					
Previous Surname (if applicable)					
Date of Birth					
Age					
Smoker	Y / N		Y / N		
Relationship to other client					
Dependants	Name (s)		Age	Relationship	Residence
Current Residential Status					
If renting, amount of rent paid	£		£		
Are you on the electoral role at your current address	Y / N		Y / N		
Length of time at current address	Years	Months	Years	Months	
Previous Address (if less than 3 years, continue in notes section if more than one)					
Postcode					

Detail here the client(s) objectives and priorities

Does the client(s) have any special considerations or placed any limitations of the service they wish to receive?

Wills

	FIRST CLIENT	SECOND CLIENT
Does the client have a will?	Y / N	Y / N
When was it last reviewed?		
Are there any special considerations to be taken into account? Details		

(Lasting) Power of Attorney

Do you have any arrangements in place Y/N

Details:

Is it understood how important Defaqto Star Ratings are?

Defaqto Star Ratings independently rate products across nearly 50 areas, from one to 5 stars, with 5 being the highest. It is important to base your financial decisions on what a product offers - not just price. Star Ratings assess where a product sits in the market in terms of the features and benefits it provides.

Client(s) thoughts

Occupation

If you are Employed fill the below fields		
Current employer		
Employer Name		
Full postal address		
Email Address		
Telephone Number		
Fax Number		
NI Number		
Occupation / Job title		
If you are Self Employed fill the below fields		
Name of the Business		
Full postal address		
Email Address		
Telephone Number		
Fax Number		
UTR number		
NI Number		

HMRC / Local Tax Authorities Tax Identification Ref No		
Employment status If "other" give details	Other	Other
If employed, on what basis?		
Time in current employment	Years Months	Years Months
Details of probationary period	Years Months	Years Months
If contract, specify term of contract	Years Months	Years Months
Previous employer if less than 2 years, to include dates of employment (continue in additional notes section if more than one employer)		
Anticipated retirement age		

Income - Employee

Basic annual income	£	£
Guaranteed overtime	£	£
Guaranteed bonuses	£	£
Non-guaranteed overtime	£	£
Non-guaranteed bonuses	£	£
Total gross income	£	£
Total net income	£	£
Is this consistent with income converter table?	Y / N	Y / N

Income - Self-Employed

Number of years in business	Years		Months	
	Years	Months	Years	Months
Net profit last year	£		£	
Net profit previous year	£		£	
Net profit year before that	£		£	
Are accounts available?		Y / N		Y / N
Are SA302's available		Y / N		Y / N

Other Income

Car allowance	£		£	
Investment income	£		£	
Rental income	£		£	
Pension	£		£	
State benefits (guaranteed)	£		£	
State benefits (reviewable)	£		£	
Maintenance Payments	£		£	
Other _	£		£	
Total other income	£		£	

Income Verification

Has Income been verified?	Y / N	Y / N
Method of verification		
Copies retained?	Y / N	Y / N

Existing Credit / Hire Purchase / Leasing Contracts / Acting as Guarantor

Client 1, 2 or joint	Type of finance	Finance provider	Balance / Months o/s in £	Monthly Payment in £	Purpose of credit / Guarantor	Secured Y/N	Repay with Mortgage Y/N

Credit History

	FIRST CLIENT	SECOND CLIENT
Have you ever had a mortgage or loan application refused?	Y / N	Y / N
Have you ever had a judgement for (a guarantor) debt or loan default registered against you?	Y / N	Y / N
Have you ever been declared bankrupt?	Y / N	Y / N
Have you ever failed to keep up repayments under any previous or current mortgage?	Y / N	Y / N
Have you ever failed to keep up repayments under any previous or current rental or loan agreement?	Y / N	Y / N

If yes to any of the above, provide full details:

Assessment of Affordability

CURRENT OR EXPECTED FUTURE EXPENDITURE	AMOUNT – Monthly or Annual
Total of continuing loans/credit as above	£
Council Tax	£
Gas	£
Electric	£
Water	£
Other utilities / energy costs	£
Property maintenance / ground rent	£
Buildings & Contents insurance	£
Family Food & household costs (toiletries, etc)	£
Child care costs	£
Clothing	£
TV, Broadband & telephone costs including subscriptions services, licences, etc	£
Mobile Phone costs	£
Regular subscriptions ie. newspaper, magazine, films, health club, golf, tennis, football, etc	£
Car costs (excluding leasing above) to include; Insurance, Services, MOT, road tax, general maintenance/repairs, etc	£
Car fuel costs	£

Transport – Train, tram, bus, etc	£
Pets – food, insurance, grooming, etc	£
Maintenance payments	£
Regular school fees / contributions	£
Other schooling costs ie. meals, uniform, outings, etc	£
Insurances (other than B&C) ie, life, health, medical, dental, phone, etc	£
Pension Contributions (non-salary deduction)	£
Regular savings	£
Tobacco or related products	£
Social costs ie. meals out, drinks, theatre, etc	£
Holiday(s)	£
Other (details)	£
Other future expected (detail)	£
Total monthly expenditure	£
Net monthly income (from income section)	£
Net monthly disposable income (not including future mortgage costs)	£

Assets

	FIRST CLIENT	SECOND CLIENT
Property	£	£
Any other assets*	£	£
Total assets	£	£
* details of other assets		

Current Residential Mortgage

	FIRST CLIENT	SECOND CLIENT
Amount outstanding	£	£
Term outstanding	Years Months	Years Months
Repayment type (if interest only, state repayment method)		
Lender		
Current monthly payment and interest rate	£ %	£ %
Interest rate type		
End date for interest rate type		
Are there any early repayment charges payable	Y / N	Y / N

If early repayment charges are payable, state figure	£	£
Are you prepared to pay the early repayment charges	Y / N	Y / N
Is the current mortgage portable to a new property	Y / N	Y / N
If the current property is being sold, what is the sale price	£	£
Is the current mortgage repaid in the event of death	Y / N	Y / N
Is the current mortgage repaid in the event of critical illness	Y / N	Y / N
Is the current mortgage payment covered in the event of accident, sickness or redundancy	Y / N	Y / N
Is buildings & contents insurance in place	Y / N	Y / N

New Mortgage/Loan

Category of client	
Reason for mortgage	
Address of property to be mortgaged	
Is this your primary residence? If no, provide full details	
Price of property being purchased	
How much do you wish to borrow	
Amount of deposit	

Source of deposit	
Do you wish to add any other outstanding debts to the amount	
Preferred mortgage term and reason	
Are funds available to pay fees in connection with mortgage	
Are any home improvements planned If yes, provide details and approximate cost	
If home improvements are not planned, confirm the reason for capital raising	
Does existing lender facilitate further advances	Y / N
If yes, was this option confirmed	Y / N
Reasons why client not pursuing	

Property to be Mortgaged

House type	
Property Tenure	
If leasehold, how long is left on the lease	Years
Number of bedrooms	
Floors in the building	
Year property was built	

Has the property been extended		Y / N
Is the property of a non-standard construction (ie. thatched roof, barn conversion etc)		Y / N

Shared Ownership

What is the percentage to be purchased		%
Details of shared ownership body you are buying from		

Attitude to Mortgage Repayment

You prefer to accumulate savings to repay your mortgage when it is due. You understand there is a risk that your savings may not be sufficient to do so.	
You prefer to have the certainty that your mortgage loan is repaid at the end of the term. This means contracting a repayment mortgage that is designed to use each monthly payment to pay interest and pay back part of the capital outstanding. If you keep up your payments your entire loan will be repaid in full at the end of the mortgage term.	
You are not concerned with repaying the mortgage as you intend to sell the property before the end of the mortgage term and will clear the outstanding mortgage from the sale proceeds.	

Interest Only

Has an interest only loan in full or part been requested?		Y / N
If yes what are the reasons		
Method of capital repayment ie. investment vehicles, inheritance, etc		
Have any investment vehicles been reviewed for suitability? Details		

Payments into Retirement

Do payments go into retirement?	Y / N
If yes, why is this?	
What will be the source(s) of income at that time?	
Does future income support repayments and expected future expenditure	

Debt Consolidation

Why is existing unsecured loan(s) being added to the mortgage?	
Is the client(s) willing to potentially pay a greater amount over the term of the mortgage	Y / N
Has the client(s) had any difficulties with past repayments of the loan(s)	
If yes, when and have they negotiated any special arrangements with the creditor or should they consider this?	

NOTES

Key Information About The Type Of Mortgage Applicable To You

In order to give you a high standard of service, we need to understand your requirements, attitudes and objectives to help us to provide you with a mortgage fitting your needs and relevant to your circumstances. State a reason where you answer 'Yes'.

1. Might your income or expenditure change significantly within the foreseeable future?
a. Income Y / N

Approximate timescale / Amount / Reason:

b. Expenditure Y / N

Approximate timescale / Amount / Reason:

2. Do you have any plans to pay off some or all of the mortgage in the foreseeable future?

Y / N Approximate Amount £

Approximate timescale / Amount / Reason:

3. Are you likely to move home within the foreseeable future (other than this transaction)?

Y / N Larger / Smaller

Approximate timescale / Amount / Reason:

4. Mortgage Requirements

a. An upper limit on your mortgage costs for a specific period Y / N

Reason and for how long:

b. To fix your mortgage costs for a specific period Y / N

Reason and for how long:

c. A rate linked to the Bank of England base rate Y / N

Reason and for how long:

d. A discount on your mortgage repayments in the early years Y / N

Reason and for how long:

e. Access to an initial cash sum (known as a cashback) Y / N

Reason

5. Which of the following are important to you

a. No early repayment charge on your mortgage at any point	Y / N
b. No early repayment charge overhang after selected rate ends	Y / N
c. No high lending charge	Y / N
d. Speed of mortgage completion	Y / N
e. Ability to add fees to the loan	Y / N
f. Ability to take repayment holidays	Y / N
g. Ability to make underpayments or overpayments	Y / N
h. Free legal fees	Y / N
i. No valuation fee	Y / N
j. Have valuations fees refunded	Y / N

Recommendation

Lender Selected	
Product Details	
Do Affordability & Stress Tests meet lending criteria?	
Was roll up of fees requested and were implications discussed?	

<p>Reason for the recommendation (meets lender's eligibility criteria)</p> <p>Dated</p>	
<p>Is client proceeding with this recommendation?</p> <p>If not confirm reasons or detail execution only instructions</p>	<p>Y / N</p>
<p>Details of research conducted</p> <p>Retained on file Y / N</p>	

PROTECTION NEEDS

FURTHER INFO

ADDITIONAL FACTFINDING NOTES

Are any changes expected to the client(s) circumstances in the foreseeable future?

The following points have been covered with the client(s):

A	The different types of products and interest rate arrangements which might meet the application's needs (including what the client future repayments might be after any fixed or discounted period).	
B	The main repayment methods.	
C	Regarding interest only mortgages:	
Ci	The consequences of failing to make suitable arrangements to repay the mortgage.	
Cii	That it is the clients' responsibility to ensure a repayment product is maintained, or they have the ability to repay the loan, for the duration of the mortgage.	
D	The consequences of early repayment of the mortgage, e.g. early repayment charges.	
E	Related insurance requirements, e.g. buildings, contents.	
F	Responsibility to ensure that all the necessary forms of insurance relating to the property and the mortgage are in place.	
G	Certain insurances may be a conditional of the mortgage.	
H	Itemisation of all costs, fees, etc associated with the mortgage.	
I	Whether the terms & conditions of the mortgage are portable to a new property.	
J	Credit reference agencies.	
K	Any tax implications of the mortgage.	
L	The likely cost and role of any higher lending fee.	
M	The possible consequences for the client's mortgage should their personal circumstances change, eg accident, sickness & redundancy, and the options open to them, eg. Mortgage Payment Protection Insurance.	
N	Redemption of existing mortgage, the associated costs and other possible consequences.	
O	For joint applications, the concept of joint and several liabilities.	
P	The implications of adding fees and costs to the loan and/or debt consolidation.	

Data Protection & Declarations

The information you have provided is subject to the Data Protection Act 1998 (the “Act”). By signing this document, you consent to us or any company associated with us for processing, both manually and by electronic means, your personal data for the purposes of providing advice, administration and management.

“Processing” includes obtaining, recording or holding information or data, transferring it to other companies associated with us, product providers, the FCA or any other statutory, governmental or regulatory body for legitimate purposes including, where relevant, to solicitors and/or other debt collection agencies for debt collection purposes and carrying out operations on the information or data.

In order to provide services to you we may be required to pass your personal information to parties located outside of the European Economic Area (EEA) in countries that do not have Data Protection Laws equivalent to those in the UK. Where this is the case, we will take reasonable steps to ensure the privacy of your information.

We may also contact you or pass your details to other companies associated with us to contact you (including by telephone) with details of any other similar products, promotions, or for related marketing purposes in which we think you may be interested.

The information provided may also contain sensitive personal data for the purposes of the Act, being information as to your physical or mental health or condition; the committing or alleged committing of any offence by you; any proceedings for an offence committed or alleged to have been committed by you, including the outcome or sentence in such proceedings; your political opinions; religious or similar beliefs; sexual life; or your membership of a Trade Union.

If at any time you wish us or any company associated with us to cease processing your personal data or sensitive personal data, or contacting you for marketing purposes, please contact The Data Protection Officer on **02085993400** or in writing at **976 Eastern Avenue , Ilford , Essex , IG2 7JD**

You may be assured that we and any company associated with us will treat all personal data and sensitive personal data as confidential and will not process it other than for a legitimate purpose. Steps will be taken to ensure that the information is accurate, kept up to date and not kept for longer than is necessary. Measures will also be taken to safeguard against unauthorised or unlawful processing and accidental loss or destruction or damage to the data.

Subject to certain exceptions, you are entitled to have access to your personal and sensitive personal data held by us. You may be charged a fee (subject to the statutory maximum) for supplying you with such data.

Declarations

I/we confirm that I/we have read the information contained herein and confirm that this information is correct.

I/we give my/our consent that this information may be used for the purpose of arranging a mortgage, protection or general insurance product on my/our behalf.

First Client		Second Client	
Signature	Date	Signature	Date

If you would like us to keep in touch after we have arranged your mortgage and protection, we shall need your permission. Please certify your authority for us to contact you with details of mortgages and offers which we believe are likely to be of interest to you by signing the declaration below:

First Client		Second Client	
Signature	Date	Signature	Date

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