

**PROFESSIONAL
& COMMERCIAL**

**COMMERCIAL
FINANCE
APPLICATION FORM**



Your consultant is:

Your consultant's telephone number is:

**Professional and Commercial
Latimer House
5 Cumberland Place
Southampton
SO15 2BH**

Product details

Transaction Synopsis

Number of properties

Total value of loan amount

ABOUT PROFESSIONAL & COMMERCIAL

Professional & Commercial (P&C) are the independent experts in helping landlords to build commercial investment portfolios. We arrange for the funds to be made available to enable landlords to grow their portfolios whilst always looking to substantially reduce their cash flow costs. Since our formation in 1986, we have worked hard to earn an enviable reputation for quality service delivery to our clients. Our success is highlighted by the fact that 72% of our work in progress is on behalf of returning clients.

P&C have an unparalleled depth of experience in dealing with portfolio landlords. Therefore we can obtain the right result in the quickest possible time.

We work closely with our landlord clients looking after all their portfolio financing needs. This releases them to concentrate on all the other necessary aspects of running their business. We pride ourselves on the fact landlords choose to continue building their portfolios with us.

Professional & Commercial are also founder members of the National Association of Commercial Finance Brokers (NACFB), the trade body that promotes "best practice" and "self regulation" in the commercial finance industry.

Professional & Commercial are members of the United Kingdom Commercial Funding Group Ltd (UKCFG), a limited company established by four finance brokerages in 1997. UKCFG's aim is to maximise the combined buying power of the enlarged group to produce larger volumes of business to our partnership lenders and hence enhanced benefits for our clients.

APPLICANT

Are you applying as an individual, a partnership or a limited company?

Individual

Partnership

Number of partners

Limited company

Number of directors

Proposed borrower (trading name)

Company registration number

Registered office address

Postcode

Type of business

Year established

Address for correspondence

Postcode

Telephone number

Fax number

E-mail address

PROPOSAL SUMMARY

Purchase Price / Value

£

Advance required

£

Term

years

Purpose for which advance is required and method of repayment (eg. capital repayment, interest only)

If refinance please state amount of any outstanding loan/charge including name, address & account number of lender

If you require more funding than is needed to repay existing loans, please define the amounts and purpose (using the continuation sheet if necessary)

If you are purchasing a business, please provide the name and address of the vendor

Please confirm the source of your deposit

SECURITY

Address of proposed security

_____ Postcode _____

Estimated value / Purchase price £ _____ *Date purchased (if applicable)* _____ / _____ / _____

Business / property type

Tenure *Freehold* _____ *Leasehold* _____

If leasehold, state unexpired term

_____ years £ _____ p.a.

Give a brief description of property (stating age, accommodation, type of structure etc.)

Name, address and telephone number of contact to arrange for access to the property for valuation

_____ Postcode _____

TRADING BUSINESS

	<i>Current Year</i>	<i>Last Year</i>	<i>Prior Year</i>
<i>Turnover</i>			
<i>Gross Profit</i>			
<i>Rent or Interest Addback</i>			
<i>Drawings</i>			
<i>Net Profit</i>			

INVESTMENT BUSINESS

Please complete attached Schedule of Tenancies (if property is vacant, please state proposed rental levels)

APPLICANTS / DIRECTORS

Please complete Asset and Liability Statement for each applicant or director. Please attach CV highlighting relevant experience.

SOLICITORS PROPOSED TO HANDLE THIS TRANSACTION

<i>Name of firm</i>	<input type="text"/>	
<i>Solicitor acting</i>	<input type="text"/>	
<i>Address of firm</i>	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	<input type="text"/>
<i>Telephone number</i>	<input type="text"/>	<i>Fax number</i> <input type="text"/>
<i>E-mail address</i>	<input type="text"/>	
<i>DX number</i>	<input type="text"/>	

YOUR BUSINESS ACCOUNTANT

<i>Name of firm</i>	<input type="text"/>	
<i>Individual acting</i>	<input type="text"/>	
<i>Address of firm</i>	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	<input type="text"/>
<i>Telephone number</i>	<input type="text"/>	<i>Fax number</i> <input type="text"/>
<i>E-mail address</i>	<input type="text"/>	
<i>DX number</i>	<input type="text"/>	

YOUR BUSINESS BANKERS

<i>Name of bank</i>	<input type="text"/>	
<i>Manager's name</i>	<input type="text"/>	
<i>Address of bank</i>	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	<input type="text"/>
<i>Telephone number</i>	<input type="text"/>	<i>Fax number</i> <input type="text"/>
<i>Account number</i>	<input type="text"/>	
<i>Sort code</i>	<input type="text"/>	<input type="text"/>

MUST BE COMPLETED IN ALL CIRCUMSTANCES

PROPERTY INSURANCE

In all cases index-linked building insurance must be maintained for the rebuilding cost of the property. This will be your responsibility. However, in certain circumstances we may have to arrange cover on your behalf.

Insurance Information: A contract of insurance requires you to disclose any material fact which would influence an insurer in the assessment or acceptance of your proposal, and therefore the following questions must be answered:

1. Have you, (or in the case of second/holiday homes, any persons normally resident with you):

- (a) ever been convicted of any offence (other than driving offences)
- (b) had any insurer decline or cancel insurance or impose special terms
- (c) claimed on any home or personal insurance in the last three years

2. Will the property be left unoccupied for more than 30 consecutive days a year

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If you have answered "Yes" to any of the above questions, or if you are in doubt as to whether any fact is material, you should provide full details on the continuation sheet.

DECLARATION

General

By signing below I/we confirm to you, the UK Commercial Funding Group and your lender that:

- a) the information given in this form is true and I/we will notify you promptly of any changes that may occur before the mortgage is completed;
- b) you may make all enquiries you feel appropriate (including with the Inland Revenue, any credit reference agency or any past/present employer, accountant, lender or bank) for deciding whether to proceed with this application;
- c) any solicitor acting for both you and I/we may disclose to you any information or documentation he/she or you considers relevant in your decision to lend and I/we waive any duty of confidentiality or privilege which may otherwise exist in relation to this mortgage transaction;
- d) if you provide me/us with a copy of, or extract from your Security Assessment and Valuation Report you make no representation or warranty (expressed or implied) nor accept any liability or responsibility in respect of its contents;
- e) any payments in respect of the mortgage are made for and on behalf of all parties to it;
- f) any additional security insurance arrangements are for your benefit only and that I/we have no right or claim in relation to them;
- g) you may decline this application without stating a reason.

Applications by Limited Companies

Where the applicant is a limited company, in addition to (a)-(g) above, in my capacity as a director of the applicant company and a guarantor I confirm that:-

- h) I am the only director of the company or each of the people signing below is a director and together we are the only directors;
- i) The company has the power to borrow the advance applied for and to mortgage the property/ies set out in the application as security.

Insurance

I/we understand that you will pass the information on this form and about any incident I/we may give details of, to IDS Ltd, so that they can make it available to other insurers. I/We also understand that, in response to any searches you may make in connection with this application or any incident I/we have given details of, IDS Ltd may pass you information it has received from other insurers about other incidents involving anyone insured under the policy.

Use of Information

In considering your application we will search your record at one or more credit reference agencies. They will add to your record details of our search and your application and this will be seen by other organisations that make searches. Information held about you by the credit reference agencies may already be linked to records relating to one or more of your partners. For the purposes of this application you may be treated as financially linked and your application will be assessed with reference to any "associated" records.

If you are a joint applicant or if you have told us of some other financial association with another person you must be sure that you are entitled to:

- disclose information about your joint applicant and anyone referred to by you.
- authorise us to search, link or record information at credit reference agencies about you and anyone referred to by you.

An "association" between joint applicants and between you and anyone you tell us is your financial partner will be created at credit reference agencies. This will link your financial records, each of which will be taken into account in all future applications by either or both of you. This will continue until one of you successfully files a disassociation at the credit reference agencies.

We will use a credit scoring or other automated decision making system when assessing your application.

It is important that you give us accurate information. We will check your details with fraud prevention agencies and if you give us false or inaccurate information and we suspect fraud, we will record this.

If we are unable to accept your application we will/may pass it onto other members of our group or selected third parties who may also search your records at credit reference agencies. The record of these searches will also be kept and seen by other organisations that make searches. The other group members or selected third parties to whom we pass your application may also use automated systems to carry out the checks referred to above for the purposes set out below.

Your records will be shared with other organisations and used by us and them to:-

- Help make decisions about credit for you and members of your household;
- Trace debtors, recover debt, prevent money laundering and fraud.

We and the credit reference agencies and the fraud prevention agencies will also use the records for statistical analysis about credit, insurance and fraud.

Fraud prevention agency records will also be shared with other organisations to help make decisions on motor, household, credit, life insurance and other insurance proposals and insurance claims, for you and other members of your household.

In addition we may disclose details held on our records about you or this application to any prospective insurer who may use them to help decide whether or not to offer cover and in fraud prevention.

You may telephone us on the number quoted on the inside cover of this form and we will provide you with the lender's telephone number, if you want to have details of those credit reference and fraud prevention agencies from whom we obtain and to whom we pass information about you. You have a legal right to these details.

You have a right to receive a copy of the information we hold about you if you apply to us in writing. A fee will be payable.

Securitisation

I/We confirm that you may securitise any mortgage or guarantee that I/we or the company may have with you. I/We understand that securitisation typically involves you transferring all or some of the rights and duties that go with the mortgage or guarantee to an investor who normally asks you to carry on administering them as though your own. So that, for example, following securitisation you would normally continue to collect payments and should I/we experience any difficulties in making payments, or have any other queries, I/we should contact you.

BACS Advance Notice Waiver Agreement

By signing the Direct Debit Instruction I/We:

- a) Agree to waive the BACS 10 working day written advance notice requirement;
- b) Acknowledge that (1) first part month payment will be collected by direct debit from my/our bank/building society account and thereafter on agreed collection date(s) following completion of the mortgage and (2) you may initiate specific direct debit(s) should the need arise following my/our agreement which may be made by telephone or written contact.

IMPORTANT – USE OF YOUR INFORMATION

- 1 You have a right to know how we will use your personal information. It is important that you should read the "Use of Information" notice above before you sign.
- 2 We may telephone or write to you about products or services of ours or others which may be of interest to you.

We may pass details about you and the conduct of your account with us to other companies within our group or selected third parties who may telephone or write to you about their products or services. You have a right at any time to stop us from contacting you or giving your details to others for these purposes.

You may write to us at the address on the inside of the front cover of the application form, and we will provide you with the lender's Customer Services Department address and/or register your telephone number under the Telephone Preference Scheme.

ALL APPLICANTS/DIRECTORS ARE REQUIRED TO SIGN THE FOLLOWING SECTION.

Signature	Print name	Date
Signature	Print name	Date
Signature	Print name	Date
Signature	Print name	Date

ANY PROPERTY USED AS SECURITY, WHICH MAY INCLUDE YOUR HOME, MAY BE REPOSSESSED IF YOU DO NOT KEEP UP PAYMENTS ON YOUR MORTGAGE

The lender accepts no responsibility for any representations made by an employee or agent of the lender or any other person unless these are incorporated in the Offer of Loan or are subsequently confirmed by the lender in writing.

CONTINUATION SHEET

Please use this section to provide details of any continuing incomes or other business interests or other information which may be considered relevant to your application.

PERSONAL DETAILS OF EACH APPLICANT/DIRECTOR

Surname	<input type="text"/>	Forenames	<input type="text"/>
Maiden name (if applicable)	<input type="text"/>	Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
Marital status	Single <input type="checkbox"/>	Married <input type="checkbox"/>	Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow/er <input type="checkbox"/>
Nationality	<input type="text"/>	How long resident in UK	<input type="text"/>
Home address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Home telephone number	<input type="text"/>		
Is this property	wholly owned? <input type="checkbox"/>	owned subject to mortgage? <input type="checkbox"/>	rented? <input type="checkbox"/>
If you rent your home please provide details of your landlord's name and address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
If you have a mortgage on your home please provide details			
Lender's name	<input type="text"/>	Mortgage account number	<input type="text"/>
Lender's address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Amount outstanding	<input type="text"/>	Monthly payment	<input type="text"/>
Loan start date	<input type="text"/>	Original loan amount	<input type="text"/>
Further advances (if any)	<input type="text"/>		
Please provide dates and purpose for further advance	<input type="text"/>		
Is the account currently up to date?	<input type="text"/> Yes / No		
Has the account been in arrears during the past two years?	<input type="text"/> Yes / No		
If yes, please give full details and explanation	<input type="text"/>		
How long at this address?	<input type="text"/>		
If less than three years give previous address(es) to cover last three years	<input type="text"/>		
(Use continuation sheet if necessary)	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
How long at this address?	<input type="text"/>		

PERSONAL ASSET AND LIABILITY STATEMENT

EACH APPLICANT/DIRECTOR TO COMPLETE A SEPARATE SCHEDULE

Name of Applicant:

(Where assets/liabilities are jointly held please mark as JT)

	Assets	Liabilities
Residential Property	Value: £ <input type="text"/>	
	Mortgage:	£ <input type="text"/>

Other Properties

Total number of properties: (excluding main residence) Estimated Value: £

Please give full details overleaf of all tenancies that are not party to this application.o/s balance: £

Cash Resources

1) Bank / Building Society Account No: Amount: £

2) Bank / Building Society Account No: Amount: £

Stocks and Shares (quoted) Value: £

Life Policies (Investment)

1) Company: Policy No: Surrender value: £

2) Company: Policy No: Surrender value: £

Other Investments (please give details) - such as cars, foreign properties

Value: £

Value: £

Equity in Assets: Value: £

Other Companies (please give details)

1) Details: Value: £

2) Details: Value: £

Other Borrowings (Bank Loans, Overdrafts, Hire purchase, Credit / Charge Cards)

1) Details: Amounts o/s: £

2) Details: Amounts o/s: £

(Please put any additional details overleaf.)

Other Liabilities (including guarantees / maintenance payments / credit card balances)

1) Details: Amounts o/s: £

2) Details: Amounts o/s: £

Total: £ £

I hereby certify that this is a true and accurate record of my assets and liabilities.

Signature	Print name	Date
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OCCUPATION AND INCOME DETAILS

Applicant/Director 1

Applicant/Director 2

<i>Name of Applicant/Director:</i>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																
<i>Are you, or is the business:</i>	Employed <input type="checkbox"/> Sub-Contractor <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Trader <input type="checkbox"/> Shareholder/Director of Ltd Company <input type="checkbox"/>	Employed <input type="checkbox"/> Sub-Contractor <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Trader <input type="checkbox"/> Shareholder/Director of Ltd Company <input type="checkbox"/>																
<i>Occupation and Personnel No:</i>	<input style="width: 50%;" type="text"/> <input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/> <input style="width: 50%;" type="text"/>																
<i>Names and Address of Employer or Business, if self-employed:</i>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																
	<i>Post code</i>	<i>Post code</i>																
<i>Telephone No:</i>	<i>Code</i>	<i>Code</i>																
<i>Fax No:</i>	<i>Code</i>	<i>Code</i>																
<i>Nature of business:</i>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																
<i>Length of current employment or date business established:</i>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																
<i>If employed: Basic Gross Salary:</i>	£ <input style="width: 50%;" type="text"/> p.a.	£ <input style="width: 50%;" type="text"/> p.a.																
<i>Overtime/Commission Bonus:</i>	£ <input style="width: 50%;" type="text"/> p.a.	£ <input style="width: 50%;" type="text"/> p.a.																
<i>Total:</i>	£ <input style="width: 50%;" type="text"/> p.a.	£ <input style="width: 50%;" type="text"/> p.a.																
<i>If self employed state your Personal Income from the business for the last three trading years:</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><i>Year</i></td> <td style="width: 80%;"><i>£</i></td> </tr> <tr> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> </tr> </table>	<i>Year</i>	<i>£</i>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><i>Year</i></td> <td style="width: 80%;"><i>£</i></td> </tr> <tr> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> </tr> </table>	<i>Year</i>	<i>£</i>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<i>Year</i>	<i>£</i>																	
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<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																	
<i>Amount and Source of other income:</i>	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>																
<i>Personal Accountant(s) Details (If different from Business Accountant)</i>																		
<i>Accountant(s) Name:</i>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																
<i>Accountant(s) Address:</i>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																
	<i>Post code</i>	<i>Post code</i>																
<i>Telephone No:</i>	<i>Code</i>	<i>Code</i>																
<i>Fax No:</i>	<i>Code</i>	<i>Code</i>																
<i>Email Address:</i>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																
<i>Name of individual acting and Qualification:</i>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																

CREDIT HISTORY

	APPLICANT 1	APPLICANT 2
<i>Have you</i>		
• ever been refused a mortgage?	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
• had a judgement for bad debt recorded against you?	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
• any pending/imminent court proceedings against you?	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
• failed to keep up payments under any loan?	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
• ever been declared bankrupt (or had a bankruptcy petition presented against you)?	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<i>Do you</i>		
• receive income support or any other social payments?	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
• pay or receive any child maintenance?	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

*If you have answered **yes** to any of the above questions, please give details on the continuation sheet.*

