Blanchardstown & District CREDIT UNION

Mortgage Application Form

For Office Use: Application Number: _____

In this Application Form the words "we" or "us" or "the Credit Union" refer to Blanchardstown Credit Union.

CHECKLIST

Once you have completed the Application Form, please use the checklist below to ensure that you have all of the supporting documentation that you will need. It will speed up the application process if you have everything to hand.

For All Applicants	Applicant 1	Applicant 2
Completed Application Form		
Signed all Declarations, Authorisations and Consents (Pages 8-10 enclosed)		
Proof of identity (passport, driver's licence) if not on file		
Proof of address (bank statement, utility bill) if not on file		
6 months' up to date savings statements		
6 months' up to date credit card statements (if applicable)		
12 months' up to date loan statements (if applicable)		
12 months' up to date mortgage statements (if applicable)		
Written confirmation of any maintenance obligations under a Separation or Divorce Agreement (if applicable)		
Confirmation of Gift Letter (where assisted with deposit)		
Copy of Irish Residence Permit if you require a visa or work permit to work in Ireland for non EU nationals (if applicable)		
For Top Up or Mover mortgage, have you located title documents?		
For PAYE Employees:		
Income certificate(s) signed, dated and stamped by employer		
3 months up to date consecutive payslips to confirm basic salary		
Most recent Employment Detail Summary (formerly P60) Available in the 'MyAccount' section on www.revenue.ie''		
6 months up to date personal current accounts statements		
For Self Employed:		
Most recent 3 Years audited / trading accounts certified by accountant		
Accountant's confirmation of up to date tax position		
Most recent 3 years Revenue Notice of Assessment		
12 months up to date business current account statements		
Profile / background of company		
6 months up to date personal current accounts statements		
If Mortgage is for Self-Build		
Engineer's letter of supervision, certificate of professional indemnity insurance and breakdown of cost of construction		
If purchasing property under tenant purchase or council buyout :		
Letter from Council to the Members offering to sell the property and the terms and conditions of such a sale		
12 months' council rental /mortgage statement		

SECTION 1: Personal Details

MORTGAGE TYPE	ng Home () Building a Home () S	Switching Mortgage Pro	ovider 🔿 T	⁻ ор Uр
First Applicant		Second Applicant		
FULL NAME		FULL NAME		
ADDRESS		ADDRESS		
DATE OF BIRTH	NATIONALITY	DATE OF BIRTH		NATIONALITY
YEARS IN IRELAND (if less than 10)	MOBILE NO.	YEARS IN IRELAND (if less than 10)		MOBILE NO.
HOME TEL.	WORK TEL.	HOME TEL.		WORK TEL.
EMAIL ADDRESS		EMAIL ADDRESS		
	ied or Ochabitant	MARITAL STATUS	O Marrieo Civil Pa	
Remarried Separated Widower		Remarried Divorced	() Separa	Widower
O Divorced				
O YOU HAVE ANY DEPENDE	ENTS?	DO YOU HAVE ANY		ITS?
IF 'YES' WHAT AGE'S?		IF 'YES' WHAT AGE'S?		
DO YOU REQUIRE A VISA TO O Yes O No	BE EMPLOYED IN IRELAND?	DO YOU REQUIRE A	A VISA TO B	E EMPLOYED IN IRELAND?
IF SO, WHAT IS THE YEAR OF	EXPIRY?	IF SO, WHAT IS THE YEAR OF EXPIRY?		
CURRENTLY O Home Owner O Private Rented Accommodation O Living with Relatives		CURRENTLY	O Private Accom	Rented O Living with modation Relatives
O Council Tenent O Othe	r	O Council Tenent O Other		
MORTGAGE / RENT PER MONTH		MORTGAGE / RENT PER MONTH		
€		€		
HAVE YOU EVER OWNED A HOME OR HAD A MORTGAGE BEFORE		E HAVE YOU EVER OWNED A HOME OR HAD A MORTGAGE BEFORM		
IF EXISTING MORTGAGE – OUT €	STANDING BALANCE	IF EXISTING MORTG	AGE – OUTS	TANDING BALANCE
PROPERTY VALUATION €		PROPERTY VALUATI €	ON	

First Applicant	Second Applicant
ARE YOU AN EMPLOYEE, DIRECTOR OR VOLUNTEER O THE CREDIT UNION	ARE YOU AN EMPLOYEE, DIRECTOR OR VOLUNTEER OF THE CREDIT UNION
⊖ Yes ⊖ No	○ Yes ○ No
ARE YOU CONNECTED TO OR RELATED TO AN EMPLO OR DIRECTOR OF THE CREDIT UNION OR CONNECTED A BUSINESS WHERE AN EMPLOYEE OR DIRECTOR OF CREDIT UNION IS A SIGNIFICANT SHAREHOLDER?	O TO OR DIRECTOR OF THE CREDIT UNION OR CONNECTED TO
O Yes O No	◯ Yes ◯ No
IF 'YES' PLEASE SPECIFY	IF 'YES' PLEASE SPECIFY
SECTION 2: Employment Details	
First Applicant	Second Applicant
EMPLOYMENT STATUS	EMPLOYMENT STATUS
O Employee O Self Employed O Retired	d O Employee O Self Employed O Retired
O Full Time Parent O Not in Employment	O Full Time Parent O Not in Employment
If an Employee	If an Employee
OCCUPATION	OCCUPATION
EMPLOYER NAME	EMPLOYER NAME
O Permanent O Temporary	YER
EMPLOYER ADDRESS	EMPLOYER ADDRESS
PREVIOUS EMPLOYER (IF LESS THAN 3 YEARS)	PREVIOUS EMPLOYER (IF LESS THAN 3 YEARS)
If Self Employed	If Self Employed
REGISTERED NAME OF BUSINESS	REGISTERED NAME OF BUSINESS
TRADING NAME (IF DIFFERENT FROM ABOVE)	TRADING NAME (IF DIFFERENT FROM ABOVE)
NATURE OF BUSINESS	NATURE OF BUSINESS
ADDRESS OF BUSINESS	ADDRESS OF BUSINESS

First Applicant		Second Applicant	t				
If Self Employed				If Self Employed			
TYPE OF BUSINES	8			TYPE OF BUSINESS	3		
O Sole Trader	○ Partne	rship	C Limited Company	O Sole Trader	○ Partne	rship	Company
O Unlimited Company	O Single Compa	Member any		O Unlimited Company	O Single Comp	Member any	
SHAREHOLDING I PARTNERSHIP OR %	RTNERSHIP OR COMPANY PARTNERSHIP OR COMPANY		-	YEARS IN BUSINESS			
%				%			
ACCOUNTANT FIR	М			ACCOUNTANT FIRI	M		
ACCOUNTANT ADDRESS		ACCOUNTANT ADE	DRESS				
PREVIOUS EMPLOYER (IF LESS THAN 3 YEARS)		PREVIOUS EMPLO	YER (IF LESS	THAN 3 YE	ARS)		

SECTION 3: INCOME DETAILS

First Applicant				Second Applicant	t		
ANNUAL GROSS BASIC INCOME		PAYMENT FRI	EQUENCY	ANNUAL GROSS BASIC INCOME		PAYMENT FR	EQUENCY
€		O Monthly		€		OMonthly	
ANNUAL OVERTIME (IF APPLICABLE)			ANNUAL OVERTIME (IF APPLICABLE)				
€	-			€	_		
Guaranteed	🔿 Regula	r C) Irregular	O Guaranteed	O Regula	ar C) Irregular
ANNUAL BONUS (IF	APPLICABLE	Ξ)		ANNUAL BONUS (II	F APPLICABLE	Ξ)	
€	<u>.</u>			€	_		
O Guaranteed	🔿 Regula	r C) Irregular	O Guaranteed	O Regula	ar C) Irregular
ANNUAL COMMISSION (IF APPLICABLE)		ANNUAL COMMISSION (IF APPLICABLE)					
€	<u>.</u>			€	_		
O Guaranteed	🔿 Regula	r C) Irregular	O Guaranteed	O Regula	ar C) Irregular
OTHER INCOME (E.	G. MAINTEN	ANCE, RENTAL)		OTHER INCOME (E	.G. MAINTENA	ANCE, RENTAL)	,
Source		Annual Income	9	Source		Annual Incom	e
		€				€	
		€				€	
		€				€	

SECTION 4: Assets and Commitments

First Applicant

Assets

SAVINGS

Institution	Value	Monthly Contribution

INVESTMENTS EXCLUDING PENSION (EQUITIES, BONDS, ETC.)

Description	Holding	Value

OTHER (PROPERTY, LAND, VEHICLES, ETC.)

Description	Value

Commitments

LOANS AND OVERDRAFTS

Lender	Purpose	Balance	Monthly Repayments

CREDIT CARDS

Card Issuer	Balance	APR

Other Commitments

E.G. CAR TAX, CAR INSURANCE, HEALTH INSURANCE

Description	Monthly Cost

ARE YOU AWARE OF ANY FACTORS THAT COULD CHANGE YOUR CIRCUMSTANCES (E.G. CHANGE TO EMPLOYMENT STATUS, HEALTH, ETC.) DISCLOSED ABOVE IN SECTIONS 1, 2, 3 AND 4?

🔿 Yes

🔿 No

Second Applicant

Assets

SAVINGS

Institution	Value	Monthly Contribution

INVESTMENTS EXCLUDING PENSION (EQUITIES, BONDS, ETC.)

Description	Holding	Value

OTHER (PROPERTY, LAND, VEHICLES, ETC.)

Description	Value

Commitments

LOANS AND OVERDRAFTS

Lender	Purpose	Balance	Monthly Repayments

CREDIT CARDS

Card Issuer	Balance	APR

Other Commitments

E.G. CAR TAX, CAR INSURANCE, HEALTH INSURANCE

Description	Monthly Cost

ARE YOU AWARE OF ANY FACTORS THAT COULD CHANGE YOUR CIRCUMSTANCES (E.G. CHANGE TO EMPLOYMENT STATUS, HEALTH, ETC.) DISCLOSED ABOVE IN SECTIONS 1, 2, 3 AND 4?

Ο	Yes	
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O №

SECTION 5: Purpose of Mortgage

ADDRESS OF PROPERTY TO BE MORTGAGED

PURCHASE PRICE		ESTIMATED VALUE		
€		€		
NAME & ADDRESS OF SEL	LING ESTATE AGENT	L		
OUTLAY		SOURCE OF FUNDS		
Stamp Duty	€	Mortgage Amount	€	
Legal Costs	€	Deposit from Savings	€	
Renovations	€	Deposit from Inheritance	€	
FOR SELF BUILD		Deposit from gift	€	
Engineers Costs	€	Deposit from proceeds of sale from existing home	€	
Services Costs	€	Deposit from other	€	
Build Costs	€			
		-		
Purchase Price	€			
Total Costs	€	Total Funding	€	
	constructed or will be subject to			
	constructed, or will be subject to please complete the following	WILL THE PROPERTY BE COVERED BY HOME BOND?		
sections:		O Yes O No		
NAME AND ADDRESS OF I	BUILDERS			
PLANNING APPROVED		PLANNING REFERENCE NUMBE	R	
Yes Or	No			
ESTIMATED COMPLETION	DATE	STAGE PAYMENTS REQUIRED		
		O Yes O №		
IF SWITCHING MORTGAGE	E PROVIDER; NAME AND ADDRESS OF (CURRENT PROVIDER		
OUTSTANDING MORTGAG	E TERM	OUTSTANDING MORTGAGE BAI	ΔΝΟΕ	
YOUR SOLICITOR NAME &				
TOUR SOLICITOR NAME &				

1. General - please read this document carefully before signing

I/We hereby apply to the Credit Union for a loan secured by a first legal mortgage on the property described in the application to the Credit Union.

Warning: Your home is at risk if you do not keep up payments on a mortgage or any other loan secured on it.

Warning: If you do not meet the repayments on your credit agreement, your account will go into arrears. This may affect your credit rating, which may limit your ability to access credit in the future. The possible implications and effects of missing the scheduled repayments in relation to this credit/ loan (if approved) are:

- your account may go into arrears;
- your credit rating may be affected;
- your loan may become repayable on demand; and
- ultimately, you may lose your home.

Warning: If you do not meet the repayments on your credit agreement, your account will go into arrears. This may affect your credit rating, which may limit your ability to access credit in the future.

Please be advised that if you do not repay the Mortgage Loan when due then you will be in breach of the terms and conditions of your mortgage and the Credit Union will take the appropriate steps to recover the amount due. This could mean that the Credit Union will commence legal proceedings seeking an order for possession against you, which will affect your credit rating and limit your ability to access credit in the future.

2. Important information regarding Data Protection and Privacy Notice

In order to process your mortgage application, we will share your personal data with third parties who perform important functions for us. We are also required to cooperate by law with Irish regulatory or enforcement bodies. The details provided in this application form together with any other information that is furnished to us in connection with this application will be retained and processed by the Credit Union in accordance with our Privacy Notice which is available on the Credit Union's Website or in branch. We note that some of the processing may include sensitive Personal Data belonging to you, such as data about your health, the processing of which requires your explicit consent:

I/We consent to the processing of sensitive data for the purposes of my/our mortgage application

Communications

From time to time, the Credit Union may wish to inform you of goods, services, products, competitions, promotional offers and Credit Union news which may be of interest to you. The use of your details for these purposes will depend on the preferences that you express below. You can update your preferences at any time by contacting us by letter or phone. Please note, the Credit Union may still contact you where there is a legal or legitimate interest basis for that contact.

Yes, I would like to be contacted by:

E-mail	Text message		Post	Phone	
No, I do not w	ant to be contacte	ed:]		

3. Credit Checks and Assessments

It is a necessary condition of a mortgage application that satisfactory credit checks and assessments be conducted by the Credit Union. These will include checks with the Central Credit Register or other credit reference agencies. If credit checks are carried out with other credit reference agencies, you will be notified and/or consent obtained from you as required by law.

Statutory Notice - Central Credit Register (CCR)

Under the Credit Reporting Act 2013 lenders are required to provide personal and credit information for credit applications and credit agreements of €500 and above to the Central Credit Register. This information will be held on the Central Credit Register and may be used by other lenders when making decisions on your credit applications and credit agreements.

The Central Credit Register is owned and operated by the Central Bank of Ireland. For more information please see: www.centralcreditregister.ie

Additional credit verifications and assessments

Where relevant details are provided as part of the application, checks may also be made with employers or accountants to verify the information provided relating to salary or income.

The Credit Union may also seek a loan assessment relating to the application through the Solution Centre, a registered business name of CUDA Co-operative Society Limited, being a credit union owned co-operative society providing the service of centralised loan assessments to assist credit unions in reviewing mortgage applications. The final decision on approving an application will always rest with the Credit Union.

By signing this Form, I/we authorise the Credit Union to conduct additional credit verifications and assessments as necessary for the purposes of considering my/ our application.

Signature(s)

FIRST APPLICANT	DATE
SECOND APPLICANT	DATE

4. Fees and Charges

Valuation Fee

An independent valuation report will be necessary as part of the application process. This must be arranged with a suitably qualified valuer acceptable to the Credit Union. Fees relating to the Valuation Report may be agreed between you and the Valuer and the Valuation Report should be addressed by the Valuer to the Credit Union.

Variable Rate Loans

A variable rate loan is where the interest rate applied to your loan can go up or down during the lifetime of your loan, however the Credit Union will notify Members of a change in rate at the earliest opportunity. You have the possibility to repay this loan early without an early breakage charge applying. You can repay your loan, either fully or partially, at any point during the term of the loan. Note: exit charges may apply. These relate to Land Registry and other legal costs. Should you decide to repay this loan early, please contact us to ascertain the exact level of exit charges at that moment.

Warning: The payment rates on this housing loan may be adjusted by the lender from time to time.

Warning: The cost of your monthly repayments may increase.

Warning: Should the variable rate increase, this will cause the APRC to increase.

Fixed Rate Loans

A fixed rate loan is where the interest rate applied to your loan will be fixed for a period of time. The Credit Union will advise you of the length of time for which the interest rate will be fixed prior to your taking out the loan. If there are any early breakage charges or other exit charges for paying off a fixed rate loan early, the Credit Union will advise you of these charges prior to your taking out the loan.

At the end of an unbroken fixed interest rate period, the interest rate on your loan will default to the variable interest rate offered by the Credit Union at that time.

Warning: You may have to pay charges if you pay off a fixed rate loan early.

Other Charges

Third party legal fees related to your application will be payable by the applicant(s) including, in respect to the following, where applicable: Registry of Deeds/Land Registry searches; execution of family home declaration; execution of a vacate/release; alterations to title; or release of deeds on accountable trust receipt.

Sometimes the valuation report may recommend a structural survey of the property, the Credit Union may determine that it is required as part of the assessment or you may wish to conduct one for your own peace of mind. The associated costs of any such survey will be payable by you.

5. Client signature/authorisation/declaration

By signing below I/we give and make the agreements, declarations, acknowledgements and authorisations in sections 1-6 (inclusive).

I/We agree;

- That this Form may not be construed as an offer by or on behalf of the Credit Union.
- That the loan will be subject to the rates and interest of the Credit Union.
- To have the property adequately insured for the duration of the loan and to note the Credit Union's interest on the policy.
- That this mortgage application relates to a property that will occupied by me/us as our principal private residence

I/We acknowledge that;

- it is in my/our interest(s) to arrange for an independent valuation and structural survey before signing contracts to buy the property.
- That the Credit Union reserves the right to restrict, amend, reduce or withdraw any loan offer made.
- That in the event of my/our application being declined, the Credit Union can provide in writing the reason(s) for declining the application.
- The Credit Union's service provider and its affiliate may from time to time, and for the purpose
 of IT technical support only; transfer, access and process data outside of the EU. Where
 necessary, this will be done in accordance with the EU Commissions standard contractual
 clauses governing the relationship of Data leaving the EU. Further information can be found
 on the Privacy Notice on the Credit Union's Website.

I/We hereby declare;

- That I am/we are over 18 years of age.
- That I/we have read all the warnings which are set out in this declaration.
- That all statements made and particulars given to the Credit Union in connection with this
 mortgage application including all supporting information are strictly true to the best of my/
 our knowledge and belief.
- That the information provided represents accurately my/our financial situation.
- That I/we will inform the Credit Union of any changes to my/our situation which might affect my/our financial situation.

Warning: Credit cannot be granted where the information provided is insufficient for the lender to fully assess your creditworthiness

Signature(s)

FIRST APPLICANT	DATE
SECOND APPLICANT	DATE

6. Consent under Consumer Credit Act 1995

For the purposes of Section 46 of the Consumer Credit Act 1995, I/We consent to the Credit Union contacting me/us at my/our place(s) of employment. Loan approval is not dependent on this authorisation.

Signature(s)

FIRST APPLICANT	DATE
SECOND APPLICANT	DATE

Private & Confidential

The Credit Union is currently processing a loan application on behalf of an employee of your company / organisation, and the following information is required in connection with their application. The information received will be treated as confidential and only for use by the Credit Union.

On completion, please give this certificate to your employee who should include it with their loan application.

NAME OF EMPLOYEE	JOB DESCRIPTION	
NAME OF COMPANY / ORGANISATION	REGISTERED ADDRESS OF BUSINESS	
PLACE OF EMPLOYMENT		
DATE EMPLOYMENT COMMENCED	TYPE OF EMPLOYMENT	
	O Permanent O Temporary	
EMPLOYEE UNDER PROBATION PERIOD?	IF YES, DURATION OF PROBATION	
O Yes O No		
IS EMPLOYEE FULL TIME OR PART TIME?	IS EMPLOYEE PENSIONABLE?	
O Full-time O Part-time	O Yes O No	
IS EMPLOYEE PENSIONABLE?	ANNUAL PENSION CONTRIBUTION	
O Yes O No	€	
ANNUAL BASIC SALARY	PAID WEEKLY, FORTNIGHTLY, MONTHLY?	
€	O Weekly O Fortnightly O Monthly	
ESTIMATED ANNUAL OVERTIME	ESTIMATED ANNUAL COMMISSION	
€	€	
IS EMPLOYEE ON SALARY SCALE	IF YES, PLEASE STATE MAXIMUM POINT	
⊖Yes ⊖No	€	

ARE YOU AWARE OF ANY CIRCUMSTANCES THAT WILL AFFECT THE APPLICANT'S EMPLOYMENT?

SIGNATURE	POSITION HELD
BLOCK CAPITALS	DATE
DECLARATION FOR APPLICANT:	COMPANY STAMP
I hereby give my consent to the Credit Union to contact my employer directly in connection with the income figures and employment details submitted.	

SIGNATURE:	 DATE:	

PRINT: _____

Private & Confidential

The Credit Union is currently processing a loan application on behalf of an employee of your company / organisation, and the following information is required in connection with their application. The information received will be treated as confidential and only for use by the Credit Union.

On completion, please give this certificate to your employee who should include it with their loan application.

NAME OF EMPLOYEE	JOB DESCRIPTION	
NAME OF COMPANY / ORGANISATION	REGISTERED ADDRESS OF BUSINESS	
PLACE OF EMPLOYMENT		
DATE EMPLOYMENT COMMENCED	TYPE OF EMPLOYMENT	
	O Permanent O Temporary	
EMPLOYEE UNDER PROBATION PERIOD?	IF YES, DURATION OF PROBATION	
O Yes O No		
IS EMPLOYEE FULL TIME OR PART TIME?	IS EMPLOYEE PENSIONABLE?	
O Full-time O Part-time	⊖ Yes ⊖ No	
IS EMPLOYEE PENSIONABLE?	ANNUAL PENSION CONTRIBUTION	
⊖Yes ⊖No	€	
ANNUAL BASIC SALARY	PAID WEEKLY, FORTNIGHTLY, MONTHLY?	
€	O Weekly O Fortnightly O Monthly	
ESTIMATED ANNUAL OVERTIME	ESTIMATED ANNUAL COMMISSION	
€	€	
IS EMPLOYEE ON SALARY SCALE	IF YES, PLEASE STATE MAXIMUM POINT	
⊖Yes ⊖No	€	

ARE YOU AWARE OF ANY CIRCUMSTANCES THAT WILL AFFECT THE APPLICANT'S EMPLOYMENT?

SIGNATURE	POSITION HELD
BLOCK CAPITALS	DATE
DECLARATION FOR APPLICANT:	COMPANY STAMP
I hereby give my consent to the Credit Union to contact my employer directly in connection with the income figures and employment details submitted.	

SIGNATURE:	DATE:	

PRINT: _____

CONFIRMATION OF GIFT

If a relative or friend has made a gift to you to help you raise a deposit, please complete the following form;

APPLICANT NAME	ADDRESS OF APPLICANT

Details of person(s) making gift:

NAME(S)	ADDRESS
RELATIONSHIP TO APPLICANT	

This is to certify that I/We are gifting the sum of €______ to the above named Applicant.

I/We confirm that we have no beneficial interest in the property and that it is a gift without repayment requirement.

SIGNATURE	DATE
PRINT NAME	

Where second person also makes gift;

SIGNATURE	DATE
PRINT NAME	

For the Applicant

I certify that the gift outlined above does not breach my applicable threshold in relation to Capital Acquisitions Tax and does not give rise to a tax liability.

SIGNATURE	DATE
PRINT NAME	

Applicant 2

Applicant 1

SIGNATURE	DATE
PRINT NAME	