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| **Mortgage Arrangement Form****You should consider the following points before continuing with this form.*** **A mortgage arrangement should normally only be considered as a last resort having first contacted other Creditors to see if they can provide assistance**
* **A mortgage arrangement should be regarded as a temporary adjustment and will be offered for a relatively short period usually between 1 and 6 months depending on the agreement**
* **A mortgage arrangement can have an impact on your monthly repayments when it ends.**
* **A mortgage arrangement may affect your ability to borrower additional money for some time after it ends.**
* **A mortgage arrangement will not be offered if you cannot clearly identify the cause of your current situation and what you are doing to resolve the matter.**
* **A mortgage arrangement will not be offered to assist with discretionary spending e.g. to provide funds to decorate, to fund Holidays or periods of extended travel or to free up funds to cover a larger purchase.**
* **An arrangement cannot be offered if both borrowers are not in agreement as to the cause of the problem and how it is to be resolved. The bank will not “take sides” in any dispute between borrowers and you should take steps to resolve the matter before contacting us.**
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| **How to complete this form**In order for us to fully review your current situation, we will require you to fully complete each page, if you do not complete each page, this may delay us in being able to assist you* Page 1

Summary of your present situation - please complete each section* Page 2

Income and out goings - please complete each section* Page 3

Assets and Liabilities - please complete each section* FAQ

We have compiled a list of frequently asked questions For residential and BTL applicants.**If you have any other questions, please feel free to call us on 00 (+44) 01481 730 730** |

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| ***PLEASE REMEMBER - YOUR HOME MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE.*** |

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| **"Data Protection”:**Skipton International Limited (“Skipton”) will retain this information in line with it’s privacy policy. Please refer to www.skiptoninternational.com for further information. The information you provide will be used to consider your request for assistance and to ensure that our records are up to date and correct. We may also use the information as part of our ongoing risk analysis processes. If an arrangement is offered by Skipton it may change aspects of your mortgage which could have a negative impact on your credit status. It is also likely that Skipton will not be willing to accept a request for further lending for a period (usually 12 months) after any arrangement has ended. The type of arrangement offered will be at Skipton’s sole discretion. Any agreement offered will not take effect until Skipton has confirmed it’s agreement and confirmed with you that you understand the nature and terms of the agreement proposed. Arrangement offers will generally be in writing but may also be made y email. Skipton reserves the right to decline a request. I/We understand that if a guarantee has been provided by a third party and is still in force at the time of this request then Skipton will provide details of your request to the guarantor and request that they agree with the course of action proposed. Skipton may decline the request if the guarantor is not agreeable. |

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| **First Client Name** |   |
| **Second Clients name****(if joint)** |   |

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| **Mortgage account Number**  |   |

**Clients with Guarantors**



**Details**

Please provide full details of the reason for your request for an arrangement. Please provide figures for any expenses which have increased or income which has reduced as a result of the current situation.

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Please provide details of your plans to resolve the matter and your expected timescales.

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** Personal Budget Review Form**

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| **PERSONAL DETAILS**  |
| **Number of dependent Children and ages** |   |
| **Preferred contact number** |   |

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| **INCOME - Client 1**   |
| **Name of employer** **(or "Self" if self-employed together with Trading Name)** |   |
| **Nature of your employment** |   |
|  | **Weekly** | **Monthly**  | **Quarterly** | **Monthly** |
| **Net Basic income (regular)**  |  |  |  |  |
| **Net Basic income (if your income has reduced)** |   |   |   |   |
| **Maintenance (which is received)** |  |  |  |  |
| **Regular income from others in the household (board/lodgers)** |  |  |  |  |
| **Other (state source of income)** |  |  |  |  |
| **Totals** | £ | £ | £ | £ |

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| **INCOME - Client 2**  |
| **Name of employer** **(or "Self" if self-employed together with Trading Name)** |   |
| **Nature of your employment** |   |
|  | **Weekly** | **Monthly**  | **Quarterly** | **Monthly** |
| **Net Basic income (regular)** |   |   |   |   |
| **Net Basic income (if your income has reduced)** |  |  |  |  |
| **Maintenance (which is received)** |  |  |  |  |
| **Regular income from others in the household (board/lodgers)** |  |  |  |  |
| **Other (state source of income)** |  |  |  |  |
| **Totals** | £ | £ | £ | £ |

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| **FINANCIAL COMMITTMENTS** |    |
| **Loans**  | Balance | Payment | Term left | Purpose (i.e. car) |
| **Loan 1** |   |   |   |   |
| **loan 2** |   |   |   |   |
| **loan 3** |   |   |   |   |
| **loan 4** |   |   |   |   |
| **loan 5** |   |   |   |   |
| **Totals** | £ | £ | £ |   |
|  |
| **Credit cards** | Balance | Payment | Minimum payment | Credit Limit |
| **Credit Card / Store Card 1** |   |   |   |   |
| **Credit Card / Store Card 2** |   |   |   |   |
| **Credit Card/ Store Card 3** |   |   |   |   |
| **Credit Card / Store Card 4** |   |   |   |   |
| **Credit Card / Store Card 5** |   |   |   |   |
| **Totals** | £ | £ | £ | £ |
|  |
| **Childcare / Nursery fees** | £ |
| **Private School Fees** | £ |
| **Maintenance paid** | £ |
| **Other Wage arrests or court ordered payments**  | £ |
| **Totals** | £ |
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| Have you contacted your existing creditors and asked them for assistance, if you have, please provide details. Please also provide details of any large bills that are due in the coming months.

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**Assets and Liabilities**

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| Please enter below details of any savings schemes, investments or property (other than your home if this form refers to a residential mortgage on it). Please also include commitments which you have not listed in the Credit Agreements section above but which could become due in the next five years e.g. family loans, business commitments. Please also include any guarantees given on behalf of other people  |
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| **Existing mortgages**    |
| **Lender** | **Outstanding mortgage** | **Monthly payment** | **Rental income** | **Estimated value** | **LTV** |
|  |   |   |   |   |   |
|  |   |   |   |   |   |
|  |   |   |   |   |   |
|  |   |   |   |   |   |
|  |   |   |   |   |   |
|  |   |   |   |   |   |
| **Total** |  £  |  £  |  £  |  £  |   |

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| **Assets** |   |
| **Type of asset (Stocks, Shares, Savings, unencumbered property)** | **Value of assets** |
|  |   |
|  |  |
| **Combined Total** | £ |

**Residential Mortgage Arrangements, Frequently Asked Questions**

Here are some of the most frequently asked questions regarding mortgage arrangements offered by Skipton to assist you if you are experiencing financial difficulties

**Q - What kind of things can you help with.**

We always treat each case on it’s merits and if possible, try to suggest options which don’t involve disrupting your mortgage repayments. We can of course not provide financial advice but may recommend that you seek independent assistance before we can progress your request. It is difficult to give a complete list of areas we can assist with but the following are examples: -

* Accident or illness where sickness benefit is not available or has run out.
* Serious or lengthy illness of a dependant or close relative which requires you to travel of Island with them or provide care which impacts on your ability to work.
* Bereavement
* Unexpected loss of employment.

**Q - I am finding it more and more difficult to make my payments what can you do?**

In all situations where you may not be able to meet your mortgage payment, we recommend that you contact us and remain in contact. If your situation is long standing rather than being caused by a short-term loss of income or increase in expenses, then we may not be able to help you with a mortgage arrangement. There are however some things you can do: -

* The Citizen’s Advice Bureau can help if you are struggling with personal debts
* You could use the sections of our Mortgage Arrangement form to create a personal budget. This might help you to get a clearer picture of what you are spending and where you can make savings. You can either record all your spending for a few months on a spreadsheet or in a note book and add up each area (remember to allow for less frequent bills such as quarterly or annual bills). You could also review your most recent bank statements (it’s a good idea to use at least three months to be sure you get a good average. Remember that sometimes you cover more than one expense in one payment such as getting a few groceries when you fill your car with fuel. Also give some thought to what you are withdrawing cash for to make sure you allow for that in your budget.
* Speak to utility providers and other service providers such as mobile phone operators to see if you are on the best contract for your usage.
* If your mortgage rate is due to mature you may benefit if our current rates are lower than your present rate. We can give you an idea of what your payments might change to so you can judge how much help this will be. Rates can also rise and if that is the case you may need to prepare for the additional cost and again, we can provide indication quotes for your payments on our rates.
* Review your subscriptions to see if some can be cancelled or reduced. Question whether you are getting good value from Gym membership or Pay TV services. Remember to check your phone for app subscriptions which are no longer needed.
* You could arrange to discuss your broader financial situation with an independent Financial Adviser (IFA) who is qualified and authorised to give you finance advice and recommend changes in your financial arrangements covering lending both short and long term, insurance and protection arrangements and savings and pension arrangements. We do not recommend cancelling any insurances without receiving advice.
* You may also consider if your current property is the most suitable for you. Is it too large or of a type which needs significant maintenance?
* Do you have the ability to alter your working arrangements such as increasing hours worked (for part time employees).

**Buy to Let Mortgage Arrangements, Frequently Asked Questions**

When assessing Buy to Let mortgages, Skipton International ensure that the expected rental income is greater than the monthly payment due. In addition to this we also verify our clients earned income and review bank statements to ensure that the accounts are not under undue pressure before a mortgage is granted. These checks are put in place to ensure that an rental voids, rate increases, unforeseen expenses are likely to be covered by either rental income, earned income, additional income and own resources. We do understand that on occasions, clients will approach us for financial support, as we would always recommend doing so.

**Q - Our tenants are unable to meet their rental commitment, can you assist?**

Rental voids are not un-common with rental properties. A landlord will often take a deposit, obtain references to reduce the risk. In the first instance, you should liaise with the tenant or agent to find out when payment can be made and at what level. If you cannot cover the payment in full you should make contact with Skipton.

**Q - Can I reduce my monthly commitment?**

A number of clients opt for a repayment mortgage when taking out a mortgage. If the property is let, Skipton maybe willing to consider switching your mortgage to Interest Only for a specific time or until further notice if you have a known source of repayment in place. There may be a cost for doing so. If you are not tied to specific mortgage product, we may also be able be able to offer you alternative mortgage products. Please contact Skipton to explore your options. If you do convert your mortgage to an interest only mortgage, you will still owe the full outstanding amount at the end of the mortgage term, it is for you to ensure that you are able to repay this liability.

**Q - Can I move into the property?**

If you have opted for a buy to let mortgage, you must not reside in the property, as it will affect our ability to assist you. We recommend contacting us prior to residing in the security property

**Skipton International do not offer a mortgage advice service; we can provide you with details of options that maybe available to you. If you are in any doubt as to what you should do, we recommend that you speak to your Independent Financial Advisor before making any decision that may effect you now or in the future.**