

Mortgages

# Guarantor Application Form

**Leeds**  
Building Society

This form is to be returned with the completed mortgage application form together with the following where available:

- salary slips for the last 3 months and your latest P60 (employed guarantors);
- 3 years accounts (self-employed guarantors);
- proof of payment e.g. mortgage statements, rent book, bank statements (for last 24 months);
- proof of residency e.g. gas, electricity, telephone bills (if you are not on the electoral roll for all addresses for the last 3 years).

Please complete using **BLOCK CAPITALS** and tick boxes where appropriate. If a question is not applicable, indicate this by writing N/A in the appropriate section.

Personal Details	
Title and Surname	Mr/Mrs/Miss/Ms <input type="text"/>
First Name(s)	<input type="text"/>
Previous Surname	<input type="text"/>
<b>Your contact numbers</b>	
Daytime Telephone Number	STD <input type="text"/> <input type="text"/>
Evening Telephone Number	STD <input type="text"/> <input type="text"/>
Mobile Telephone Number	<input type="text"/>
Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Length of time Resident in UK	<input type="text"/> years <input type="text"/> months
If less than 3 years have you been abroad with H.M. Armed Services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
or Your Employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Nationality	<input type="text"/>
<b>Occupancy Status</b>	
Are You Presently?	<input type="checkbox"/> Owner with Mortgage <input type="checkbox"/> Council Tenant/Company Let <input type="checkbox"/> Private Tenant <input type="checkbox"/> Living with Parents <input type="text"/> Other (please state)
<b>Current Address</b>	
<input type="text"/>	
<input type="text"/>	
Postcode <input type="text"/>	
Time at Current Address	<input type="text"/> years <input type="text"/> months
If this is less than three years please give details of all your previous addresses (use additional information section if required).	
<b>Previous Address</b>	
<input type="text"/>	
<input type="text"/>	
Postcode <input type="text"/>	
How long were you resident at this Address?	<input type="text"/> years <input type="text"/> months
Were you?	<input type="checkbox"/> Owner with Mortgage <input type="checkbox"/> Council Tenant/Company Let <input type="checkbox"/> Private Tenant <input type="checkbox"/> Living with Parents <input type="text"/> Other (please state)

Income Details	
Gross Annual Salary	£ <input type="text"/>
Guaranteed Annual Overtime/Bonus	£ <input type="text"/>
Guaranteed Annual Commission	£ <input type="text"/>
Regular Annual Commission	£ <input type="text"/>
Regular Annual Overtime/Bonus	£ <input type="text"/>
<b>If Self-Employed please state</b>	
(a) Share of Profit/Projection Current Financial Year	£ <input type="text"/>
(b) Share of Profit last Financial Year	£ <input type="text"/>
(c) Share of Profit previous Financial Year	£ <input type="text"/>
(d) If more than 33% Share Holding of a Limited Company please state dividend income	£ <input type="text"/>
<b>Other Annual Income</b>	
(Please state e.g. DSS, Investment)	
Total Income	£ <input type="text"/>
Is your sole form of income a Private or Company Pension?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Employment Details	
Are you?	<input type="checkbox"/> Employed <input type="checkbox"/> Self-Employed
If other please state	<input type="text"/>
	<input type="text"/> Occupation
<b>Employed Applicants to Complete</b>	
Length of time employed in current job	<input type="text"/> years <input type="text"/> months
If less than six months, length of time in previous job	<input type="text"/> years <input type="text"/> months
Was your previous role in the same line of work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are an Employed Director do you have any shares in your Company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what percentage	<input type="text"/> %

**Self-Employed Applicants to Complete**

Number of years you have been

Self-employed

years  months

Are you a?

Director  Partner  Sole Trader

If you are a Director do you have any shares in your Company

Yes  No

If yes, what percentage

%

Last financial year end date

**Tax Details – all applicants please complete**

Name of your Tax Office

Tax Office Reference Number

National Insurance Number

Employer's Name or your Business Name if you are Self-Employed

Employer's Address or your Business Address if you are Self-Employed

Postcode

Contact Name for Reference

Nature of Business

Your Position

Telephone Number

STD

Fax Number

STD

**Previous Employment**

If you have been in current employment for less than six months please complete the section below.

Previous Employer's Name or your Business Name if you were Self-Employed

Nature of Business

Employer's or Business Address

Postcode

Contact Name for Reference

Your Position

Telephone Number

STD

Fax Number

STD

Date you left this employment

**Self-Employed Applicants – please complete this Section**

Name and Address of Accountants (Accountants must be chartered or certified by qualification)

Postcode

Telephone Number

STD

Fax Number

STD

**Existing Property Details**

Name and address of your current Lender/Landlord

Postcode

Telephone Number

STD

Fax Number

STD

Mortgage/Rent Account Number

Name of Account Holder

Amount outstanding on mortgage

£

If you have lived at your current address for less than 12 months please complete the following:

Name and address of your previous Lender/Landlord

Postcode

Telephone Number

STD

Fax Number

STD

Name of Account Holder(s)

Mortgage/Rent Account Number



## 'Use of Personal Information' Continued

The credit reference agencies will add to your record details of our search and your application. We will also add to this record details of your account. If you do not repay in full and on time, we may tell the agencies who will record the outstanding debt.

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.

We and other organisations 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 account or facilities
- Recovering debt
- Checking details on proposals and claims for all types of insurance
- Checking details of job applicants and employees

Please contact us on freephone 0500 225777 if you want to receive details of the relevant fraud prevention agencies.

We and other organisations may access and use from other countries the information recorded by fraud prevention agencies.

Information which you provide or which we obtain through our dealings with you may also be passed on as follows:

- To any employer, accountant, bank, landlord or mortgagee from whom we seek a reference about you and to any solicitor, licensed conveyancer or mortgage intermediary acting for you
- To anyone to whom we transfer our rights and duties under our relationship with you
- To any joint borrower or anyone who has guaranteed your mortgage
- If we have a duty to do so or if the law allows us to do so
- To our regulators, including the Financial Services Authority

We may also disclose information about your financial standing and the mortgage you have applied for (including information contained in this application form) in order that joint applicants or any guarantor can obtain independent legal advice regarding this application.

## Guarantors Declaration

1. I confirm that the information given on this application form is true and shall form the basis of any decision you may make to accept the guarantee or to make the loan to the Applicant(s).
2. I confirm I have been advised to and will seek immediate independent legal advice before entering into the Deed of Guarantee.
3. I am aware that by giving the guarantee I may be held liable to the Society instead of or as well as the Applicant(s) to the extent of the guaranteed amount.
4. I understand that the extent of the guarantee will include all costs and interest outstanding on the mortgage at any time as well as the amount guaranteed (except for costs and interest on any further advances).
5. I understand that if the property is sold leaving a balance outstanding on the mortgage, I will be liable for the difference between the sale price of the property and the amount outstanding to the extent of my guarantee.
6. I give permission to the Society to confirm to HMRC information which I have supplied in relation to my current tax reference, national insurance number and employment details together with earnings from the previous tax year.
7. I agree to become bound and abide by the Rules of the Society.
8. I declare that I am aged 18 or over and that the information given by me is true and shall form the basis of the loan agreement between the Society and myself. If any such information is incorrect I will make good any loss the Society may suffer by acting in reliance on that information.
9. If, for the purposes of this mortgage application, I have provided benefit details, I agree that the Society may confirm these, and only these details with the Benefits Agency. This consent applies for the duration of the mortgage application.
10. I agree that the Society may, without notice, transfer or assign, either in whole or in part any loan, mortgage or security for the repayment of any loan or mortgage made in connection with this application to its successors and assigns which include without limitation this legal and equitable assigns whether by way of absolute assignment or by way of security only and those deriving title under it or them.

I can confirm that this application has been completed with correct and full details and hereby apply for the mortgage loan stated.

### CONSENT

It is important that you read and understand the section entitled **Use of Personal Information** (including the information regarding **credit reference and fraud prevention agencies**) set out above in this application form. By signing this application, you agree that we can use your Personal Information in this way.

I also consent to receive marketing information as detailed in the "Use of Personal Information" Section unless I tick this box.

Signature(s)

\_\_\_\_\_

\_\_\_\_\_

Date

The Society adopts a policy of equal opportunity and no person(s) applying for a mortgage from the Society will be treated less favourably than any other person(s) because of sex, race, colour, ethnic or national origin.