



Intermediary Product Transfer Application Form

Mortgage Type

Residential Buy to Let

Application Checklist

You can use this form to apply for a transfer of product if it meets the following criteria:

The customer does not wish to –

- Borrow any additional monies at this time
- Add or remove any parties to the mortgage
- Change the term of the mortgage
- Change the repayment method of the mortgage
- Change the address of the mortgaged property

Your Customer's Mortgage –

- Repayments are currently up to date

Please confirm if there has been any –

- Change to how the customer uses the property e.g. it's still their main residence Yes No
- Deterioration to the customers financial circumstances that could affect their ability to meet their mortgage repayments Yes No

If the customer does not meet the criteria listed or has answered 'Yes' to the questions above they are unable to use this application form.

Is the customer resident outside of the UK? Yes No

Will you rely on any of the following to make your mortgage payments and/or (in the case of interest only mortgages) to repay the capital at the end of the term:

- income received in a currency other than pounds sterling; or
- assets held in a currency other than pounds sterling (including non-UK property or land)? Yes No

Intermediary Details

To be completed by Intermediary

Reference number of previous application (if known)

MM

Broker Office/
Address

Company/
Broker firm

Postcode

Advisor name

Network name

Phone number

FCA reference
No.

Mobile number

Fax number

Clydesdale
Relationship Manager

Email address

Is this Mortgage Contract regulated by the Financial Conduct Authority? Yes No

Fees

Arrangement fee payments cannot be added to the loan if the total will exceed the LTV for the particular product

Arrangement fee (if applicable)

£

Who should the valuer contact to gain access to the property

Add Arrangement fee to loan?

Yes No

Name

Valuation fee (if applicable)

£

Tel (daytime)

Amount of fee paid to Broker

£

Mobile

(This is the fee you have charged your client(s) for your services. Please input 'nil' if appropriate.)

Customer Details

	First applicant	Second applicant
Title	<input type="text"/>	<input type="text"/>
First name in full	<input type="text"/>	<input type="text"/>
Middle name(s) in full	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Post Code	<input type="text"/>	<input type="text"/>
Contact Numbers	<input type="text"/>	<input type="text"/>

Current Mortgage Details

	First account	Second account
Account Number	<input type="text"/>	<input type="text"/>
Branch Sort Code	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
Current Mortgage Balance	<input type="text"/>	<input type="text"/>
What is the estimated value of your property?	<input type="text"/>	<input type="text"/>
Remaining Mortgage Term	Years <input type="text"/> Months <input type="text"/>	Years <input type="text"/> Months <input type="text"/>
Security Address Details	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Post Code	<input type="text"/>	<input type="text"/>

Type of Mortgage Product Required

Full product description, including rate, e.g. fixed offset discounted etc.	Interest Rate %	Loan Amount	New Payment Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2nd Product (if required) including rate, e.g. fixed etc.	Interest Rate %	Loan Amount	New Payment Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Offset Functionality required Yes No

Any offset arrangement already in place will continue where the customer's new product continues to have offset functionality.

If you would like to link any existing accounts or open any new Offset Current or Offset Savings Accounts (where offset functionality is available) please call us on **0800 121 4203**.

How we use Personal Information

Our Privacy Notice explains how we use your personal info and describes the categories of personal info we process and why. We are committed to collecting and using such data fairly and in line with the requirements of the General Data Protection Regulations (GDPR). This is just a summary. You can read the full version online at clydesdaleonline.co.uk/privacy

Who we are

Clydesdale also trades using the brand Virgin Money Our Privacy Notice explains your privacy rights and how we gather, use and share info about you. Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal info and comply with our responsibilities for data protection. Our DPO can be reached by post at: Virgin Money, Data Protection Office, Sunderland SR43 4JB.

See sections 1 and 2 of the Privacy Notice for more details.

Your rights

You have the right to object to how we process your personal info. You also have the right to access, correct, sometimes delete and restrict the personal info we use. In addition, you have a right to complain to us and to the data protection regulator. Find out the best way to be in touch with us at clydesdaleonline.co.uk/contact-us or visit us in branch. Visit ico.org.uk/global/contact-us for contact details for the Information Commissioner's Office.

Section 12 of the Privacy Notice gives you more info about your privacy rights.

How we gather personal information

In addition to the info you provide to us directly, we collect personal info in a number of ways for example from third party credit reference agencies and from looking at how you have used other products and services we offer. Sometimes for your safety and for legal reasons we collect personal info by recording and monitoring calls and from CCTV. We also record calls for training and quality control.

See section 4 of the Privacy Notice for more details about how we gather personal info.

How we use your personal information

We use your personal info to provide you with products and services (including credit checks), to comply with the law and enforce our legal rights (including debt recovery), and to improve and market our products and services. Sometimes we use automated processes to make decisions about you and to profile you. Sometimes we need to use sensitive personal info such as medical details to make available products you have requested and to give you the best service.

Find out more about how we use your personal info in sections 5 and 6 of the Privacy Notice.

Our products and services

We need some personal info before we can provide our products and services to you, for example to allow us to check your identity. In some cases we won't be able to provide products and services to you if we don't have all the personal info we need.

Find out more in sections 5 and 6 of the Privacy Notice.

Sharing and transferring personal info

We share personal info with our suppliers and other third parties where needed to provide you with the best service. We also share personal info with regulators, other banks and law enforcement. Sometimes we transfer personal info to other countries outside the UK for these purposes, where suitable protection is in place.

Section 7 of the Privacy Notice will give you further details about this.

Keeping personal info

We keep your personal info securely for as long as we need to for the purposes described in sections 5 and 6 of the Privacy Notice.

Section 9 will give you further details about how long we keep info for.

Your consent

Sometimes we need your consent to use your personal info (for example for marketing). We won't always need consent to use personal info – for example if we need it to meet regulatory requirements or to perform a contract with you. Where you have given us consent, you have the right to withdraw it at any time.

See sections 10 and 12 of the Privacy Notice for more details.

Our partners

We want the best for our customers and sometimes we work with other companies to offer you the best products and services.

See section 5 and appendix 3 of the Privacy Notice for more info about our partners.

Marketing Preferences

From time to time, we think of new offers and products that could save you money or make your life easier. These will be from us and may include details from our selected partners. Can we let you know about them? If so, please tell us the best way to get in touch.

- Email
- Internet and mobile banking
- Messaging (inc SMS)
- Phone
- Post

Your preferences can be changed or you can choose to stop receiving marketing communications at any time online, via branch or by calling us. Find out more about our partners and the type of information that we use to help us tell you about these offers and products by visiting our Fair Processing Notice at www.clydesdaleonline.co.uk.

Legal Declaration

IMPORTANT NOTICE TO THE APPLICANT(S) This is Clydesdale's declaration you will be asked to sign and upon which we intend to rely. For your own benefit and protection you should read this declaration together with the documents to which it refers and if you do not understand any point please ask for further information before signing.

I/We hereby apply for a home loan which will be secured on the above property which is/will be my/our main place of residence (unless agreed otherwise) and I/we confirm the details in this application form are true and accurate to the best of my/our knowledge and belief.

I/We understand that the offer or making of any loan for the above purpose does not imply any warranty as to the purchase price, value or condition of the property. I/We understand that any valuation obtained by Clydesdale is for Clydesdale purposes only and I/we agree that even though a copy may be disclosed to me/us, I/we will not rely on such valuation.

I/We undertake to pay any applicable legal or other expenses incurred by Clydesdale in respect of this application and I/we authorise you to debit my/our account with these items.

I/We understand that Clydesdale does not require me/us to take Clydesdale's buildings insurance as a condition of my/our home loan application. I/We confirm that I/we have been advised by Clydesdale that I/we must take out appropriate insurance cover for my/our property. I/We understand that I/we will still be liable for any amount outstanding on my/our home loan in the event of loss or damage occurring on my/our property.

If insurance under Clydesdale's Higher Lending Policy or Mortgage Guarantee Policy is required, I/we authorise Clydesdale to disclose information about me/ us to the insurers in connection with the proposal for this insurance and any claim under it.

I/We authorise Clydesdale to make such reasonable enquiries as it considers necessary for verification of the information I/we have provided on this home loan application form and for the purpose of credit assessment. I/We understand this may include contacting my/our employer(s) and any bank or building society with which I/we have (or had) a relationship with, and for such organisations to divulge any such information as may be requested.

We agree that one statement for the account will be issued to us jointly, unless any one of us advises Clydesdale to the contrary. (Joint accounts only).

For applications in more than one name, one copy of the documentation will be sent to the first named applicant, however additional copies may be provided on request.

I/We consent to Clydesdale, or any member of Clydesdale's group of companies, providing details of this home loan application and the home loan, in cases where I/we have been introduced to you by a third party, to that introducer to enable them to monitor the progress of my/our application and my financial dealings with the Group. I/We understand that on the drawdown of my/our home loan Clydesdale may pay a fee to the introducer. The introducer will provide me/us with information regarding the fee they may receive and on request Clydesdale will also provide me/us with the details of the introducer fee.

I/We confirm I/we have been given the opportunity to read the relevant mortgage illustration document.

First applicant

Signature

Date

Second applicant

Signature

Date

www.clydesdaleforintermediaries.co.uk

The Team at Clydesdale
Sunderland
SR43 4JE

Contact Tel No 0800 678 3066

Note: completed application forms must be submitted to The team at Clydesdale, Sunderland SR43 4JE.

Nationwide Building Society (trading as Clydesdale). Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 106078 Head Office: Nationwide House, Pipers Way, Swindon, Wiltshire, SN38 1NW

Credit facilities other than regulated mortgages and regulated credit agreements are not regulated by the Financial Conduct Authority.

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Supplementary Information for Interest Only Residential Mortgages

This section is only to be completed by customers who are applying to change the product on their existing residential interest only mortgage.

Amount on Interest Only Mortgage

£

Term: years / months

Years

Months

Please complete this form with the details of the repayment strategy you have in place to repay the capital outstanding at the end of the mortgage term. A combination of repayment strategies will be considered.

Where you do not hold a repayment strategy for the whole of the Interest Only mortgage, and where no other mortgage solution can be provided, please contact Clydesdale on 0800 0234625.

Repayment Strategies

Cash Savings & Investments

Provider	Reference Number	Start Date	Monthly Payment	Current Value

Endowment Policies

Provider	Reference Number	Start Date	Maturity Date	Monthly Payment	Current Value

Pension Commencement Lump Sum

Provider	Reference Number	Date of Retirement	Monthly Payment	Projected Lump Sum

Sale of Share Portfolio

Company	Number of Shares	Value

Other Repayment Strategies

Depending on your response, we may need to contact you for further information.

Do you intend to downsize from the property you wish to purchase with this mortgage Yes No

If yes, please provide more information on your strategy in the section below including the intended purchase price of the property to be purchased.

The sale of another property owned by you Yes No

If yes, please provide (use the additional information section or complete a separate piece of paper with the details.

The address of the property must also be included):

Amount on Interest Only Mortgage

£

Amount of equity in the property

£

Amount outstanding on the loan

£

Is the property in your name only Yes No

Additional strategy detail, including further information / property address(es).

Applicant 1

Date

Applicant 2

Date