

Client Fact Find

Regulated Mortgage Contracts

This fact find is designed to provide a representative with information required by mortgage regulation and/or the Financial Services Authority. To ensure best advice is provided and recommendations are based on sound information, it is important that the questions are answered as fully as possible.

Applicant 1

Applicant 2

Purpose of Meeting

| | | | | |
|---|--------------------------|---------------|----------------------------------|--------------------------|
| Re-mortgage | <input type="checkbox"/> | If Yes | Raise additional funds | <input type="checkbox"/> |
| | | | Better rate | <input type="checkbox"/> |
| | | | Debt Control | <input type="checkbox"/> |
| | | | Other | <input type="checkbox"/> |
| House Purchase | <input type="checkbox"/> | If Yes | 1st time buyer | <input type="checkbox"/> |
| | | | House move | <input type="checkbox"/> |
| | | | Other | <input type="checkbox"/> |
| Further Advance | <input type="checkbox"/> | | | |
| House purchase & capital raising | <input type="checkbox"/> | | | |
| Purchase a second property | <input type="checkbox"/> | | | |

Date of first interview / /

Date IDD issued / /

Date of recommendation / /

Date of KFI / /

Date fact find signed / /

Telephone Interview Yes No

Date of final meeting / /

Face to face Interview Yes No

Basic Details

1st Applicant

2nd Applicant

| | | |
|--------------------------------|--|--|
| Title | Mr/Mrs/Miss/Ms/Dr/Other | Mr/Mrs/Miss/Ms/Dr/Other |
| Surname | | |
| Forename(s) | | |
| Previous/Maiden | | |
| Date of Birth | / / | / / |
| Nationality | | |
| Relationship with App 2 | | |
| Current Address | | |
| | | |
| | | |
| | Post Code | Post Code |
| Electoral Role | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Lived at address | / / | / / |

If less than 3 years, please supply your address history including dates and status (Owner / Renting)

| | |
|--|--|
| | |
| | |
| | |

Current Residential Status

| | | |
|----------------------------|--------------------------|--------------------------|
| Owner | <input type="checkbox"/> | <input type="checkbox"/> |
| Renting | <input type="checkbox"/> | <input type="checkbox"/> |
| Living with Parents | <input type="checkbox"/> | <input type="checkbox"/> |
| Other | | |
| Telephone | Home: | Home: |
| | Work: | Work: |
| | Mobile: | Mobile: |
| Email | | |

Dependants

| | | |
|-------------------|--|--|
| Dependants | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Details | | |
| | | |

Employment

1st Applicant

2nd Applicant

Occupation

Employment Status

Employed Self-Employed
 Semi-Retired Retired

Employed Self-Employed
 Semi-Retired Retired

Nature of Employment

Permanent Temporary/Contract*
 Full-Time Part-Time

Permanent Temporary/Contract*
 Full-Time Part-Time

Details*

Employer

Address

 Post Code

 Post Code

Date Service Began

 / /
 / /

Do you foresee any changes in your employment?

Yes* No

Yes* No

Details*

If employed for less than a year, details previous

Income Details

Salary

£ gross p.a.

£ gross p.a.

Overtime

£ gross p.a.

£ gross p.a.

Commission

£ gross p.a.

£ gross p.a.

Bonus

£ gross p.a.

£ gross p.a.

Investment

£ gross p.a.

£ gross p.a.

Gross Total (1)

£ gross p.a.

£ gross p.a.

Value of P11D (car, phi etc)

£ gross p.a.

£ gross p.a.

Self Employed Earnings

1st Applicant

2nd Applicant

% Share of business %

%

If self employed, number of years accounts available

Net profit (1a)
Year

| | | |
|---|---|---|
| £ | £ | £ |
| 1 | 2 | 3 |

| | | |
|---|---|---|
| £ | £ | £ |
| 1 | 2 | 3 |

Pension Income

Do you have any pension income Yes No

Yes No

State Pension £ gross p.a.

£ gross p.a.

Personal/Employer Pension £ gross p.a.

£ gross p.a.

Annuities £ gross p.a.

£ gross p.a.

Totals (2) £ gross p.a.

£ gross p.a.

Does pension income increase in payment

Yes No

Yes No

If yes, at what rate %

%

Other Income

Do you have any other sources of income?

Yes No

Yes No

Details

| Client Source | Gross Annual Income | Income to be used for Mortgage |
|---------------|---------------------|--------------------------------|
| | | |
| | | |
| | | |

| Client Source | Gross Annual Income | Income to be used for Mortgage |
|---------------|---------------------|--------------------------------|
| | | |
| | | |
| | | |

Totals (3) £ gross p.a.

£ gross p.a.

Total Income (1+1a+2+3)

Are you able to verify this income

Yes No*

Yes No*

Highest rate of income tax %

%

*If no, is this to be a self certified case

Yes No

Yes No

Assets

| | | | |
|---------------------------------------|---|---|---|
| Main Residence | £ | £ | £ |
| Other Property | £ | £ | £ |
| Personal Effects | £ | £ | £ |
| Cash | £ | £ | £ |
| Shares and Investments | £ | £ | £ |
| Insurance Policies (See 'Protection') | £ | £ | £ |
| Cars, etc. | £ | £ | £ |
| Other Valuables | £ | £ | £ |
| TOTAL ASSETS | £ | £ | £ |

Have you made a Will? Yes No Yes No Yes No

Are any assets held in trust? Yes No Yes No Yes No

Do you have any plans to sell any of your assets? If 'Yes', please give details on next page Yes No Yes No Yes No

Current Property & Mortgage Details

1st Applicant

2nd Applicant

| | | |
|-------------------------------------|--|--|
| Do you own a property? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Value of the property | £ | £ |
| Repayment method - Interest only | <input type="checkbox"/> Yes <input type="checkbox"/> No £ | <input type="checkbox"/> Yes <input type="checkbox"/> No £ |
| -Capital & Interest | <input type="checkbox"/> Yes <input type="checkbox"/> No £ | <input type="checkbox"/> Yes <input type="checkbox"/> No £ |
| Total amount outstanding | £ | £ |
| Current interest rate | % | % |
| Interest Type: | <input type="checkbox"/> Fixed <input type="checkbox"/> Variable <input type="checkbox"/> Discount <input type="checkbox"/> Other | <input type="checkbox"/> Fixed <input type="checkbox"/> Variable <input type="checkbox"/> Discount <input type="checkbox"/> Other |
| Brief product description | | |
| Lender | | |
| Account Number | | |
| Start Date* | / / | / / |
| Term | | |

* If pre October 95 has the effect on income support for mortgage interest been explained? Yes No

Yes No

Is your mortgage portable Yes No

Yes No

Are you prepared to pay any penalties if you repay your current mortgage Yes No

Yes No

If yes, how much £ or %

£ or %

Until date / /

/ /

Details

If yes, how would the penalty be paid (source of funds)

Repayment Vehicle

1st Applicant

2nd Applicant

Is any element of the mortgage interest only Yes No

Yes No

Type of Repayment Vehicle (s)

Endowment Yes No

Yes No

Pep/ISA Yes No

Yes No

Pension Yes No

Yes No

Other Yes No

Yes No

None Yes No

Yes No

Is this repayment vehicle still being used as a method to repay the loan either in part or fully

Yes No

Yes No

Does the current projection or last annual statement show that the value of any repayment vehicle is on track to repay the mortgage

Yes No

Yes No

Current value

Death benefit

Policy number

Projected value on maturity £

£

Potential shortfall £

£

How will the shortfall be met at the end of the term

Existing Mortgage Related Policies

| | Policy 1 | Policy 2 | Policy 3 | Policy 4 |
|----------------------------------|----------|----------|----------|----------|
| Life Assured | | | | |
| Type of Policy | | | | |
| Company Name | | | | |
| Policy number | | | | |
| Start date | | | | |
| In force or paid up | | | | |
| Term | | | | |
| Sum Assured | | | | |
| Premium | | | | |
| Critical Illness | | | | |
| Unemployment cover | | | | |
| Waiver of premium | | | | |
| Guaranteed or extension options* | | | | |

***If any of the policies listed above have guaranteed or extension options, please give details below**

Non Mortgage Liabilities

1st Applicant

2nd Applicant

Do you have any non-mortgage liabilities, e.g. loans, credit cards

Yes No Yes No

| 1/2/J | Loan type | Creditor | Outstanding amount | Monthly Payment | End Date (if applicable) | % rate | To be repaid on or before new mortgage | If yes, are funds from new mortgage* |
|-------|-----------|----------|--------------------|-----------------|--------------------------|--------|--|--------------------------------------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

If consolidating existing financial commitments, you should be aware that whilst this may mean that you will make short term savings, over the long term you might end up paying more.

*Have discussions taken place regarding increasing the period over which the debt is to be repaid

Yes No

Is it appropriate for the client to secure a previously unsecured loan

Yes No

Would it be more appropriate to negotiate arrangements with creditors

Yes No

Credit History

Have you ever had a mortgage or loan application refused

Yes No Yes No

Have you ever had a judgement for a debt or loan default registered against you

Yes No Yes No

Have you ever been declared bankrupt or made an arrangement with your creditors

Yes No Yes No

Have you ever failed to keep up repayments under any previous or current mortgage. Rental or loan agreement

Yes No Yes No

If yes, record details of any credit problems, e.g.. CCJ's, defaults, IVA's, arrears, bankruptcy:

| Client Name | Amount | Notification date | Date satisfied | Monthly payment |
|-------------|--------|-------------------|----------------|-----------------|
| | £ | / / | / / | £ |
| | £ | / / | / / | £ |
| | £ | / / | / / | £ |
| | £ | / / | / / | £ |
| | £ | / / | / / | £ |

Income and expenditure Analysis

| <u>Income</u> | <u>1st Applicant</u> | <u>2nd Applicant</u> |
|----------------------------------|--|--|
| Net Monthly Income | £ | £ |
| Investment/Pension Income | £ | £ |
| Rental Income | £ | £ |
| Other Income | £ | £ |
| Total | £ | £ |

| <u>Expenditure Details</u> | <u>Current</u> | <u>Post-Advice</u> |
|--|-----------------------|---------------------------|
| Current Mortgage | £ | £ |
| Mortgage repayment vehicle premium | £ | £ |
| Mortgage protection premiums | £ | £ |
| Buildings & contents premiums | £ | £ |
| Other insurance and pensions premiums | £ | £ |
| Current Rent | £ | £ |
| Fixed household bills (e.g.. Council Tax / TV licence) | £ | £ |
| Variable household bills (e.g.. Food, Utilities) | £ | £ |
| Loans and Credit Cards | £ | £ |
| Regular savings | £ | £ |
| Child maintenance / nursing home | £ | £ |
| Car / Travel | £ | £ |
| Discretionary expenditure | £ | £ |
| Other (e.g., ground rent, child care, school fees) | £ | £ |
| Total monthly expenditure | £ | £ |

Income and expenditure Analysis....cont.....

1st Applicant

Current

2nd Applicant

Post-Advice

Current monthly disposable income

£

£

Client's monthly budget to fund proposed mortgage and associated insurance policies (both applicants)

£

Change in circumstances

Is your income likely to change in the foreseeable future

Yes* No

Yes* No

Is your expenditure likely to change significantly in the foreseeable future

Yes* No

Yes* No

***If yes, please give details**

| |
|--|
| |
| |
| |
| |
| |
| |

| |
|--|
| |
| |
| |
| |
| |
| |

Client Needs

1st Applicant

2nd Applicant

For each applicant tick as applicable

| | YES / NO | YES / NO |
|--------------------------------|----------|----------|
| Borrowing an additional amount | | |
| Shared ownership | | |
| Remortgage | | |
| Buy-to-let | | |
| First time buyer | | |
| Right to buy | | |
| Mover | | |
| Debt consolidation | | |
| Other | | |

Are you purchasing a buy-to-let property (that will be let to immediate family members)

Yes No

Yes No

If yes, expected rental income

£

£

Type of let

Have it been explained to you that mortgage payments need to be maintained during periods of non-tenancy

Yes No

Yes No

Property to be mortgaged

Does the property to be financed have anything unusual about it, i.e. situated in a high rise building, thatched roof, short term lease, over commercial premises, structural movement, at risk of flooding, ex-council flat, non-standard construction

Mortgage Details

What is the purchase price/value of the property (or share) being purchased

£

£

What deposit do you have available

£

£

Mortgage Details...cont...

1st Applicant

2nd Applicant

Source of deposit
(i.e. equity in property/.savings)

Do you wish to raise further capital

Yes No

Yes

How much do you want to borrow?

£

£

If yes, please state amount and purpose

£

£

Are there any guarantors

Yes No

Yes No

Notes

Mortgage Requirements

Mortgage term

Your intended retirement age

Preferred term of the mortgage

 Years Years

Age on maturity of mortgage

What is the reason of the preferred term of the mortgage

Costs

Actual broker fee

£

Other costs

£

Approximate total costs

£

How do you intend to pay these costs

Establishing Attitude to Mortgage Risk

Does the client want certainty that the mortgage will be repaid at the end of the mortgage term

Yes all Yes part No

Yes all Yes part No

How much

£

£

If certainty is required for all of the mortgage, capital repayment is more appropriate.

If "Yes Part" or "No" above, is the client prepared for all or part of their mortgage to be repaid from the proceeds of an investment product

Yes all Yes part No

Yes all Yes part No

Interest Only in Full or Part

Repayment vehicle - investment

Does the client understand that with an interest only mortgage, the investment return on a repayment vehicle, after charges, must meet or exceed the rate of interest charged on their mortgage to provide better value

Yes No Yes No

Is the client to utilise existing investments

Yes No

Is the client to take out new investments

Yes No

Have you recommended that the client sees an IFA

Yes No

For Pension mortgages only

Is/Are the client (s) likely to remain eligible for a pension mortgage until retirement

Yes No Yes No

Is/Are the client (s) aware that the term on all pension mortgages may be longer than the term on a capital repayment mortgage resulting in more interest being paid overall

Yes No Yes No

Have you recommended that the client sees and IFA

Yes No Yes No

Pure interest only mortgages

Does the client (s) want a pure interest only mortgage? If yes, what are the client's reasons

How do/does the client (s) plan to repay the loan

If the client (s) plan to redeem the loan by selling the property, where will they live

Important features and client requirements

| Feature / Requirement | Client responses Yes / No | Client Reason(s) | Requirement? | Need? |
|---|------------------------------|------------------|--------------|-------|
| Are you concerned about the possibility of the future interest rate movement | Yes / No | | | |
| An upper limit on your mortgage costs for a specific period | Yes / No | | | |
| To fix your mortgage costs for a certain period | Yes / No | | | |
| A discount in your mortgage repayments in the early years | Yes / No | | | |
| Preferred term of the initial scheme | Yes / No | | | |
| Access to cash sum (known as "help with costs") | Yes / No | | | |
| To limit or have no early repayment charges on full or part repayment during initial period | Yes / No | | | |
| Do you have any plans to pay off some of all of the mortgage in the foreseeable future | Yes / No | | | |
| To limit or have no tie-in fixed, discounted or capped interest period | Yes / No | | | |
| Do you intend to move home in the foreseeable future? If yes, provide timescale | Yes / No | | | |
| To limit or have no high percentage fee | Yes / No | | | |
| Speed of mortgage completion (subject to lender processing and underwriting) | Yes / No | | | |
| Low or no initial fees | Yes / No | | | |
| Ability to add fees to the loan | Yes / No | | | |

Important features and client requirements...cont...

| Feature / Requirement | Client responses Yes / No | Client Reason(s) | Requirement? | Need? |
|--|--------------------------------------|-------------------------|---------------------|--------------|
| Ability to make overpayments, underpayments or take payment holidays | Yes / No | | | |
| Do you require the flexibility of an offset or current account mortgage | Yes / No | | | |
| Are there any plans to raise capital in the future. What is the estimated amount. What is the timescale | Yes / No | | | |
| Flexibility to choose associated insurances (compulsory lender schemes excluded) | Yes / No | | | |
| Ability for interest to be calculated daily | Yes / No | | | |

What fees have been recommended to be added to the loan

Details of any compulsory product required as a condition of the mortgage

Recommendation Supporting Information

If all or part of the recommendation is for interest only, document the monthly cost of a repayment mortgage

£ p.m

Where the term of the mortgage recommended runs into retirement, document the cost of the mortgage payment to both the expected retirement age and for the term selected. Record in notes why the mortgage has been recommended into retirement and how the client can afford the payments (i.e. attach relevant pension projections and/or discussions regarding future pension benefits)

If applicable, explain why debt consolidation has/has not been recommended

Wills

1st Applicant

2nd Applicant

Do you have a valid will Yes No

Yes No

When was it last reviewed

Protection: Future Intentions

How do you intend to pay your mortgage should you:

Die

To be addressed Yes No

Yes No

Suffer a critical illness

To be addressed Yes No

Yes No

Work through long sickness or illness

To be addressed Yes No

Yes No

Be made voluntarily unemployed

To be addressed Yes No

Yes No

Intend to maintain your families lifestyle should you die or suffer a critical illness

To be addressed Yes No

Yes No

Do you have Buildings and/or Contents insurance

Yes No

Yes No

Would you like ACL Property Finance to introduce you to a reputable third party for a Buildings and/or Contents insurance quotation

Yes No

Yes No

Notes

[Empty rectangular box for notes]

Notes

[Empty rectangular box for notes]

Declaration

DO NOT SIGN THIS DECLARATION UNLESS YOU ARE ENTIRELY SATISFIED. IF YOU HAVE ANY QUESTIONS OR ARE NOT SATISFIED WITH ANY ASPECT, ASK YOUR ADVISOR BEFORE SIGNING THIS, OR ANY OTHER, MORTGAGE FORM(S)

I/We agree that this fact find is a true record of my/our discussions with the consultant and that this information is true to the best of my knowledge. I/we accept that this fact find relates only to mortgages and is not a fact find for investment advice regulated under the Financial Services Act.

I/we confirm that I/we have received the following documentation

IDD Date

/ /

Business Card

/ /

Data Protection

ACL Property Finance (we) will treat all your personal information as private and confidential (even when you are no longer a customer) ,except where disclosure is made at your request or with your consent or where we are required by law to disclose. We will hold your details for a minimum of 6 years.

We will use your information for the purposes of administration, income, credit and risk assessment, statistical research marketing, product suitability, product sourcing and fraud prevention.

We will also provide your information to relevant third parties such as mortgage lenders and the providers of other financial products in order to achieve your various requirements . Where necessary and by signing this declaration you consent to the processing of data that is defined as sensitive by the Data Protection Act, such as data relating to your health or offences, for the above marketing purposes. ACL Property Finance would like to contact you by mail, email, telephone or fax with offers of goods and services which may be of interest to you.

If you do not wish to be contacted for marketing purposes please tick this box

Please tick this box if you are happy for ACL Property Finance to contact you in the future, when any mortgage we may recommend to you now, will be nearing the end of any discounted/deal period

ACL Property Finance is authorised and regulated by the Financial Services Authority. This form is and supplemental documents are to be used to record information to ensure that the advice given is in accordance with the Financial Services and Markets Act 2000 (the Act). Your advisor will need to know your needs and objectives in depth to ensure you receive suitable advice under the Act and to ensure that the recommendations are right for you

Signature

1st Applicant

2nd Applicant

Adviser Signature

I confirm that the information contained within this fact find accurately reflects the discussions with my clients(s)

Notes

Recommendation Mortgage and New Loan

Recommended Mortgage Product

Lender

Amount to be borrowed £

Rate of interest for initial period %

Monthly payment p.m

Interest only £

Capital & Interest £

Rate of interest and basis at the end of any initial period %
e.g.. 5%SVR

Revised payment at the end of any initial period (to meet with monthly budget) £ p.m

Product type

Length of any initial period

Term of mortgage

Redemption period end date

Interest calculated on what basis

Have the recommendations been accepted by the client Yes No

If no, details how action differs from initial recommendation