

Application process

Thank you for choosing Principality. Before you submit the application please ensure that your customer's mortgage application meets our lending policy. Our lending criteria can be found on our Broker point website.

Please ensure you post the following documentation, signed & dated as soon as possible after the application has been submitted.

- Mortgage declaration
- Direct debit mandate
- Identity Verification certificate
- Details of interest only repayment vehicle (if applicable)
- Evidence of income (see below)
- Valuation fee (if applicable) by cheque or alternatively the applicant may pay by debit card over the telephone on 0845 330 5565.
- Details of the applicant's chosen Solicitor.

On receipt of the above documentation an underwriter will assess your application.

Income evidence required

Employed

Most recent monthly payslip if less than 75% LTV, most recent three monthly payslips if more than 75% LTV.

Self Employed

Three years' accounts required if more than 75% LTV. Last year's accounts required if less than 75% LTV. Please note all accounts must be prepared by a Chartered or Certified accountant and SA302s must be official and are not acceptable when they are printed from the HMRC website.

Important Notice

All supporting documentation must be received by the Society within 7 days of the application being submitted. In the event of documents being received outside of these timescales the application may be delayed or ultimately cancelled. Please note that you may be contacted by the Underwriter if we need any more information to support the application.

Correspondence Address - Registry, Principality Building Society, PO Box 89, Queen Street, Cardiff, CF10 1UA.

If you have any queries or you require assistance on any matter please do not hesitate to contact your Business Development Manager or our Mortgage Service Centre on 0845 330 5565.

Thank you for your support

**If you have any queries please contact your
Business Development Manager
or the Underwriting team
on 0845 045 0455**

**PRINCIPALITY
BUILDING SOCIETY**

Applicant 1

CONFIRMATION OF VERIFICATION OF IDENTITY PRIVATE INDIVIDUAL

(Introduction by an FSA REGULATED FIRM)

Explanatory Notes

1. A separate document must be completed for each applicant and third party (e.g. Guarantor) as applicable. All pages must be completed.
2. This form cannot be used for those who are exempt from verification as an existing client, those whose identity has not been verified under a permitted exemption, or those whose identity has been verified by source of funds.
3. Please confirm whether you are sending certified copies with this document (copies must be of good quality, legible and bear the words – I certify that this is a true copy of the original document which I have witnessed, together with confirmation of the certifier's name, address, position, firm, and date.)
4. This document must include the original signature of the person who has seen the original documentation and who must be authorised by their firm for this purpose.
5. For non UK nationals certified copies of an original passport is mandatory along with a residents permit/visa.
6. Home visits are only acceptable where no other evidence is available and the premises have been entered by the person signing this document.
7. Provisional Driving Licenses will only be accepted for under 19s.
8. We may require previous address verification in certain circumstances.
9. **Any documents downloaded from the internet are unacceptable.**
10. The Society may occasionally request sight of originals to satisfy its due diligence obligations.

Applicant 1

CONFIRMATION OF VERIFICATION OF IDENTITY PRIVATE INDIVIDUAL

(Introduction by an FSA REGULATED FIRM)

1. Details of Individual (please confirm if applicant or third party)

Full name and title

Current address

Previous address (if changed in last 3 months)

Date of Birth

2. Confirmation

I/we confirm that

- (a) the information above has been obtained by me/us in relation to the applicant;
- (b) the evidence I/we have obtained to verify the identity of the customer is as follows
(complete as much detail as possible):

Evidence of Name	Reference number	Date of issue (where applicable)	Date of expiry (where applicable)	Country of Birth	Nationality
Full/current passport					
Current old style UK Driving Licence*					
Current UK/EU photocard D. Licence*					
DWP document(issued in last 3 months)*					
HMRC tax notification(issued in last 12 months)*					
Disabled drivers pass					
Current Firearms Certificate					
EU member State ID card					

Evidence of Address	Reference / account number	Issuer/Details (where applicable)	Date
Current old style UK Driving Licence*			
Current UK/EU photocard D. Licence*			
DWP document (issued in last 3 months)*			
HMRC tax notification (issued in last 12 months)*			
Solicitors letter re purchase of house or land registration			
Local Authority tenancy document			
Bank/Building Society/ Credit Card statement (issued in last 3 months)			
Mortgage Statement (issued in last 12 months)			
Utility Bill (under 3 months old-not mobile telephone)			
Local Authority tax Bill (issued in last 12 months)			
Home visit			

*Can be used for name or address not both.

I/We certify that all documents bearing a photograph bore a good likeness to the applicant, that all documents requiring a signature were pre signed.

Signed	
Name	
Position	
Date	
Name of Regulated Firm**	
FSA Reference	

**If you are an appointed representative of a network or other organisation for mortgage business please include your firm's name as well the name of the authorised network/other organisation.0

Applicant 2

CONFIRMATION OF VERIFICATION OF IDENTITY PRIVATE INDIVIDUAL

(Introduction by an FSA REGULATED FIRM)

1. Details of Individual (please confirm if applicant or third party)

Full name and title

Current address

Previous address (if changed in last 3 months)

Date of Birth

2. Confirmation

I/we confirm that

- (a) the information above has been obtained by me/us in relation to the applicant;
- (b) the evidence I/we have obtained to verify the identity of the customer is as follows
(complete as much detail as possible):

Evidence of Name	Reference number	Date of issue (where applicable)	Date of expiry (where applicable)	Country of Birth	Nationality
Full/current passport					
Current old style UK Driving Licence*					
Current UK/EU photocard D. Licence*					
DWP document(issued in last 3 months)*					
HMRC tax notification(issued in last 12 months)*					
Disabled drivers pass					
Current Firearms Certificate					
EU member State ID card					

Evidence of Address	Reference / account number	Issuer/Details (where applicable)	Date
Current old style UK Driving Licence*			
Current UK/EU photocard D. Licence*			
DWP document (issued in last 3 months)*			
HMRC tax notification (issued in last 12 months)*			
Solicitors letter re purchase of house or land registration			
Local Authority tenancy document			
Bank/Building Society/ Credit Card statement (issued in last 3 months)			
Mortgage Statement (issued in last 12 months)			
Utility Bill (under 3 months old-not mobile telephone)			
Local Authority tax Bill (issued in last 12 months)			
Home visit			

*Can be used for name or address not both.

I/We certify that all documents bearing a photograph bore a good likeness to the applicant, that all documents requiring a signature were pre signed.

Signed	
Name	
Position	
Date	
Name of Regulated Firm**	
FSA Reference	

**If you are an appointed representative of a network or other organisation for mortgage business please include your firm's name as well the name of the authorised network/other organisation.

MORTGAGE APPLICATION

DECLARATION TO BE COMPLETED BY ALL APPLICANTS - PLEASE READ CAREFULLY VALUATION AND INSPECTION SCHEMES

After receiving your mortgage application, Principality will undertake a valuation to help us assess if the property represents adequate security for the loan.

For remortgage applications, where Principality meets the cost of the valuation, we may be able to assess the value from the outside or use an automated valuation model, and therefore may not need to access your property.

For house purchase applications, there are three different types of report, namely 'The Report & Valuation for Mortgage Purposes', 'The Home Buyers' Survey & Valuation', or the 'Building Survey'. These reports will be prepared by a valuer employed by Principality or by a member of our extensive panel of independent valuers throughout England and Wales.

The 'Report & Valuation for Mortgage Purposes' is a basic valuation simply for mortgage purposes to help Principality assess your application. In order to obtain a Report & Valuation on the property Principality will provide the valuer with your name(s) and current address and the details included in your application. Principality does not normally provide copies of this report. The report will not be detailed and will be based on a limited inspection. Principality's interest in the property is as security for your obligation to repay the advance with interest. It therefore needs much less thorough and detailed advice about the property, to enable it to decide how much (if anything) it is prepared to advance, than you need as prospective owner and occupier of the property. There may be serious defects in the property which are not revealed by the Report and Valuation for Mortgage Purposes, or there may be omissions or inaccuracies in it, which do not matter to Principality but which would matter to you. It is important that you should not rely in any way on Principality's valuation report in deciding whether to proceed with the purchase.

You may wish to obtain your own more detailed report on the condition and value of the property, based on a fuller inspection, to enable you to decide whether the property is suitable for your purposes both as an investment and as a residence. Principality would be pleased to help you to get a report suitable for your needs; details of the different inspections which can be undertaken at the same time as the valuation report for Principality, are set out in Principality's leaflet "Your Mortgage Guide" which is available to download from www.principalitybrokerpoint.co.uk

The fees for a fuller report are, of course, higher than for Principality's Report and Valuation for Mortgage Purposes, because the surveyor will spend more time both inspecting the property and preparing a fuller report suitable for your needs, and also because the fee covers the cost of insurance against the risk of liability to you in damages. You may of course make your own arrangements for obtaining a suitable report on the property. If you do so, Principality will still require a valuation report for its own purposes, the cost of which will be your responsibility.

DECLARATION TO PRINCIPALITY

Where there are two or more applicants, this declaration shall be given by each of them and references to the singular shall include the plural.

I declare that I am over 18 years of age. I declare that the information provided by me on the application form is true complete and accurate whether completed by me or someone else on my behalf and should the loan be made such information must be regarded as forming part of the terms of the loan/mortgage.

I have disclosed any additional information which is material to my application. If any such information is untrue, incomplete or inaccurate, I undertake to make good any loss which Principality may suffer by relying on any information I have given the Principality. I understand that additional information may be requested and prior to completion of the mortgage I undertake to notify the Principality in writing of any change in my circumstances which affects (or may affect) the truth completeness or accuracy of the information supplied.

I understand that the standard rate of interest charged can be varied by Principality upon notice being given and that any "added rate of interest" referred to in any offer of advance made by Principality is fixed and will apply to the whole of the advance throughout the term of the loan.

I agree that the first named applicant shall be the representative joint borrower for the purposes of Principality's Rules.

I confirm that the deposit towards the purchase price, stamp duties, legal fees and valuation fees will be provided by me out of my own resources without recourse to any additional borrowing and should I have to borrow any further monies to complete the purchase I will notify Principality on or before any offer of advance is issued or before the loan is released to my Solicitors.

I have read the section above headed VALUATION & INSPECTION SCHEMES, concerning Principality's Report and Valuation for Mortgage Purposes, and also Principality's leaflet "Your Mortgage Guide" and "Fees and Charges", and I understand that I should not rely on that report in any way in deciding whether or not to buy the property. I understand that if I do not request or obtain a fuller report for my/our purposes, I run the risk that the property may suffer from serious defects which are not mentioned in the report obtained by Principality and that the report may be defective, or may be inadequate for my purposes.

I authorise my Solicitor to disclose to Principality all information relevant to Principality's decision to lend and I waive any right to claim Solicitor/client confidentiality or legal privilege in respect of such information.

I give irrevocable consent for Principality to make written amendments to this application on my behalf in accordance with any request that I or any agent or broker acting on my behalf may make.

I understand that if the insurance of the property and/or its contents is being arranged through the Society's agency, then the particulars

given in this application shall form the basis of my contract with the insurer and I acknowledge that the insurance will not be in force until my application has been accepted by the insurer.

I consent that in the event of any claims being made against the insurer of the property and/or its contents, then the information provided by me in this application form, any claim form, together with the details of such claim will be passed to the Claims and Underwriting Exchange register and will be made available to other participants of the register in the interests of fraud prevention and for underwriting purposes.

I confirm that I am aware that Principality will be able to assign, transfer, dispose of or enter into any contractual arrangement relating to the mortgage and that I consent to this notwithstanding that I may cease to be a member of Principality.

I agree that Building Insurance Cover will need to reflect the sum recommended by the valuer. If I extend or make other improvements to my property, I agree to advise Principality as soon as possible in writing.

I declare that I have not been convicted and that I am not subject to any pending prosecution for any act of dishonesty or fraud. Convictions which are "spent" under the provisions of the Rehabilitation of Offenders Act, 1974 are to be ignored for the purpose of this declaration.

I confirm that if I am taking out an Interest Only loan then I am solely responsible for ensuring that I will have sufficient capital to repay the loan in full at the end of the mortgage term.

I will advise Principality and my solicitor at the time of this application, if I am receiving a cash or other incentive to purchase the property or if the vendor is paying the deposit on my behalf. I understand that Principality's decision to lend will be based on the purchase price/valuation less the amount of the value of the incentive or any deposit paid by the vendor.

I agree to Principality disclosing the information on this form, the Key Facts Illustration, the Mortgage Offer and information about my financial affairs and how I conduct my mortgage account to my intended and eventual guarantor(s) and their legal adviser(s).

I declare that this advance is required for the benefit of all Borrowers, and we will inform Principality if this is not the case. I accept that Principality is not obliged to accept this application and need not give any reason for declining, cancelling, or revising it.

I undertake not to let the property without the consent of Principality.

IMPORTANT - DATA PROTECTION ACT

Using your personal information

We may use your personal information (which includes information you give to us and information we obtain from other sources, as explained below) in a number of ways. These include:

- Assessing applications made by you (this may include credit scoring)
- Operating your accounts and products
- Running our business
- Establishing property values
- Preventing fraud and other criminal activity
- Audit and debt collection
- Statistical analysis

We may also ask for and share your personal information with other people and organisations, including:

- Employers, accountants, landlords and others who can assist us in assessing your financial situation;
- Credit reference agencies, fraud prevention agencies and others engaged in legal and/or regulatory enforcement;
- Solicitors, brokers and others who may be involved when you apply for products and/or where your applications are successful;
- Potential insurers, where you apply to us for insurance;
- Registers of claims used by and shared with other insurers, to prevent fraud.

Your personal information may be linked to information about other people believed to have financial links with you.

This combined information may be used in financial decision making about you and the people you are linked to.

Further information about this can be obtained from credit reference agencies, whose details we will give you on request made to the Data Protection Officer at P.O Box 89, Queen Street, Cardiff CF10 1UA.

We will not disclose your information to any company outside the Principality Building Society Group except:

- To help prevent fraud and other criminal activity
- To run our business;
- Where we are required to do so by law or by our regulators;
- Where we have your permission to do so.

Fraud Prevention

In order to prevent or detect fraud, information provided in applications made by you will be shared with and recorded by fraud prevention agencies. If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies. It is therefore vital that you provide us accurate information at all times.

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 accounts 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 via the Member Services Lending Manager, PO Box 89, Queen Street, Cardiff CF10 1UA 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.

Searches will be made for similar applications made to other lenders. All applications will be passed to National Hunter and if fraud is identified or suspected, these details will be made available with those lenders.

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information (we ask for the standard fee), or you have any questions about how we handle your personal data please write to The Data Protection Officer at Principality Building Society, P.O. Box 89, Cardiff CF10 1UA.

YOUR INFORMATION

The information provided by you within this form will be held by Principality Building Society in accordance with the Data Protection Act 1998. In addition to using it for processing your application, we will use your information for internal statistical analysis, regulatory reporting and to fulfil any request from you for further information regarding our products and services.

We are always striving to develop financial products and services to meet our members' needs and when special terms applying to your mortgage are approaching their end date(s), we would like to contact you tell you about other mortgage products which might be of interest to you.

We may also provide you with information regarding existing or new similar products and services offered by Principality (including but not limited to further lending, savings, general insurance and financial services) and provided either by us, our associated companies or our carefully selected insurance and financial services partners. Please tick if you do want to receive this information by:

Mail	<input type="checkbox"/>	Telephone	<input type="checkbox"/>
SMS text message	<input type="checkbox"/>	Email	<input type="checkbox"/>

If you wish to change your mind about receiving information by any of the above methods, please write to Head of Member Services, Principality Building Society, PO Box 89, Queen Street, Cardiff, CF10 1UA, or send an e-mail to enquiries@principality.co.uk

If this application is being made by more than one applicant, by signing below, all applicants confirm their acceptance of the provisions of this declaration and the use of their information or if this application is submitted online by one applicant on behalf of the other(s), that applicant declares that he/she is authorised by the other applicant (a) to disclose information about them to the Principality (b) to agree on their behalf the uses of their information as set out above and (c) to authorise the Principality to search and/or record information at credit reference agencies about them.

ALL APPLICANTS PLEASE SIGN IN THE BOX BELOW

It is important that you read and understand the sections titled "Valuation and Inspection Schemes", "Declaration" and "Important - Data Protection Act" above.

By signing this application, you agree that we can use your information in the ways set out in those sections. Mortgage enquiries including requests for employers references are normally sent by fax to the numbers provided.

Signed Date

PLEASE REMEMBER ANY MISSING INFORMATION WILL RESULT IN A DELAY PROCESSING YOUR MORTGAGE APPLICATION

Signed Date

Signed Date

Signed Date

