

## Safety & Stability wherever you are

### Mortgage Application

Applicant(s) Name(s)

Mortgage Application Number

Customer Number (s)

For Internal Use Only

Version 1.6 May 2021

# MORTGAGE APPLICATION FORM

**Turicum Private Bank do not provide Advisory Services. If you need advice about your mortgage, you must obtain independent financial advice.**

Please ensure all information is filled out accurately and to the best of your knowledge. If you need assistance filling this application form in, please speak to your Mortgage Accredited Relationship Manager who will be able to assist you. You can find a guidance sheet and list of required documents at the back of this document which will help you to fill in the application and ensure you have provided us with all the documents we need to assess your application.

For details of how we use your information, please refer to our Privacy Policy available at [www.turicum.com/privacy](http://www.turicum.com/privacy). The information obtained from you is needed in order to make an assessment as required under the legal and regulatory conditions of the Mortgage Credit Directive, The Financial Services Act 2019 (Gibraltar) and the 5th Anti Money Laundering Directive. When we use or share your personal and financial information, we only do so where there is a legitimate interest to prevent fraud, money laundering, to manage our risk, protect the Bank's business and to ensure compliance with the laws that apply to us.

**Your home may be repossessed if you do not keep up repayments on your mortgage**

I/we would like to apply for	Purchase	Further Advance	Remortgage	
I/we would like a mortgage in	Sole name	Joint names		
If joint what is the relationship?	Spouse/ Partner	Parent/ Child	Siblings	Other
If Other, please provide details				

Are (either of) you an existing Turicum Private Bank client?      Yes      No

If Yes, please provide your existing Customer Number

You will be required to open a Turicum Private Bank GBP cash account to service your mortgage. The Bank's standard Management Fees will be waived for this account type.

# 1. Applicant Personal Details

## Applicant 1

Title (Mr /Mrs/Ms)

First Name(s)

Surname

Address

Nationality

Date of Birth

Country & Place of Birth

Tax Domicile & Tax ID (if there is one)

Passport Number

ID Card Number

Tel: Home

Tel: Mobile

Tel: Work

Email (Private)

Marital Status

Email (Work)

Preferred Method of Contact

## Applicant 2

Title (Mr /Mrs/Ms)

First Name(s)

Surname

Address

Nationality

Date of Birth

Country & Place of Birth

Tax Domicile & Tax ID (*if there is one*)

Passport Number

ID Card Number

Tel: Home

Tel: Mobile

Tel: Work

Email (Private)

Marital Status

Email (Work)

Preferred Method of Contact

### **Applicant 3**

Title (Mr /Mrs/Ms)

First Name(s)

Surname

Address

Nationality

Date of Birth

Country & Place of Birth

Tax Domicile & Tax ID (if there is one)

Passport Number

ID Card Number

Tel: Home

Tel: Mobile

Tel: Work

Email (Private)

Marital Status

Email (Work)

Preferred Method of Contact

### **Applicant 4**

Title (Mr /Mrs/Ms)

First Name(s)

Surname

Address

Nationality

Date of Birth

Country & Place of Birth

Tax Domicile & Tax ID (if there is one)

Passport Number

ID Card Number

Tel: Home

Tel: Mobile

Tel: Work

Email (Private)

Marital Status

Email (Work)

Preferred Method of Contact

## 1.1. Cash Account Criteria

### Expected Transaction Movements

Mortgage Payments

Other (please state)

Frequency of Transactions

### Portfolio Valuation Currency

GBP

### Investment purpose / purpose for account

Manage Mortgage Payments

### Fees

The Bank's standard fees do not apply to mortgage linked cash accounts.

Please note the Bank will not permit any other transactions on the mortgage linked cash account outside of those required to support the mortgage. Please speak to your Relationship Manager if you are interested in opening an Investment Portfolio.

Comments





### 3rd Applicant

Are you          Employed          Self Employed/ Director          Retired          Other (Provide details below)

Other          Job Title

Name of Employer

Contact Person

Address of Employer

Contact Number of Employer

Email of Employer

Industry          Length of Service

If less than a year, please give details of previous employment

Gross Annual Salary          Currency          NET monthly Income

Bonus/ Commissions (Average over last 3 years)

#### Required Documents: 3 years tax returns/ P7 or equivalent

#### If Self Employed/ Director

Years incorporated/ appointed          Number of Employees          Industry

Job Title          Gross Annual Income

#### Required Documents: 3 years audited accounts (or tax returns)

Any Other Income (please provide details)

#### **Documentation will be required as evidence of income. Please see the guidance at the back of this application form for more details.**

Where is your main Bank Account?

Name of Bank

Name(s) of account holder(s)

Sort Code          Account Number

#### **Required Documents: 3 to 6 months statements for this account as well as any other accounts you may have - even if you don't use them often.**

Have you ever been Bankrupt/ Insolvent made arrangements with creditors or had a county court judgement recorded against you?          Yes          No

If yes, please provide details (date applied/ date of discharge)





### 3. PROPERTY DETAILS

Purchase Price of Property or Estimated Value (remortgages)

If Shared Ownership, what percentage do you own?

Address of property to be used as security\*

**\*Once the application is approved and the mortgage has completed, your residential and correspondence address will be changed to the security (mortgaged) address automatically. If you do not want this to happen, please let us know.**

Do you already own this property?      Yes      No

If yes, in which year was it purchased?      For how much?

Is there a mortgage on the property?      Yes      No      If yes, who is the provider?

Mortgage Account Number      Approximate outstanding mortgage balance

**Any existing loans(s) secured on this property must be repaid in full, on or before completion of the new mortgage.**

Property Type      Apartment/ Flat      Town House      Semi detached House      Terraced House      Other

Age of Property      Years      Tenure      Freehold      Leasehold      Other

If leasehold, number of years remaining?      Years

Number of Bedrooms      Number of Bathrooms

Does the property have a Pool?      Private      Communal      No

Does the property have a Lift?      Yes      No

Number of floors in the building      Floor on which the property is situated

Is there an allocated Car Parking Space or Garage?      Yes      No      If yes, allocated number

Is there a Management Company?      Yes      No      Name of Management Company

Vendor/ Estate Agent contact for access (Company name, Contact person and Telephone Number)

Your Lawyer\*\* (Name of Firm, Contact person and Telephone Number)

**\*\* Where possible, we will try to use the same solicitor as you, so it is more efficient (in time and cost to you). On occasion, this may not be possible – further details can be found in the guidance notes at the back of this application. If you do not yet have a lawyer, you can select one from our panel – please contact us for details of lawyers on our panel.**

## 4. RATE/ MORTGAGE DETAILS

Amount you want to borrow

Amount of deposit

Source of deposit

Is this a  Purchase  Remortgage no additional borrowing  Remortgage with additional borrowing  Release of Equity

If additional borrowing / release of equity, what will the funds be used for?

Amount of existing mortgage

Amount of additional borrowing

**If the purpose is debt consolidation, you should think carefully about securing these debts against your home.**

Which product are you applying for (Type and Rate)?

What term would you like the loan over?

Years

Name(s) to appear on the deeds

If a purchase, when is your expected completion date?

If additional borrowing / release of Equity, when would you like the funds?

Please provide details of the account you would like the funds to be sent to (additional borrowing / release of equity only)

Name

Sortcode or SWIFT

Account Number or IBAN

If you would like us to send your documents to an address that is different from the above residential address, please provide the full address here.

After the initial fixed rate or tracker rate period, the loan will revert to the Turicum Private Bank Standard Variable Rate. Details of this will be included in your ESIS provided with your facility letter upon successful application. A facility letter will not be provided until the remaining balance of the arrangement fee is paid.

## 5. OTHER OCCUPANTS

Will there be anyone living in the property aged 17 or over, who's name(s) is/are not on the deeds?  Yes  No

If yes, please give details

Name  DOB  Relationship

Name  DOB  Relationship

Name  DOB  Relationship

This information is required as part of your mortgage assessment, in order to protect the Bank's legal interest in the property. A letter of consent will need to be signed by anyone mentioned above. This letter confirms that the residing individual is aware of the mortgage and the Bank's subsequent first charge against the property, and waives their rights to reside in it in favour of the Bank should the property be repossessed. This letter will be provided to you with the facility letter. The person signing it should read it thoroughly. The Bank recommends (although it is not a requirement) that you ask a lawyer to explain the document, alternatively the Bank can explain it to you on request.

Are any of the applicants parents or guardians of dependent children?      Yes      No      If 'Yes' please complete details below  
Name of Dependent      Age of Dependent      Applicant

Any other details or useful information

## 6. AFFORDABILITY

### What is your total NET monthly income

1st Applicant Amount	Currency
2nd Applicant Amount	Currency
3rd Applicant Amount	Currency
4th Applicant Amount	Currency

### Monthly Commitments

HOUSEHOLD	Amount	COMMITTED EXPENDITURE	Amount
Food / Washing/ Toiletries		Life/ Critical Illness Policies	
Buildings/ Contents Insurance		Hire Purchase	
Utilities (Gas/ Water/ Electric)		Child Maintenance (if court ordered)	
Telephone/ Internet/ Mobile		Alimony (if court ordered)	
LPS Service Charge		Repayment Strategy (Interest Only Loans)	
Management Fees			
Essential Travel (to work/school)			

### OTHER (eg, Gym Membership/ Health Care, Subscriptions/ Travel/ Charity Donations.)

### Total Monthly Expenditure

### Liabilities

Type (mortgage, loan, credit card)	Outstanding Balance	Monthly Repayment Amount	Term Remaining	Name(s) in which liability is held	Will this be repaid before the mortgage funds are drawn/ repaid using the mortgage funds?
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**IMPORTANT** - For joint applications, **all** joint and sole liabilities must be declared for both applicants, even where only one income will be considered for assessment.

If you have any credit cards, please provide the last three months statements even if the current balance is zero or you pay these off every month.

If you have a loan, please provide the latest annual statement you have been sent (a screen shot/ print of your online banking showing the current balance will also suffice).

For any mortgage you have, even if it is to be paid off, please provide your most recent statement.

## 7. DECLARATION

By signing this declaration, you are confirming the following and making your application for your mortgage on this basis.

You/ You both have personally read and checked all the information provided in the application and confirm that we can rely on it when deciding whether to make you a mortgage offer.

The information will be used to assess the affordability of the mortgage loan and you are aware of the monthly payments for the mortgage loan. You know these can change and are satisfied that these are affordable to you.

**For limited companies or Limited Liability Partnerships, each of the applicants is a director authorised to make this Application and who has fully read and checked all the information provided in the application, the company has the power to borrow the money applied for and to mortgage the property/properties proposed as security in this Application and the shareholders and directors (as applicable) have the power to grant a guarantee in connection with the mortgage.**

You agree to supply any additional information that we may request in order to proceed with the application.

All of the information provided is true, accurate and complete, and is not ambiguous or misleading. You have not withheld or concealed anything which adversely affects and/or is reasonably likely to adversely affect our assessment and/or decision.

It is an offence to knowingly make a false, inaccurate or misleading declaration as part of the application. If you make a false declaration you may face criminal prosecution and/or civil action in respect of any losses incurred by us.

You shall let us know at once (and provide us with full details) if you become aware that any information is, or becomes incorrect or out of date, or if anything changes in any way which may adversely affect our assessment and/ or decision and/or is reasonably likely to:

- render any information ambiguous and/or misleading; or
- adversely affect the truth, accuracy and/or completeness of the information of our assessment of you.

You confirm that you have not received any advice or any recommendation from us in connection with this application.

If any information provided by you is incorrect you will make good any loss which we may suffer by acting in reliance upon that information.

If the application is successful, the provisions of this Declaration will continue to apply after the completion of the mortgage.

Signature 1:

Signature 2:

Name :

Name:

Date:

Date

### CONSENT FOR REFERENCE

I \_\_\_\_\_ hereby give consent to release information relating to my Employment to Turicum Private Bank in support of my application for a Residential Mortgage and on request by the Bank during any future reviews throughout the life of my mortgage.

Signature:

Date

### CONSENT FOR REFERENCE

I \_\_\_\_\_ hereby give consent to release information relating to my Employment, to Turicum Private Bank in support of my application for a Residential Mortgage and on request by the Bank during any future reviews throughout the life of my mortgage.

Signature:

Date:

# APPLICATION GUIDANCE

## REQUIRED DOCUMENTS

ACCOUNT OPENING DOCUMENTS		
TYPE		NOTES
ID Verification		Passport, ID card or driving license. If you are providing a copy, please ensure the photograph is clear and that it has been certified by an appropriate person with specific wording. Details of who can certify this for you and the wording to be used can be found underneath this checklist.
Address Verification		Suitable documents include - Driving license/ ID Card (unless used for ID verification), utility bill, Bank Statements (dated within the last three months), tenancy agreement (dated within last 12 months). Either provide your Relationship Manager with the original to photocopy and return or provide certified copies. Details of who can certify these for you and the wording to be used can be found underneath this checklist.
INCOME DOCUMENTS		
TYPE	PERIOD REQUIRED	NOTES
Salary Slips	Three - six months	Preferably in succession but if not, the latest ones that you have available within a year of this application
Tax Returns (P7 or equivalent)	Three Years	If you want us to include bonuses, or you are self employed, please provide the last three year's declared tax statements
Letter from Employer	Dated within one month of application	If you have not been with your employer for more than 6 months, please provide a letter from them (on headed paper) confirming details of your probation period (if applicable)
Financial Accounts (Preferably Audited)	Three Years	Please provide these if you are a director or self employed. If you do not have three years available, please provide as many as possible as well as a projection (from your accountant) of future business in the next 12 months along with three years tax returns
OTHER SUPPORTING DOCUMENTS		
TYPE	PERIOD REQUIRED	NOTES
Bank Statements	Three - six months	Please provide the latest statements you have for all accounts you have, whether you use them regularly or not
Business Account Statements	Three - six months	The Bank will only request these if there are not enough details in the business's financial accounts
Existing Mortgage Statements	Most Recent	Relating to every mortgage you have, even if these will be repaid with the new lending. The statements/ documents provided should include the amount remaining, term, reference number and rate if possible.
Statement of Policy/ Policy Documents	Most Recent	These could be relating to endowments, critical illness policies, life policies, amongst others. If the Bank is to be taking assignment over a policy, the Bank will need to keep the originals. The Bank can only take assignment over a policy if it has a current/ future guaranteed cash value.
Investment Portfolio	Most Recent	An overview will be enough (screenshot etc.) unless this is to be transferred to the Bank. If it is, then we will need the full, latest portfolio details
Savings Account Statements	Three - six months	Including those with minimal balances. If you cannot get a statement, an up to date balance (screenshot from online banking etc.) will be acceptable
Credit Card Statements	Last three months	If you have any credit cards, please provide the last three months statements even if they are paid off in full every month
Loan Statements	Most Recent	If you cannot get a statement, the document provided should at least include the balance remaining, initial amount of loan, and term remaining if possible.
Corporate Documents	Most Recent	If you are applying for this mortgage in the name of a company, you need to provide us with the following; Certificate of Company Registration. Memorandum of Association, Articles of Association, mandate, and confirmation of the company's ability to lend.

Other income not covered in the above table may be considered on a case by case basis if the relevant documentation is provided.

Other documentation than specified in the above table may be requested if necessary.

The Bank will expect supporting documents to be in English however, the Bank can translate supporting documents in the following languages (this may delay your application);

- Spanish
- German
- French
- Italian
- Hebrew

Any documents not in languages listed above must be translated to English prior to submission. This should be completed by a recognised translation service and accompanied by a confirmation from the translation service provider on headed paper.

### **WHO CAN CERTIFY MY DOCUMENTS?**

If you are giving us copies of your ID or address verification documents, they will need to be certified.

These can be certified by;

- Solicitor/ Lawyer
- Notary Public
- Accountant
- Bank or Building Society Official
- Councillor/ Member of Parliament
- Other qualified professional

The above list is not exhaustive, and we may accept others, as long as they are professional persons who adhere to certain ethical standards. They must be readily contactable and exercise his/her profession or vocation in a jurisdiction with effective anti-money laundering measures.

The person certifying the documents cannot be related to you, living at the same address as you or in a relationship with you.

### **WORDING OF CERTIFICATION**

The wording of certification of your **ID Verification** should be as follows (or similar).

'I certify that this is a true copy of the original and that the photograph represents a true likeness of the individual named in the document'.

The wording of certification of your **Address Verification** should be as follows (or similar).

'I certify that this is a true copy of the original'.

Please ensure the full name, company and contact address and telephone number are provided supplemental to the certification



## **LEGAL PANEL**

You will need to instruct a lawyer to act on your behalf. Where possible, we will try to use the same firm. This may not be possible however if they are not on our panel, we will need to instruct a separate lawyer to represent the Bank's interest in the purchase.

If you haven't yet instructed a solicitor to act on your behalf, please contact us for the list of the firms on our legal panel and their contact details.

## **VALUATION**

We will instruct a valuation on your (new) property - you do not need to do this. You will pay the valuer directly for this service. We will give the valuer your contact details to arrange payment. We will receive the valuation directly from the valuer and if you request it, we may provide you with a copy.

## **WHAT YOU CAN EXPECT**

Once you have submitted your complete application form and all supporting documents, the Bank will endeavour to assess your application and provide you with an Approval In Principle within 5 working days.

If your completion date is imminent, we may provide you with a Facility Letter as a formal mortgage offer immediately after full assessment. Though we will not be able to complete on your mortgage until a satisfactory Mortgage Valuation has been received from the valuer.

We expect the valuer to have conducted the valuation and provided the completed report to us within five days of receipt of the instruction from us and payment from you. However, there may be occasions where this is not possible due to delays in accessing the property. We expect the valuer to notify you and us of any delays.

If any of the above timeframes are threatened, the Bank will notify you at the earliest possible time.

You may contact your Mortgage Accredited Relationship Manager for updates at any point during the application and assessment process.

## **WHAT WE WILL EXPECT**

We will expect that the information declared in your application is true and accurate and that all supporting documents are true and correct.

If there is a change to any of your financial or personal circumstances during the assessment process, we will expect you to notify us immediately.

You will pay all legal and valuation costs arising from this application.

## 5. Deposit Guarantee Scheme – Depositor Information Sheet

Basic information about the protection of your eligible deposit	
Eligible deposits in Turicum Private Bank Limited are protected by:	The Gibraltar Deposit Guarantee Scheme <sup>1</sup>
Limit of protection:	€100,000 per depositor per credit institution or the currency equivalent at the time of disbursement <sup>2</sup>
If you have more eligible deposits at the same credit institution:	All your eligible deposits at the same credit institution are 'aggregated' and the total is subject to the limit of €100,000 or currency equivalent <sup>2</sup>
If you have a joint account with other person(s):	The limit of €100,000 or currency equivalent applies to each depositor separately <sup>3</sup>
Reimbursement period in case of credit institution's	Between 7 and 20 working days <sup>4</sup>
Currency of reimbursement:	Pound sterling (GBP, £) or, for branches operating in other EEA Member States, the currency of that State.
Contact:	The Gibraltar Deposit Guarantee Board C/O Financial Services Commission P.O. Box 940 Gibraltar Tel: +350 20040283 Email: gdgb@fsc.gi
More information:	<a href="http://www.gdgb.gi">http://www.gdgb.gi</a>

### Additional information (all or some of the below)

#### <sup>1</sup> Scheme responsible for the protection of your deposit

Your eligible deposit is covered by a statutory Deposit Guarantee Scheme. The Gibraltar Deposit Guarantee Scheme is defined in the Deposit Guarantee Scheme Act 1997, as amended from time to time. If insolvency of your credit institution should occur, your eligible deposits would in any case be repaid up to €100,000 (or the currency equivalent at the time of disbursement) by the Deposit Guarantee Scheme.

#### <sup>2</sup> General limit of protection

If a covered deposit is unavailable because a credit institution is unable to meet its financial obligations, depositors are repaid by a Deposit Guarantee Scheme. This repayment covers at maximum €100,000 (or the currency equivalent at the time of disbursement) per credit institution. This means that all eligible deposits at the same credit institution are added up in order to determine the coverage level. If, for instance a depositor holds a savings account with €90,000 and a current account with €20,000, he or she will only be repaid €100,000 (or currency equivalent).

In some cases eligible deposits which are categorised as 'temporary high balances' are protected above €100,000 (or the currency equivalent) for six months after the amount has been credited or from the moment when such eligible deposits become legally transferable. These are eligible deposits connected with certain events including:

- (a) Certain transactions relating to the depositor's current or prospective only or main residence or dwelling;
- (b) A death, or the depositor's marriage or civil partnership, divorce, retirement, dismissal, redundancy or invalidity;
- (c) The payment to the depositor of insurance benefits or compensation for criminal injuries or wrongful conviction.

#### <sup>3</sup> Limit of protection for joint accounts

In case of joint accounts, the limit of €100,000 (or currency equivalent) applies to each depositor. However, eligible deposits in an account to which two or more persons are entitled as members of a business partnership, association or grouping of a similar nature, without legal personality, are aggregated and treated as if made by a single depositor for the purpose of calculating the limit of €100,000 (or currency equivalent).

#### **4 Reimbursement**

The responsible Deposit Guarantee Scheme is the Gibraltar Deposit Guarantee Scheme, c/o Financial Services Commission, Gibraltar, Tel: +350 20040283, Email: gdgb@fsc.gi. It will repay your eligible deposits (up to €100,000, or currency equivalent) within 20 working days until 31st December 2018; within 15 working days from 1st January 2019 until 31st December 2020; within 10 working days from 1st January 2021 to 31st December 2023; and within 7 working days from 1st January 2024 onwards, save where specific exceptions apply.

Where the GDGB cannot make the repayable amount available within 7 working days, it will, from 1st June 2016 until 31st December 2023, ensure that you have access to an appropriate amount of your covered deposits to cover the cost of living (in the case of a depositor which is an individual) or to cover necessary business expenses (in the case of a depositor which is not an individual or a large company) within 5 working days of a request. Again, there are specific exceptions to this obligation.

In the case of a depositor which is a large company, where the Gibraltar Deposit Guarantee Scheme cannot make the repayable amount available within 7 working days, it will, from 3rd July 2015 until 1st December 2016, ensure that you have access to your covered deposits within fifteen working days of a request containing sufficient information to enable it to make a payment, save where specific exceptions apply.

If you have not been repaid within these deadlines, you should contact the Deposit Guarantee Scheme since the time to claim reimbursement may be barred after a certain time limit. Further information can be obtained under <http://www.gdgb.gi>

#### **Other important information**

In general, all retail depositors and businesses are covered by Deposit Guarantee Schemes. Exceptions for certain deposits are stated on the website of the responsible Deposit Guarantee Scheme. Your credit institution will also inform you on request whether certain products are covered or not. If deposits are eligible, the credit institution shall also confirm this on the statement of account.

**Turicum Private Bank Limited**

Turicum House, 315 Main Street, P.O. Box 619, Gibraltar

**T:** +350 200 44144 **F:** +350 200 44145

**E:** [credit@turicum.com](mailto:credit@turicum.com) **W:** [www.turicum.com](http://www.turicum.com)

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