

**AUGUST |** 2018

# Let Property

Application form





### SUBMISSION REQUIREMENTS

PLEASE TICK TO INDICATE WHICH ITEMS ARE ENCLOSED	Enclosed	Not applicable
For all applications:		
Fully completed application form		
Property portfolio schedule (complete pages 15 and 16)		
In respect of both self-employed income and property rental income:		
- last two years accounts prepared by a qualified member of an accountancy body acceptable to us (see Lending Guidelines) <b>OR</b>		
- last two years self-assessment tax returns (SA302) together with corresponding Tax Year Overview		
Last three months payslips or most recent P60 in respect of any employed income		
Last three months rental bank statements to confirm all rental income and mortgage payments		
In addition, where the applicant is a limited company or limited liability partnership (LLP):		
Last three months company/LLP bank statements showing business activity and rental income		
In addition, where the property is a house in multiple occupation (HMO):		
A copy of the current licence, if applicable, must be provided evidencing that the property is capable of being let on a multi occupancy basis having regard to the permitted number of occupants and any attached conditions (see Lending Guidelines)		
In addition, where the property has been altered/converted or had a change of use the following MUST be provided:		
<ul> <li>Evidence of planning consent for any alteration/conversion and / or change of use. This may be permitted development, a formal planning consent or a lawful development certificate</li> </ul>		
- Evidence of building regulations approvals together with a building regulations completion certificate should also be provided where applicable		
Please note, we DO NOT accept indemnity insurance in the absence of the above		
In addition, where aggregate lending with Paragon is in excess of £2 million:		
Interview with a senior underwriter to be arranged following submission of application		
Depending on the profile of the case, we may also require:		
Cash flow forecast*		
Business plan*		
*Electronic copies are available at www.paragonbank.co.uk		

The applicant's most recent residential mortgage statement may be requested where it is not possible to evidence the mortgage by credit reference agency search. We reserve the right to contact the applicant(s) and request additional information or references such as an accountant's reference, employment reference, bank/mortgage statements or a bank reference.

In conjunction with other criteria, we will assess the affordability of this mortgage based on the expected monthly income generated from letting the property to a tenant. The actual income generated may be different and can be influenced over time by changes within the rental market. The applicant(s) will remain responsible for meeting the costs of the mortgage and the additional costs associated with letting property for the duration of ownership.

## INTERMEDIARY DETAILS

Where this application is being submitted by a professional adviser, this section must be completed in order to avoid processing delays.

### **Submitting intermediary**

To ensure compliance with any business agreements you have in place, and also that the business is allocated to the correct source, please confirm whether you are submitting:-

As an appointed representative of  As Directly Authorised	Non regulated based on your CCL	Network
Consultant's full name		
Consultant's FCA number		
Company name		
Principal's FCA number		
Intermediary's address		
	Postcode	
Telephone number	Fax number	
Email address		

### **Originating intermediary**

Where this application is being originated by a different intermediary to the submitting intermediary, please complete the following details:

Consultant's full name	
Consultant's FCA number	
Company name	
Principal's FCA number	
Intermediary's address	
	Postcode
Telephone number	Fax number
Email address	

### APPLICATION FORM FOR LET PROPERTIES

This form has been designed to cover applications on either a single property or multiple properties, and also from the following types of applicant:

Private individual(s): Please ignore references to the company/LLP and the limited company details section and begin the application overleaf.

**Limited company / limited liability partnership:** It should be noted that the expressions "guarantor" or "you" should be interpreted to mean a director/member or significant shareholder of the company/LLP.

In accordance with our lending criteria, full, joint and several personal guarantees must be available from all of the directors/members subject to the company/LLP having a maximum of four directors/members. We reserve the right to request guarantees on a similar basis from significant shareholders.

Please complete each section of the application in BLOCK CAPITALS. Where a question does not apply, please state N/A or None.

### Limited company/limited liability partnership (LLP) details

This section should only be completed where the application is to be in the name of a limited company or LLP.

**Please note:** The limited company/LLP must be registered and trading in England, Wales or Scotland and have been incorporated for the principal purpose of buying and holding residential investment property.

Company/LLP name	
Is the company/LLP an existing Paragon mortgage customer?	Yes No
Is the company/LLP trading?	Yes No If yes, date trading D D M M Y Y Y Y
Registered office (A PO Box number is not acceptable)	
	Postcode
Telephone number	Fax number
Email address	
Company/LLP registration number	Company VAT number
Name of company secretary	
Is your main place of business in the UK different from the registered office?	Yes No
If yes, please give business address	
	Postcode
Telephone number	Fax number
Name and address of accountant/auditors	
accountant/auditors	Postcode
Telephone number	Fax number
Name of individual acting	
Their qualification	

## PERSONAL DETAILS

### **Application details**

Number of Applicants				
Is this a purchase or remortgage?	Purchase Re	emortgage		
Is this application for more than one property?	Yes No			
Is the property a HMO?	Yes No			
Applicant / Guarantor 1				
			🖂	
Do you own another buy-to-let property?			Yes	No
Did you purchase the property that this applica	ition relates to?		Yes	No
At the time of purchase, did you intend to let th	ne property out?		Yes	No
Have you, or a relative, lived in the property sin	ce you have owned it?		Yes	No
Are you an existing Paragon mortgage custome	er?		Yes	No
Applicant / Guarantor 2				
Do you own another buy-to-let property?			Yes	No
Did you purchase the property that this applica	ation relates to?		Yes	No
At the time of purchase, did you intend to let th	ne property out?		Yes	No
Have you, or a relative, lived in the property sin	ce you have owned it?		Yes	No
Are you an existing Paragon mortgage custome	er?		Yes	No

## PERSONAL DETAILS

### **Applicant / Guarantor 3**

Are you an existing Paragon mortgage customer?

Do you own another buy-to-let property?	Yes No	
Did you purchase the property that this application relates to?	Yes No	
At the time of purchase, did you intend to let the property out?	Yes No	
Have you, or a relative, lived in the property since you have owned it?	Yes No	
Are you an existing Paragon mortgage customer?	Yes No	
pplicant / Guarantor 4		
pplicant / Guarantor 4		
pplicant / Guarantor 4  Do you own another buy-to-let property?	Yes No	
	Yes No	

Yes

No

Title	Mr Mrs Miss Other
Gender	Male Female
First names (in full)	
Surname	
Other names previously known by	
Marital status	
Date of birth	D D M M Y Y Y
Country of birth	
Number of children/dependents	Their ages
Current residential address (Please ensure the postcode is shown in full)	
	Postcode
Home telephone number	
Mobile telephone number	Fax number
Email address	
Length of time at this address	Years Months
Residential status	Owner Tenant With relations or friends
Name and address of current lender or landlord	
	Postcode
Account number	
If you have lived at your current address for less than two years, please give previous residential address (If more than one address please use continuation sheet on page 24)	Postcode
Length of time at this address	Years Months
Residential status at this address	Owner Tenant With relations or friends
Name and address of previous lender or landlord	
	Postcode
Account number	

T'ele	No. No. No.
Title	Mr Mrs Miss Other
Gender	Male Female
First names (in full)	
Surname	
Other names previously known by	
Marital status	
Date of birth	D D M M Y Y Y
Country of birth	
Number of children/dependents	Their ages
Current residential address (Please ensure the postcode is shown in full)	
	Postcode
Home telephone number	
Mobile telephone number	Fax number
Email address	
Length of time at this address	Years Months
Residential status	Owner Tenant With relations or friends
Name and address of current lender or landlord	
	Postcode
Account number	
If you have lived at your current address for less than two years, please give previous residential address (If more than one address please use continuation sheet on page 24)	Postcode
Length of time at this address	Years Months
Residential status at this address	Owner Tenant With relations or friends
Name and address of previous lender	
or landlord	Postcode
Account number	

T'ele	No. No. No.
Title	Mr Mrs Miss Other
Gender	Male Female
First names (in full)	
Surname	
Other names previously known by	
Marital status	
Date of birth	D D M M Y Y Y
Country of birth	
Number of children/dependents	Their ages
Current residential address (Please ensure the postcode is shown in full)	
	Postcode
Home telephone number	
Mobile telephone number	Fax number
Email address	
Length of time at this address	Years Months
Residential status	Owner Tenant With relations or friends
Name and address of current lender or landlord	
	Postcode
Account number	
If you have lived at your current address for less than two years, please give previous residential address (If more than one address please use continuation sheet on page 24)	Postcode
Length of time at this address	Years Months
Residential status at this address	Owner Tenant With relations or friends
Name and address of previous lender	
or landlord	Postcode
Account number	

T'ele	No. No. No.
Title	Mr Mrs Miss Other
Gender	Male Female
First names (in full)	
Surname	
Other names previously known by	
Marital status	
Date of birth	D D M M Y Y Y
Country of birth	
Number of children/dependents	Their ages
Current residential address (Please ensure the postcode is shown in full)	
	Postcode
Home telephone number	
Mobile telephone number	Fax number
Email address	
Length of time at this address	Years Months
Residential status	Owner Tenant With relations or friends
Name and address of current lender or landlord	
	Postcode
Account number	
If you have lived at your current address for less than two years, please give previous residential address (If more than one address please use continuation sheet on page 24)	Postcode
Length of time at this address	Years Months
Residential status at this address	Owner Tenant With relations or friends
Name and address of previous lender	
or landlord	Postcode
Account number	

Employment status	Employed Sub-contractor Partnership
	Sole trader Shareholder/Company director/Designated member
<i>lf shareholder</i> shareholding of business	% Occupation
Nature of business	
Name of employer or business	
Address of employer or business (If self-employed, provide business address)	Postcode
Telephone number	Fax number
Length of current employment or date business established	
ls your employment permanent and non-probationary?	Yes No
Are you employed on a contract basis?	Yes No If yes, length of current contract Years Month
Renewal date	D D M M Y Y Y
Gross employed income	£ p.a
Self employed net profit income (Sole trader or partnership excluding buy-to-let income)	£ p.a
Limited company/LLP income (Dividend / director's remuneration/member's profit)	£ p.a
Gross rental income (As of today's date including all existing properties and current purchase applications)	£ p.a
Self employed pre-tax profit income (Buy-to-let income)	£ p.a
All other taxable income (eg pension, investments, savings etc)	£ p.a
lf self-employed Name and address of accountant	Postcode
Accountant telephone number	
Accountant email address	
Name of individual acting and qualification	
Length of time with accountant	Years Months
National Insurance number	

Employment status	Employed Sub-contractor Partnership
	Sole trader Shareholder/Company director/Designated member
f shareholder shareholding of business	% Occupation
Nature of business	
Name of employer or business	
Address of employer or business If self-employed, provide business address)	Postcode
Telephone number	Fax number
Length of current employment or date business established	
s your employment permanent and non-probationary?	Yes No
are you employed on a contract basis?	Yes No If yes, length of current contract Years Month
Renewal date	D D M M Y Y Y
Gross employed income	£ p.a
Self employed net profit income Sole trader or partnership excluding buy-to-let income)	£ p.a
Limited company/LLP income Dividend / director's remuneration/member's profit)	£ p.a
Gross rental income As of today's date including all existing properties and urrent purchase applications)	£ p.a
Self employed pre-tax profit income Buy-to-let income)	£ p.a
All other taxable income eg pension, investments, sovings etc)	£ p.a
f self-employed Name and address of accountant	Postcode
Accountant telephone number	
Accountant email address	
lame of individual acting and jualification	
ength of time with accountant	Years Months
National Insurance number	

Employment status	Employed Sub-contractor Partnership
	Sole trader Shareholder/Company director/Designated member
<i>If shareholder</i> shareholding of business	% Occupation
Nature of business	
Name of employer or business	
Address of employer or business (If self-employed, provide business address)	
	Postcode
Telephone number	Fax number
Length of current employment or date business established	
ls your employment permanent and non-probationary?	Yes No
Are you employed on a contract basis?	Yes No If yes, length of current contract Years Month
Renewal date	D D M M Y Y Y
Gross employed income	£ p.a
Self employed net profit income (Sole trader or partnership excluding buy-to-let income)	£ p.a
Limited company/LLP income (Dividend / director's remuneration/member's profit)	£ p.a
Gross rental income (As of today's date including all existing properties and current purchase applications)	£ p.a
Self employed pre-tax profit income (Buy-to-let income)	£ p.a
All other taxable income (eg pension, investments, savings etc)	£ p.a
If self-employed Name and address of accountant	
	Postcode
Accountant telephone number	
Accountant email address	
Name of individual acting and qualification	
Length of time with accountant	Years Months
National Insurance number	

Employment status	Employed Sub-contractor Partnership
	Sole trader Shareholder/Company director/Designated member
If shareholder shareholding of business	% Occupation
Nature of business	
Name of employer or business	
Address of employer or business (If self-employed, provide business address)	Postcode
Telephone number	Fax number
Length of current employment or date business established	
ls your employment permanent and non-probationary?	Yes No
Are you employed on a contract basis?	Yes No If yes, length of current contract Years Months
Renewal date	D D M M Y Y Y
Gross employed income	£ p.a
Self employed net profit income (Sole trader or partnership excluding buy-to-let income)	£ p.a
Limited company/LLP income (Dividend / director's remuneration/member's profit)	£ p.a
Gross rental income (As of today's date including all existing properties and current purchase applications)	£ p.a
Self employed pre-tax profit income (Buy-to-let income)	£ p.a
All other taxable income (eg pension, investments, savings etc)	£ p.a
If self-employed Name and address of accountant	Postcode
Accountant telephone number	
Accountant email address	
Name of individual acting and qualification	
Length of time with accountant	Years Months
National Insurance number	

### **EXISTING PROPERTY PORTFOLIO**

Where you/the company/LLP currently own property(ies) which is/are let or presently vacant which you are intending to let (excluding any main residence), please provide full details on page 16. Should you require additional space, please copy page 16 and attach to this application.

Applicant / Guarantor	1
How long have you/the company/LLP been letting property?	Years
Do you/the company/LLP manage the property(ies)?	Yes No
How many properties do you/the company/LLP currently own?	
Applicant / Guarantor	2
How long have you/the company/LLP been letting property?	Years
Do you/the company/LLP manage the property(ies)?	Yes No
How many properties do you/the company/LLP currently own?	
Applicant / Guarantor	3
How long have you/the company/LLP been letting property?	Years
Do you/the company/LLP manage the property(ies)?	Yes No
How many properties do you/the company/LLP currently own?	
Applicant / Guarantor	4
How long have you/the company/LLP been letting property?	Years
Do you/the company/LLP manage the property(ies)?	Yes No
How many properties do you/the company/LLP currently own?	
Limited company / lim	nited liability partnership (LLP)
How long has the company/LLP been letting property?	Years
Does the company/LLP manage the property(ies)?	Yes No
How many properties does the company/LLP currently own?	

### EXISTING PROPERTY PORTFOLIO

Should you require additional space, please copy this page and attach to the application.

Ourses		Out to a re	
Owner		Owner	
Address		Address	
	Postcode		Postcode
Property value	£	Property value	£
Current mortgage/ loan balance	£	Current mortgage/ loan balance	£
Lender's name and address	Destands	Lender's name and address	Doctored
	Postcode		Postcode
Loan to value		Loan to value	
ICR		ICR	
Monthly mortgage payment	£	Monthly mortgage payment	£
Monthly rental income	£	Monthly rental income	£
How long have you owned the property?	Years Months	How long have you owned the property?	Years Months
Is the property currently let?	Yes No	Is the property currently let?	Yes No
House in multiple occupation?	Yes No	House in multiple occupation?	Yes No
Multi-unit block?	Yes No	Multi-unit block?	Yes No
Owner Address		Owner Address	
7.idd. 633	Postcode	7,00,00	Postcode
Property value	£	Property value	£
Current mortgage/ loan balance	£	Current mortgage/ loan balance	£
Lender's name and address	Postcode	Lender's name and address	Postcode
Loan to value		Loan to value	
ICR		ICR	
Monthly mortgage payment	£	Monthly mortgage payment	£
Monthly rental income	£	Monthly rental income	£
How long have you owned the property?	Years Months	How long have you owned the property?	Years Months
ls the property currently let?	Yes No	ls the property currently let?	Yes No
House in multiple occupation?	Yes No	House in multiple occupation?	Yes No

### MORTGAGE REQUIREMENTS AND PROPERTY TO BE MORTGAGED

### **Property**

If this application is for more than one property, please copy this page and the next page and attach them to your application.

Product and interest rate required	
Loan required	<b>£</b> Term Years
Method of repayment	Interest only Capital and Interest
For part and part, please give loan required on	£ Interest only £ Capital and Interest
Loan purpose	Purchase Remortgage
If remortgage, please give amount and purpose of additional funds being raised	£
Purchase price	£
(if remortgage, please state original purchase price and date purchased)	
Estimated value	£
Will you be in receipt of any discount, price reduction, cash payment or incentive in respect of this property or be purchasing or re-financing through, or be in any	Yes If yes, please give details  No
way connected with, an investment syndicate or club?	
Address of property	
	Postcode
Type of property	House Flat / Maisonette Bungalow
Number of self-contained units	
If flat or maisonette	Purpose built Converted Studio
If house or bungalow	Detached Semi-detached Terraced
Number of storeys in block	Number of flats in block
Tenure	Freehold Leasehold
If leasehold:	Unexpired term Years
	Ground rent <b>£</b> p.a. Service charge <b>£</b> p.a.
Age of property	Years

### MORTGAGE REQUIREMENTS AND PROPERTY TO BE MORTGAGED

### Property (continued)

Is the property attached to, or above, commercial premises?	Yes	No	If yes, give details
Is the property ex local authority?	Yes	No	If yes, give details
Is the property to be let or occupied by the current, or a former owner, of the property?	Yes	No	If yes, give details
Is the property in, or to be in, multiple occupation?	Yes	No	If yes, number of unrelated occupants
Anticipated rental/rental income received	£		Per month
Source of deposit (purchases)			
Have you/the company applied, or intend to apply, to anyone other than Paragon for a mortgage on this, or any other, property?	Yes	No	If yes, give details on continuation sheet
Name and address of person to contact to arrange an inspection of the property			
			Postcode
Telephone/mobile number			
Email address			
			'

### **Credit history and outgoings**

Have you any loans, hire purchase, credit/charge cards or other financial commitments such as maintenance payments?  If yes, please provide details below where the current balance exceeds £500, and/or the commitment will continue for a period exceeding 12 months. If the loan or commitment is to be repaid on or before completion please indicate this.									
APPLICANT / GUARANT	OR 1 Yes	No	APPLICANT / GUARANT	TOR 2 Yes	No				
APPLICANT / GUARANT	APPLICANT / GUARANTOR 3 Yes No APPLICANT / GUARANTOR 4 Yes No								
Applicant/Guarantor 1, 2, 3 or 4	Lender/Company		Purpose of loan	Monthly payment	Current balance	To be repaid			
	1.	I		ı					

#### **Solicitor details**

**Please note:** It is normally possible for the solicitor you/the company appoint to also act for the Lender. However, we can only instruct your solicitor if the firm has been/will be appointed to Paragon's conveyancing panel, having met our criteria. We reserve the right to refuse to instruct your solicitor at our discretion. Please refer to our lending guidelines and submission requirements for further information.

Solicitor firm name	
Name of person acting	
Address	
	Postcode
Telephone number	
Fax number	
Email address	
DX number	
What (if any) is the relationship between you/the company and the solicitor?	



## Additional information (must be completed in all circumstances)

As a responsible lender, when you apply for a mortgage, we have to assess all material facts before an offer is issued. It is your responsibility to disclose any material facts that could influence our decision.

The following questions we consider to be material and must be answered on behalf off all applicants before we can assess your application.

1.	Have you ever been convicted of any offence (other than driving offences)?	Yes	No
2.	Are you aware of any future changes to your income or expenditure that would affect your ability to repay the mortgage?	Yes	No
3.	Have you ever incurred mortgage or unsecured credit arrears, been declared bankrupt, entered into arrangement with creditors or been party to a mortgage where the property has been taken into possession?	Yes	No
4.	Have you ever been declared bankrupt whilst being a director of a company that went into liquidation, receivership or administration or been disqualified from being a director of a company?	Yes	No
5.	Have you ever had a county court judgement or any other court order made against you?	Yes	No
6.	Have you been refused a mortgage in the last 12 months?	Yes	No

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.





Please fill in the whole form using a ball point pen and send it to:

Paragon Buy-to-let mort 51 Homer Road Solihull B91 3Q	d	OR		ILD	ING	SO	O YO			
Name(s) of account holder(s)		Service	user nu	mber	1					
Name(s) of account holder(s)		6	9	7	5	8	3			
		Refere	nce							
Bank/Building Society accoun										
Branch sort code  Name and full postal address	of your bank or building society	Please detaile by the I under Mortga	pay Para d in this Direct De	agon Mo Instructi ebit Gua nat this Ir , if so, de	rtgages on subje rantee. nstructio	Direct D ect to the	g society ebits from e safegua emain wi sed electi	m the acards assi	ured	
To: The Manager	Bank/Building Society	Signa	ature(s)							
Address										
Postcode		Date								
	Banks and Building Societies may not accept Di	rect Debit In	struction	s for son	ne types	of accoui	nt			
	This guarantee should be deta	 ched and r	<b></b> etained b	- <b></b> by the Pa	<b></b> ayer					

#### The Direct Debit Guarantee



- · This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount date or frequency of your Direct Debit Paragon Mortgages will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Paragon Mortgages to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit by Paragon Mortgages or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when Paragon Mortgages asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please
  also notify us.



This is our standard client agreement upon which we intend to rely. For your own benefit and protection, you should read these terms carefully before proceeding. If you do not understand any point, please ask for further information.

#### By signing I confirm that:

- a) The information given, whether on the application form or otherwise, is true, accurate, complete and not misleading and that I will notify you promptly of any changes that may occur before the mortgage is completed
- b) I have never been refused a mortgage by another lender
- c) I have never been in arrears with any credit agreement
- d) I have never had a judgement for debt registered against me or been declared bankrupt/ sequestrated or failed to maintain payments under any mortgage or other credit agreement
- e) You may make all enquiries you feel appropriate (including with HM Revenue & Customs under the HMRC Verification Scheme to confirm the income information and documents I have provided are true and genuine, any Credit Reference Agency, or any past/present employer, accountant, lender or bank) for deciding whether to proceed with this application and which you consider necessary for confirmation, credit assessment and account management
- f) If identity and/or immigration papers are provided I give you permission to check my status with the Home Office. I also confirm that in compliance with the 2016 Immigration Act, I give you permission to check my details against the Home office database
- g) I waive any confidentiality or privilege in respect of this application, and the mortgage transaction as a whole, and confirm that any solicitor or other party acting for me is authorised to disclose to you, at any time (whether before or after completion of the mortgage), any information or documentation you request which ought reasonably to be considered relevant or which might reasonably influence your decision to lend, including the entirety of the solicitor's file(s) (regardless of whether there is a joint file or a separate file for me and you), the financial records and the ledger card
- h) If you provide me with a copy of, or extract from, your valuation report you make no representation or warranty (express or implied) nor accept any liability or responsibility in respect of its contents
- i) Any payments in respect of the mortgage are made for, and on behalf of, all parties to it
- j) Where I am not a consumer buy to let borrower, my mortgage is entered in wholly or predominantly for the purposes of a business carried on, or intended to be carried on, by me. I understand that I will not have the benefit of the protection and remedies that would be available to me under the Mortgage Credit Directive Order if the agreement were a regulated mortgage contract under that Order. I am aware that if I am in any doubt as to the consequences of the agreement not being regulated by the Order then I should seek independent legal advice
- k) You may record or monitor any telephone or email communication with me for training purposes or client protection
- l) You may decline this application or withdraw any subsequent offer without stating a reason
- m) Any additional security insurance arrangements are for your benefit only and I have no right or claim in relation to them
- n) I am aware that it is a criminal offence to knowingly provide false information to obtain a mortgage and that it may make me liable to criminal prosecution
- o) I am aware that to forge a signature may make me liable to criminal prosecution
- p) I am aware of and consent to the Securitisation and the Use of Information provisions below

#### Securitisation

I confirm that you may transfer or securitise any mortgage or guarantee that I may have with you. I 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 experience any difficulties in making payments, or have any queries, I should contact you.

#### Credit reference agencies (CRA's)

- a) In considering your application we will search your personal and, where applicable, business record at one or more CRA's. They will add to your records details of our search and your application and this will be seen by other organisations that make searches. Information held about you by the CRA's 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
- b) 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 CRA's about you and anyone referred to by you
- c) An 'association' between joint applicants and between you and anyone you tell us is your financial partner will be created at the CRA's. 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 CRA's
- d) We will/may use a credit scoring or other automated decision-making system when assessing your application. You have the right to obtain human intervention on the part of the controller to express his or her point of view and to contest the decision
- e) We will also add to your personal and, where applicable, business record with one or more of the CRA's details of your agreement with us, the payment you make under it, any default or failure to keep to its terms and any change of address you fail to tell us about where a payment is overdue. These records will be shared with other organisations and used by us and them to trace debtors, recover debt and to manage your account or insurance policies
- f) We may make periodic searches at CRA's and fraud prevention agencies to manage your account with us
- g) If you are a director, we will seek confirmation from CRA's that the residential address that you provide is the same as that shown on the restricted register of directors' usual addresses at Companies House
- h) Information on applications will be sent to CRA's and will be recorded by them including information on your business and its proprietors and CRA's may create a record of the name and address of your business and its proprietors if there is not one already
- ) The credit reference agencies we normally use are:
  - Equifax Ltd, Customer Services Centre, PO Box 10036, Leicester LE3 4FS
  - Experian, Consumer Help Service, PO Box 8000, Nottingham, NG1 5GX
  - · Callcredit PLC, 1 Park Lane, Leeds, LS3 1EP

If you are a Limited Company Director, in addition to the above we may also share your information with Creditsafe. They can be contacted at Bryn House, Caerphilly Business Park, Van Road, Caerphilly, CF83 3GR

j) The CRA's have drafted a notice called 'Credit Reference Agency Information Notice' (CRAIN) which sets out how your data will be processed by Callcredit, Equifax and Experian. Please go to www.equifax.co.uk/crain.html, www.callcredit.co.uk/crain or www.experian.co.uk/crain/index.html to read the notice in full



#### Crime and fraud prevention

- k) The personal information we collect from you will be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment. Your information will also be shared with credit reference agencies (CRAs) to carry out credit checks and record details of your repayment history
- l) Law enforcement agencies may access and use this information. We and other organisations may access and use from other countries the information recorded by fraud prevention agencies. 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 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
- m) For these purposes they, or we, may make further searches. These searches may be added to your record and shared with others
- n) 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 search your records at CRA's. 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 and carry out the checks referred to above
- o) We, the CRA's and fraud prevention agencies will also use the records for statistical analysis about credit, insurance and fraud
- p) We may disclose details on our records about you, the progress of your application to us, your agreement, or the conduct of your account with us to:
  - · Any actual or prospective insurer under this agreement who may use them to help decide whether or not to offer cover in fraud prevention and processing claims
  - Any actual or prospective purchaser of this agreement who will use them for statistical analysis
  - · Any actual or prospective lender, ranking in priority below us.

Please telephone us on 0800 375 720 if you want to have details of the 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.

#### **Use of information**

- 1. You have a right to know how we will use your personal information. It is important that you read our fair processing notice before you apply. This can be found at **www.paragonbank.co.uk/data-protection** or a copy can be provided to you on request
- 2. We will disclose personal details (1) to any proposed guarantor of the loan, to our insurers, auditors, professional advisers, sub-contractors or any person providing a service to us who have agreed to treat your personal details as confidential, (2) if required to do so by law or by any regulatory body relevant to our business, (3) as envisaged by this application form or (4) otherwise with your consent
- 3. We may pass details about you and/or the conduct of your account with us to other companies within our group, or selected third parties, who may email, telephone or write to you about their products or services
- 4. We may email, telephone or write to you about products or services of ours, which may be of interest to you
- 5. You have the right to stop us from contacting you or giving your details to others for Marketing activity. Please contact us at any time to make this request. You may also wish to register your telephone number under the Telephone Preference Service
- 6. Paragon accepts no responsibility for any representations made by any employee or agent of Paragon or any other person unless these are incorporated in the offer or are subsequently confirmed by Paragon in writing.

All applicants/guarantors to the mortgage are required to sign the following section. To forge a signature makes you liable to criminal prosecution.

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

We accept no responsibility for any representations made by any employee or agent of ours or any other person unless these are incorporated in the offer or are subsequently confirmed by us in writing.

## CONTINUATION SHEET

Additional details referred to in the relevant sections of this form to be included here in support of your application.

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