

Mortgage Application Form

For Office Use:	
Annlication Number	



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' savings statements		
6 months' credit card statements (if applicable)		
12 months' loan statements (if applicable)		
12 months' mortgage statements (if applicable)		
Separation / Divorce Agreement (if applicable)		
Confirmation of Gift Letter (where assisted with deposit)		
Stamp 4/5 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 consecutive payslips to confirm basic salary		
Most recent P60 (P21 required if P60 handwritten)		
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							
O First Time Buyer	○ Moving	g Home O Building a Home (Switching Mortgage Pr	ovider 0	Top Up O Investment Property		
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	EMAIL ADDRESS			
MARITAL STATUS			MARITAL STATUS	Marrie	od or		
Single	O Marrie Civil F	ed or Ochabitant Partner	Single		Partner O Cohabitant		
Remarried	O Separ	ated O Widower	Remarried	O Separ	ated O Widower		
O Divorced			O Divorced				
DO YOU HAVE ANY DEPENDENTS?			DO YOU HAVE ANY	DEPENDE	NTS?		
◯ Yes			○ Yes	○ No			
IF 'YES' WHAT AGE'S?			IF 'YES' WHAT AGE	IF 'YES' WHAT AGE'S?			
DO YOU REQUIRE	A VISA TO E	BE EMPLOYED IN IRELAND?	DO YOU REQUIRE	A VISA TO E	BE EMPLOYED IN IRELAND?		
○ Yes	○ No		O Yes	○ Yes ○ No			
IF SO, WHAT IS THE	E YEAR OF	EXPIRY?	IF SO, WHAT IS THI	IF SO, WHAT IS THE YEAR OF EXPIRY?			
CURRENTLY O Home Owner		e Rented Civing with Relatives	CURRENTLY O Home Owner		e Rented Civing with Relatives		
O Council Tenent	Other_		_ Council Tenent	Other_			
MORTGAGE / RENT PER MONTH			MORTGAGE / REN	MORTGAGE / RENT PER MONTH			
€			€				
HAVE YOU EVER OWNED A HOME OR HAD A MORTGAGE BEFORE			RE HAVE YOU EVER OV	VNED A HON	ME OR HAD A MORTGAGE BEFORE		
O Yes	○ No		O Yes	○ Yes ○ No			
IF EXISTING MORTG	AGE – OUTS	STANDING BALANCE	IF EXISTING MORTO	GAGE – OUTS	STANDING BALANCE		
€			_ €				
PROPERTY VALUATION			PROPERTY VALUATI	ION			
€			€				

First Applicant	Second Applicant
ARE YOU AN EMPLOYEE, DIRECTOR OR VOLUNTEE THE CREDIT UNION	R OF ARE YOU AN EMPLOYEE, DIRECTOR OR VOLUNTEER OF THE CREDIT UNION
○ Yes ○ No	○ Yes ○ No
ARE YOU CONNECTED TO OR RELATED TO AN EMP OR DIRECTOR OF THE CREDIT UNION OR CONNEC A BUSINESS WHERE AN EMPLOYEE OR DIRECTOR CREDIT UNION IS A SIGNIFICANT SHAREHOLDER?	TED TO OR DIRECTOR OF THE CREDIT UNION OR CONNECTED TO
○ Yes ○ No	○ Yes ○ No
IF 'YES' PLEASE SPECIFY	IF 'YES' PLEASE SPECIFY
SECTION 2: Employment Details	
First Applicant	Second Applicant
EMPLOYMENT STATUS	EMPLOYMENT STATUS
○ Employee ○ Self Employed ○ Ref	red C Employee C Self Employed C Retired
Full Time Parent Not in Employment	Full Time Parent Not in Employment
If an Employee	If an Employee
OCCUPATION	OCCUPATION
EMPLOYER NAME	EMPLOYER NAME
O Permanent Temporary YEARS WITH EMP	OYER Permanent Temporary YEARS WITH EMPLOYER
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			
If Self Employed		If Self Employed			
TYPE OF BUSINESS		TYPE OF BUSINESS			
O Sole Trader O Par	tnership Company	O Sole Trader O Partnership Compa			
O Unlimited Company O Sin	gle Member mpany	O Unlimited Single Member Company			
SHAREHOLDING IF PARTNERSHIP OR COMPANY	YEARS IN BUSINESS	SHAREHOLDING IF PARTNERSHIP OR COMPANY	YEARS IN BUSINESS		
%		%			
ACCOUNTANT FIRM		ACCOUNTANT FIRM			
ACCOUNTANT ADDRESS		ACCOUNTANT ADDRESS			
PREVIOUS EMPLOYER (IF LE	SS THAN 3 YEARS)	PREVIOUS EMPLOYER (IF LES	SS THAN 3 YEARS)		
ANNUAL GROSS BASIC INCOME	PAYMENT FREQUENCY O Weekly O Fortnightly	ANNUAL GROSS BASIC INCOME	PAYMENT FREQUENCY O Weekly O Fortnightly		
	Monthly	€	Monthly		
ANNUAL OVERTIME (IF APPL	ICABLE)	ANNUAL OVERTIME (IF APPLI	CABLE)		
€ Re	gular O Irregular	€	ular O Irregular		
	guiai Tregulai		ulai O irregulai		
ANNUAL BONUS (IF APPLICA €	ABLE)	ANNUAL BONUS (IF APPLICAI	BLE)		
_	gular O Irregular	Guaranteed Reg	ular O Irregular		
ANNUAL COMMISSION (IF A	PPLICABLE)	ANNUAL COMMISSION (IF AP	PLICABLE)		
€		€	·		
○ Guaranteed ○ Re	gular O Irregular	○ Guaranteed ○ Reg	ular O Irregular		
OTHER INCOME (E.G. MAINT	ENANCE, RENTAL)	RENTAL) OTHER INCOME (E.G. MAINTENANCE, RENTAL			
Source	Annual Income	Source	Annual Income		
	€		€		
	€		€		
	€		€		

SECTION 4: Assets and Commitments

First Applicant					Second Applic	ant					
Assets					Assets						
SAVINGS					SAVINGS						
Institution	Va	alue	Mont	thly Contribution	Institution		Val	ue	Monthly Contribution		
INVESTMENTS E	EXCLUDING PE	NSION (EQL	JITIES,	BONDS, ETC.)	INVESTMENTS	EXCL	UDING PEN	SION (EQL	JITIES	, BONDS, ETC.)	
Description	Hol	lding		Value	Description		Holo	ling	Value		
OTHER (PROPER	RTY, LAND, VEH	IICLES, ETC	;.)		OTHER (PROPE	RTY, I	LAND, VEHI	CLES, ETC	.)		
	Description			Value		Descr	iption			Value	
Commitments					Commitments						
LOANS AND OVI	ERDRAFTS				LOANS AND O	/ERDF	RAFTS				
Lender	Purpose	Baland	се	Monthly Repayments	Lender Purpose Balance R		Monthly Repayments				
		ļ									
CREDIT CARDS					CREDIT CARDS	3					
Card Issuer	Bal	ance		APR	Card Issuer		Bala	Balance		APR	
Other Commitm	ents				Other Commitn	nents					
E.G. CAR TAX, C	AR INSURANCE	E, HEALTH I	NSUR	ANCE	E.G. CAR TAX, (CAR II	NSURANCE,	HEALTH II	NSUR	ANCE	
	Description Monthly Cost			Descr	iption		1	Monthly Cost			
ARE YOU AWARE YOUR CIRCUMST STATUS, HEALTH, AND 4? Yes	TANCES (E.G. CI	HANGE TO	EMPLO	DYMENT	ARE YOU AWARI YOUR CIRCUMS STATUS, HEALTH AND 4?	TANC I, ETC	ES (E.G. CH	ANGE TO	EMPL	OYMENT	

SECTION 5: Purpose of Mortgage

ADDRESS OF PROPERTY	TO BE MORTGAGED						
PURCHASE PRICE		ESTIMATED VALUE	ESTIMATED VALUE				
€		€					
NAME & ADDRESS OF SEI	LLING ESTATE AGENT	I					
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	€				
Services Costs	€	from existing home Deposit from other					
Build Costs	€	Deposit normation					
Purchase Price	€						
Total Costs	€	Total Funding	€				
If property is new of sub	ect to renovations:	WILL THE PROPERTY BE COVI	ERED BY HOME BOND?				
		O Yes O No					
NAME AND ADDRESS OF	BUILDERS						
PLANNING APPROVED Yes 1	No	PLANNING REFERENCE NUME	BER				
ESTIMATED COMPLETION	ΙΝΔΤΕ	STAGE PAYMENTS REQUIRED					
ESTIMATED COIVIL ELTICIV	D/IIE	O Yes O No					
IF SWITCHING MORTGAG	E PROVIDER; NAME AND AC	DRESS OF CURRENT PROVIDER					
OUTSTANDING MORTGAG	GE TERM	OUTSTANDING MORTGAGE BA	ALANCE				
		€					
		1					
YOUR SOLICITOR NAME 8	& ADDRESS						

DECLARATIONS, AUTHORISATIONS AND CONSENTS

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:

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 want to be contacted:

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 and/or the Irish Credit Bureau DAC or other credit reference agencies.

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

Following the introduction of the General Data Protection Regulation ('GDPR'), Irish Credit Bureau DAC will be using Legitimate Interests (GDPR Article 6 (f)) as the legal basis for processing of your personal and credit information. These legitimate interests are promoting greater financial stability by supporting a full and accurate assessment of loan applications, aiding in the avoidance of over-indebtedness, assisting in lowering the cost of credit, complying with and supporting compliance with legal and regulatory requirements, enabling more consistent, faster decision-making in the provision of credit and assisting in fraud prevention.

ICB's Fair Processing Notice is available at http://www.icb.ie/pdf/Fair Processing Notice.pdf. It documents who they are, what they do, details of their Data Protection Officer, how they get the data, why they take it, what personal data they hold, what they do with it, how long they retain it, who they share it with, what entitles them to process the data (legitimate interests), what happens if your data is inaccurate and your rights i.e. right to information, right of access, right to complain, right to object, right to restrict, right to request erasure and right to request correction of your personal information.

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.

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 and the fee for this will be no more than €150. You will be provided with a copy of the independent valuation report for your own records.

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. If you repay a variable rate loan early, there is no early redemption charge.

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

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 no responsibility is implied or accepted by the Credit Union or its valuer for neither the
 value of the property and reasonableness of the sale price, nor the condition and soundness
 of construction of the property by reason of inspecting or reporting on a property.

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 your creditworthiness	rmation provided is insufficient for the lender to fully assess
FIRST APPLICANT	DATE
SECOND APPLICANT	DATE
6. Consent under Consumer Credit Act 1995 For the purposes of Section 46 of the Consumer Credit my/our place(s) of employment. Loan approval is not of	it Act 1995, I/We consent to the Credit Union contacting me/us at
my/our place(s) or employment. Loan approval is not c	rependent on this authorisation.
FIRST APPLICANT	DATE
SECOND APPLICANT	DATE
	<u>'</u>

CERTIFICATE OF INCOME - Applicant 1

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 Temporary			
EMPLOYEE UNDER PROBATION PERIOD?	IF YES, DURATION OF PROBATION			
◯ Yes				
IS EMPLOYEE FULL TIME OR PART TIME?	IS EMPLOYEE PENSIONABLE?			
Full-time Part-time	◯ Yes ◯ No			
IS EMPLOYEE PENSIONABLE?	ANNUAL PENSION CONTRIBUTION			
○ Yes ○ No	€			
ANNUAL BASIC SALARY	PAID WEEKLY, FORTNIGHTLY, MONTHLY?			
€	○ Weekly			
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 TI	HE 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:				

CERTIFICATE OF INCOME - Applicant 2

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 Temporary			
EMPLOYEE UNDER PROBATION PERIOD? O Yes No	IF YES, DURATION OF PROBATION			
IS EMPLOYEE FULL TIME OR PART TIME?	IS EMPLOYEE PENSIONABLE?			
Full-time Part-time	O Yes O No			
IS EMPLOYEE PENSIONABLE?	ANNUAL PENSION CONTRIBUTION			
○ Yes ○ No	€			
ANNUAL BASIC SALARY	PAID WEEKLY, FORTNIGHTLY, MONTHLY?			
€	○ Weekly ○ Fortnightly ○ 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 TO	HE 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 rais	se a deposit, please cor	mplete the following form;
APPLICANT NAME	ADDRESS OF APPLICA	ANT
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 abov	ve named Applicant.
I/We confirm that we have no beneficial interest in the prop	perty 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 ap does not give rise to a tax liability.	plicable threshold in rel	lation to Capital Acquisitions Tax and
Applicant 1		
SIGNATURE		DATE
PRINT NAME		
Applicant 2		
SIGNATURE		DATE
PRINT NAME		