



the**melton**
melton mowbray building society

Buy To Let Application Form

Branch of Issue

For Office Use Only

Name(s)

Address to be mortgaged

.....

.....

Date received by MPC

What do you need to submit with your application form?

A Number of documents are required with your mortgage application. Please ensure that these are submitted with the completed form so that we may process your application quickly. The information should be supplied for each applicant. Please tick the appropriate boxes to indicate submission of the appropriate documentation.

Relevant Application/Completion/Valuation Fees
(Cheques should be made payable to Melton Mowbray Building Society. For payment by Switch / Maestro or credit card, see inside back page). The application will not be processed until fees are received.

Proof of Personal Identity
Current valid full Passport, Current (old style) full UK Driving Licence, Current UK Photocard Driving Licence, full or provisional (either part), State / Local Authority funded benefit statement, Inland Revenue Documentation, Valid Firearms Certificate, or Shotgun Licence.

Proof of Mortgage Payments
Most recent mortgage statement plus proof of payment from last statement date.

Proof of Earnings

- Employed
Last 3 payslips and Last 3 bank statements.
- Self employed
Last 3 years trading accounts and projection for current year.

Proof of Residency
Domestic Utility Bill* (not mobile telephone), Current Council Tax Bill, Bank / Building Society / Credit Card Statement*, State / Local Authority funded benefit statement, Inland Revenue Documentation*, Council Rent Book, Current (old style) full UK Driving Licence, Current UK Photocard Driving Licence, full or provisional (either part).

Please send original documents with direct applications.

Copy of Assured Shorthold Tenancy Agreement

For applications submitted by an Introducer, copy documents will be acceptable. All copy documents must be individually certified by the Introducer.

** items must not be more than 3 months old.*

Please complete in BLOCK LETTERS and ensure that all sections are completed

For Completion by a Mortgage Intermediary Only

Mortgage Intermediary

Please ensure that you complete the client verification form below and enclose certified copies of the client identification.

Name FSA Reference No.

Firm FSA Reference No.
of principal / network (If appropriate)

Name of principal / network (If appropriate)

Address

Telephone No.

Fax. No. Email

Has the applicant been seen face to face? Yes / No* *delete as appropriate

Client Verification

This section is for the verification of client identity in accordance with the requirements of the FSA Money Laundering Rules, The Money Laundering Regulations 2003 and the Proceeds of Crime Act 2002.

Proof of identity must be obtained for all applicants. One item from lists A and B is required for each applicant. Please tick the appropriate boxes to indicate what has been used to verify the customer. Please supply copies of the documents used. Copies should be certified, dated and signed "original seen". ** Items must not be more than 3 months old.*

A - Personal	1st Applicant	2nd Applicant	B - Address	1st Applicant	2nd Applicant
Current valid full Passport	<input type="checkbox"/>	<input type="checkbox"/>	Domestic Utility Bill * (not mobile telephone)	<input type="checkbox"/>	<input type="checkbox"/>
Current (old style) full UK Driving Licence	<input type="checkbox"/>	<input type="checkbox"/>	Current Council Tax Bill	<input type="checkbox"/>	<input type="checkbox"/>
Current UK Photocard Driving Licence, full or provisional (either part)	<input type="checkbox"/>	<input type="checkbox"/>	Bank / Building Society / Credit Card Statement *	<input type="checkbox"/>	<input type="checkbox"/>
State / Local Authority funded benefit statement	<input type="checkbox"/>	<input type="checkbox"/>	State / Local Authority funded benefit statement	<input type="checkbox"/>	<input type="checkbox"/>
Inland Revenue Documentation	<input type="checkbox"/>	<input type="checkbox"/>	Inland Revenue Documentation *	<input type="checkbox"/>	<input type="checkbox"/>
Valid Firearms Certificate or Shotgun Licence	<input type="checkbox"/>	<input type="checkbox"/>	Council Rent Book	<input type="checkbox"/>	<input type="checkbox"/>
			Current (old style) full UK Driving Licence	<input type="checkbox"/>	<input type="checkbox"/>
			Current UK Photocard Driving Licence, full or provisional (either part)	<input type="checkbox"/>	<input type="checkbox"/>

Arrangement of Insurance

The Society acts as an introducer to Heath Lambert Insurance Services and CUNA Mutual Insurance (Europe) Ltd for the purpose of selling and advising on general insurance products. If you are not authorised for the purposes of advising or arranging on general insurance you should simply pass on details of the customer and we will act in accordance with ICOB.

Declaration

This is to be completed by the Mortgage Intermediary, who has undertaken verification of identity.

I enclose signed and dated copies of the forms of identification which I have seen in order to comply with the Money Laundering Regulations and Guidance.

I certify that the copies are true copies of the originals which I have seen and checked.

SIGNED: X

DATE:

PRINT NAME:

NAME OF INTRODUCER FIRM:

Welcome to the Melton

Thank you for choosing Melton Mowbray Building Society. Our aim is to make the process of applying for a mortgage as simple as possible for you. Our staff will be more than happy to help you fill in this form and answer any questions you may have.

We aim to issue a mortgage offer within 3 weeks of receiving your application and this can be done more quickly if required. Our ability to do this is dependent on us receiving the information we require from you at an early stage and a timely response to references requested.

If you have a specific completion date in mind, it is important that you tell us at the application stage. It is also important to tell your solicitor so that he / she can ensure that their part in the process is undertaken in time to meet your requirements.

Assistance is only a call away

We understand that a mortgage can be daunting for many people and would like to offer our assistance in taking away any concerns.

Help can be sought at any stage by telephoning The Mortgage Processing Centre on **01664 414141**.

We look forward to being of service.

1 Your Mortgage Needs

Purchase price / approximate value of property	£	House Purchase - How much of the loan is for	
Total Loan required	£	House Purchase?	£
Term of Loan	years	New home improvements	£

Please indicate whether House Purchase Remortgage Self Build Capital Raising If in joint names, the loan is for the benefit of both parties

Remortgage

Repay an existing loan for house purchase	£
Repay an existing loan for home improvements	£
Additional amount for home improvements	£
Repay an existing loan not used for house purchase / home improvements	£
Other (please provide full details)	£
If already owned please state Year of Purchase	
Original purchase price	£

Other Information

Is the deposit for this loan coming from your own resources? Yes No

If No, please provide full details on the **additional information sheet**

Date completion is scheduled

Mortgage product required

Type of Interest Rate	<input type="text"/>
Rate of Interest	<input type="text"/>

Is the Offset Share Account required (selected products only) Yes No

Do you wish for the arrangement fee to be added to the loan amount Yes No

Repayment method required Interest Only* Repayment

* If Interest Only, please specify how the loan will be repayed.

Please provide details of relevant policies in Section 7 'Your Insurance Cover'.

If using a combination of the above please specify types and values

Type	£	Type	£
------	---	------	---

2 Your Personal Details

FIRST APPLICANT

JOINT APPLICANT

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>
First Name(s)	<input type="text"/>	<input type="text"/>
Surname and Previous name or Maiden name	<input type="text"/>	<input type="text"/>
Present Address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	Post Code <input type="text"/>
Email Address	<input type="text"/>	<input type="text"/>
Telephone Nos	Home <input type="text"/>	Home <input type="text"/>
	Daytime (if Different) <input type="text"/>	Daytime (if Different) <input type="text"/>
Lived there since <small>(If less than 5 years please supply previous addresses on the additional information sheet provided)</small>	<input type="text"/>	Month <input type="text"/> Year <input type="text"/>
Age and Date of Birth	<input type="text"/>	<input type="text"/>
National Insurance No.	<input type="text"/>	<input type="text"/>
Marital Status	Single <input type="checkbox"/> Married <input type="checkbox"/> Civil Partnership <input type="checkbox"/>	Single <input type="checkbox"/> Married <input type="checkbox"/> Civil Partnership <input type="checkbox"/>
	Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/>	Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/>
Smoker / Non-Smoker	<input type="text"/>	<input type="text"/>
Nationality	<input type="text"/>	<input type="text"/>
Dependants	Number <input type="text"/> Ages <input type="text"/>	Number <input type="text"/> Ages <input type="text"/>

3 Your Current Residence

FIRST APPLICANT

JOINT APPLICANT

Are you:-	The Owner <input type="checkbox"/> A Tenant <input type="checkbox"/> Living with family / friends <input type="checkbox"/>	The Owner <input type="checkbox"/> A Tenant <input type="checkbox"/> Living with family / friends <input type="checkbox"/>
Are you a first time buyer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you currently have a mortgage?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, have you had a mortgage in the last 3 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you have a mortgage on any additional properties please provide details on a separate sheet of paper stating property address, value of property, outstanding mortgage amount and name of lender.

Name and Address of current lender / landlord	<input type="text"/>	<input type="text"/>
Account Number of Mortgage	<input type="text"/>	<input type="text"/>
Balance Outstanding	<input type="text"/> £	<input type="text"/> £
Account Holder(s)	<input type="text"/>	<input type="text"/>
Date Started	<input type="text"/>	<input type="text"/>
Monthly Payment	<input type="text"/> £	<input type="text"/> £
Are you selling the present property?	No <input type="checkbox"/> Yes <input type="checkbox"/> For <input type="text"/> £	No <input type="checkbox"/> Yes <input type="checkbox"/> For <input type="text"/> £

DETAILS OF ANY PREVIOUS LENDER OR MORTGAGE WITH A SECOND LENDER OTHER THAN DECLARED IN THIS APPLICATION FORM SHOULD BE DETAILED ON THE ADDITIONAL INFORMATION SHEET

FIRST APPLICANT

JOINT APPLICANT

If Employed

Post Held				
Company Name				
Company Address				
Contact Name				
Company Telephone / Fax No.	Tel	Fax	Tel	Fax
Employed there since <small>(If less than 2 years please supply previous employers on the additional information sheet provided)</small>	Month	Year	Month	Year
Payroll Number				
Basic Wage / Salary	£ _____ gross per annum		£ _____ gross per annum	
Average Overtime / Bonus / Commission	£ _____ gross per annum		£ _____ gross per annum	
Fixed Term Contract	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Permanent Contract	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If Self Employed or a Company Director

Trading Name				
Company Address				
Trading Since	Month	Year	Month	Year
Nature of Business				
Company Telephone / Fax No.	Tel	Fax	Tel	Fax
Personal Profit: Last 3 years	20	£	20	£
Expected this year	20	£	20	£
Accountants Name				
Accountants Address				
Telephone / Fax No.	Tel	Fax	Tel	Fax
If you are a company director please state percentage of shareholding	_____ %		_____ %	

Details of any other income

Source	£ _____ per annum	Source	£ _____ per annum	
Source	£ _____ per annum	Source	£ _____ per annum	
If maintenance, is this by court order	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If rental income, please provide details on a separate sheet stating property address, value of property and outstanding mortgage amount.

Do you have any investment accounts with the Society? Yes No Yes No

If Yes please provide details of account number(s) _____

Do you have a pension? Yes No Yes No

Have you ever been bankrupt or had a court order for debt registered against you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes please give details separately	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes please give details separately
Have you ever had an application for mortgage declined / refused?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes please give details separately	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes please give details separately
Have you ever had any mortgage, rent or loan arrears or defaulted on any financial commitment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes please give details separately	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes please give details separately
Have you submitted any other application whether completed or not for a mortgage in the last 6 months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes please give details separately	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes please give details separately

Financial Commitments

A/C No.	Name Lender / Recipient	Amount Outstanding	Monthly Payment	Date of final Payment	Name(s) Held In	To be discharged on or before Commencement of this mortgage?
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>

Details of all other loans / maintenance payments / other commitments / mortgages or additional properties / credit cards (including those cleared monthly)
If there are no other financial commitments please state 'NONE'

5 Property to be Mortgaged

Address of the Property for which the loan is required

Post Code

Vendors Name / Telephone No.	Name	Tel
Agents Name / Telephone No.	Name	Tel

Type of Property

House Bungalow Purpose Built Flat Other

Is the Property

Detached Semi Detached Terraced Other

Tenure

Freehold Leasehold* for years, from Ground Rent £ PA

* If Leasehold please supply details of Landlord / Management Company separately.

If a purpose built flat, how many storeys high is the block and on which floor is the subject flat

Age of Property years Number of Bedrooms

Is the Property of Traditional Construction Yes No

Is the Property Ex Local Authority Yes No Right to Buy Yes No

Is the Property covered by a NHBC Certificate Architects Certificate

Any other Guarantee Please specify

Occupancy

Will the property be let as an Assured Shorthold Tenancy of not more than 12 months? Yes No

What will the anticipated rental income be from this property per month? £

Is the property multi occupancy? Yes No

If 'yes' please provide full details.

6 Your Property Valuation

I / We require (and enclose the fee for):-
 please tick where appropriate Basic Mortgage Valuation RICS House / Flat Buyers Report Building Survey

I / We understand that the basic mortgage valuation is limited in scope and may not reveal defects which might be existing in the property.
 I / We understand that the report will be prepared by an independent surveyor on whose behalf the Society does not accept liability.

7 Your Life Insurance Cover

Please give details of all life policies to be used in conjunction with this loan.

Do you have sufficient life cover to protect your new mortgage? Yes No

Life Assurance Company	Type of Policy	Minimum Death Benefit	Policy No.	Maturity Date	Name(s) Life Assured

We recommend that you have sufficient insurance cover to repay your mortgage in the event of your death or serious illness. We only offer products from a limited number of insurers for pure protection insurance. Ask us for a list of insurers we offer insurance from.

If you would like us to arrange life insurance cover please tick this box

If you would like independent financial advice, we can arrange for you to discuss your requirements with a representative of Melton Financial Services.

Please tick this box

Melton Financial Services is the trading name of MMBS Services Limited which is authorised and regulated by the Financial Services Authority.
 MMBS Services Limited is a company registered in England (company number 5794252) and is a wholly owned subsidiary of Melton Mowbray Building Society.

8 Household Insurance

As a condition of your mortgage Melton Mowbray Building Society requires that you have adequate Buildings Insurance cover in place with a reputable insurer on or before completion of your mortgage.

Protecting your property and its contents involves important decisions and the Society feels that you should be able to select the level to meet your own requirements (although the property must be insured for not less than the amount to meet rebuilding costs).

We can meet these needs by arranging your insurance through Heath Lambert Insurance Services who offer Buildings and / or Contents policy that provides the level of cover you require at a competitive price.

Heath Lambert Insurance Services is a trading name of Heath Lambert Ltd. (HLL) who are authorised and regulated by the Financial Services Authority (FSA).

You can check this on the FSA website, www.fsa.gov.uk/register or by calling 0845 606 1234.

The Policy offered features the following benefits:

- Flexibility - to allow you to choose the level of cover you need
- Competitive - premiums are competitively priced to benefit you
- Interest-free payment options - you can pay your premiums in instalments at no extra charge
- Peace of Mind - all policies offer a 24-hour claims helpline

One of our insurance advisers will be pleased to contact you to discuss your requirements.

Please remember you may be able to save money on your existing household insurance.

I / We wish to be contacted for a free no obligation quotation Yes No

Current Insurance Arrangements

Name of Insurer	<input type="text"/>	Policy Number	<input type="text"/>
Sum Insured	<input type="text"/>	Renewal Date	<input type="text"/>

Please advise the best times for our insurance advisers to telephone you, if you have indicated that you require a quotation.

HOUSEHOLD INSURANCE

Preferred Time*:
Contact Number:

MORTGAGE PAYMENT INSURANCE

Preferred Time*:
Contact Number:

* Opening times are 9.00am to 5.00pm Monday to Friday and 9.00am to 12.00 Noon Saturday.

9 Your Solicitor / Conveyancer

Name of Individual	Name of Firm
Address	
Post Code	
Tel No.	Fax No.
OFFICE USE ONLY Panel No.	

Note: You should check whether your solicitor is on the Society's Panel. If not, the Society will instruct a separate solicitor to act for it, and additional costs will be incurred for which you will be liable.

10 Declaration

ALL APPLICANTS SHOULD READ CAREFULLY THE DECLARATIONS AS SET OUT BELOW BEFORE SIGNING AND SUBMITTING THE APPLICATION TO THE SOCIETY ALONG WITH THE RELEVANT VALUATION AND ADMINISTRATION FEE WHERE APPLICABLE.

- (a) I / We understand that the inspection carried out by the Valuer is not a structural survey and there may be defects in the property which a more detailed inspection would reveal. I / We appreciate that the appropriate valuation fee incurred will have to be paid whether or not the Society grants an advance.
- (b) I / We understand that the making of a loan by the Society will not imply any warranty by the Society as to the reasonableness of the purchase price / value, the soundness of construction or state of repair of the property, (or the standard or condition of any works carried out).
- (c) I / We understand that borrowers are members of the Society and are bound by its rules.
- (d) I / We understand that the Society requires all properties under mortgage to be insured in accordance with the recommendation of the Valuer.
- (e) I / We agree that Melton Mowbray Building Society may search the files of a credit reference agency.
- (f) We will make searches about you at credit reference agencies who will supply us with credit information, as well as information from the Electoral Register. The agencies will record details of the search whether or not this application proceeds. We may use credit-scoring methods to assess this application and to verify your identity. Credit searches and other information which is provided to us and / or the credit reference agencies, about you and those with whom you are linked financially may be used by Melton Mowbray Building Society and other companies if credit decisions are made about you, or other members of your household. This information may also be used for debt tracing and the prevention of money laundering as well as the management of your account.
- (g) An 'association' between the joint applicants and / or any individual identified as your financial partner, will be created at credit reference agencies, which will link your financial records. You and anyone else with whom you have a financial link understand that each other's information will be taken into account in all further applications by either or both of you. This linking will continue until one of you successfully files a 'disassociation' at the credit reference agencies.
- (h) Where you borrow or may borrow from us, we may give details of your account and how you manage it to credit reference agencies. If you borrow and do not repay in full and on time, we may tell credit reference agencies who will record the outstanding debt.
- (i) You have the right of access to your personal records held by credit agencies. We will supply their names and addresses upon request to Melton Mowbray Building Society, Leicester Road, Melton Mowbray, Leicestershire LE13 0DB.
- (j) I / We understand that you can introduce me / us to Melton Financial Services for advice on life insurance, pensions and investments and if I / we have indicated in section 7 that I / we would like to receive independent financial advice then you may pass information to Melton Financial Services for that purpose.
- (k) The Society may also use and share information including your contact details, information contained in this application and of any services we provide to you, with other members of the Melton Mowbray Building Society group so that we may keep you informed of news and marketing initiatives including mortgages, savings and investments, life products, loans and credit cards, general insurance and financial planning services and of competitions or offers that may be of interest to you. We will use various marketing methods in this respect. Please tick the relevant boxes should you **NOT** wish to be contacted by:-
Telephone Letter / Direct Mail E-mail Please note that this will override any previous instructions on other accounts with the Society in your name.
- (l) I / We will pay the costs incurred by the Society in dealing with the application, whether or not the loan is completed.
- (m) I / We authorise you to share information about me / us with insurance companies where appropriate (but not for marketing purposes).
- (n) In respect of household insurance, I / we understand and undertake to:
- (i) Accept sole responsibility for the choice of insurer, the sum insured, the extent of cover and the financial consequences of any terms, conditions or excess imposed;
 - (ii) Ensure the sum insured is not less than the rebuilding figure given in the valuation report and is index-linked annually;
 - (iii) Ensure that the cover provided by the policy includes financial protection against loss or damage to the property for all major insurable perils, including but not restricted to: Fire, Flood, Storm, Theft, Escape of Water, Malicious Damage, Subsidence, Landslip and Heave and Legal Liability;
 - (iv) The interest of Melton Mowbray Building Society is noted on the policy;
 - (v) Pay all premiums as they fall due to maintain the policy cover for the life of the mortgage.
- (o) I / We understand that Melton Mowbray Building Society accept no responsibility for any loss suffered by me / us in connection with the insurance of the property.

10 Declaration (Continued)

- (p) I / We understand the Society's arrangements for providing cover for my / our mortgage payments in the event of unemployment or disability and, if I / we have not indicated that we wish to discuss our requirements with you, that I am / we are satisfied with our present arrangements and ability to continue our mortgage repayments in such circumstances.
- (q) I / We understand that specific details of early repayment charges in respect of the mortgage product selected will be provided in the product information sheet and mortgage offer.
- (r) I / We understand the contents of this completed application and I / We declare that the information given is, to the best of my / our knowledge and belief correct and complete.
- (s) I / We authorise any existing or previous lender, employer, landlord, accountant, where relevant, to provide references or other information to the Melton Mowbray Building Society, upon written request by the Society.
- (t) If the application is for a remortgage, I / we authorise Melton Mowbray Building Society, their instructed solicitors, representatives or agents to write to our existing lender to obtain our title deeds, together with the amount to pay off our existing mortgage(s). I / We agree to pay any charges made by our existing lender for this (where appropriate). In addition, I / we authorise Melton Mowbray Building Society, their instructed solicitors, representatives or agents to contact any named occupier of the property, in person, so that the occupier can provide a written declaration postponing any rights of occupation to Melton Mowbray Building Society.

Are you related to, or do you have a business relationship with, any employee of the Society? YES NO

Do you have any other loans with the Society be it in your own name or business name? YES NO

Is there any other information which could be relevant to your application which you have not disclosed? YES NO

If YES please provide details on a separate sheet.

It is important that you read and understand the section headed **Declaration**, (including credit reference agencies) in section 10 (bullet f) of this application form. By signing this declaration, you agree that we can use your information in this way.

Form completed by:	<input type="checkbox"/>	<input type="checkbox"/>
Name	<input type="text"/>	<input type="text"/>
Signature	<input checked="" type="checkbox"/>	<input type="text"/>
Date	<input type="text"/>	<input type="text"/>
	Signature / First Applicant	Date
	<input checked="" type="checkbox"/>	<input type="text"/>
	Signature / Joint Applicant	Date

The Society may, at any time before any offer of mortgage is completed, withdraw, revise or cancel the offer.

Please check to ensure the application form has been signed and that the Direct Debit Form is fully completed.

Additional Information Sheet

Details of previous addresses resided in during the past 5 years (Section 2)

Details of previous employers within the past 2 years (Section 4)

Additional Information Sheet

Details of Mortgage, Rent or Loan arrears or County Court Judgements

Details of previous Lender(s) within the past 3 years

Any Other Additional Information

FEES - SEE PRODUCT LITERATURE

Credit / Debit or Switch Card Payment

Please charge the following account with:

A Relevant Arrangement / Administration Fee	£
A Valuation Fee	£
Add 3% Surcharge if paying by Credit Card	£
Total	£

Please Circle: Switch / Maestro / Master Card / Visa Credit Card / Visa Debit Card

Credit card number

Valid From / Expires End / The Society will contact the applicant(s) to obtain card security code

Card Issue Number Your name as shown on the card

Cheque payment a cheque for £ is enclosed Cheque guarantee card number Issue Number

Signatures

Date



themelton
melton mowbray building society

Instruction to your Bank or Building Society to pay by Direct Debit



Please fill in the form and send to: Melton Mowbray Building Society, 39 Nottingham Street, Melton Mowbray, Leicestershire LE13 1NR

Bank / Building Society account Number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager Bank or Building Society

Address

Postcode

Name(s) of Account Holder(s)

Reference Number (to be inserted by the Society)

Originators Identification Number

FOR MELTON MOWBRAY BUILDING SOCIETY - OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society. All payments are normally taken on the 1st of the Month.

Instruction to your Bank or Building Society

Please pay Melton Mowbray Building Society Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Melton Mowbray Building Society and, if so, details will be passed electronically to my Bank / Building Society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, Melton Mowbray Building Society will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Melton Mowbray Building Society to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by Melton Mowbray Building Society or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.
 - If you receive a refund you are not entitled to, you must pay it back when Melton Mowbray Building Society asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

BRANCH OFFICES:

18 Nottingham Street, Melton Mowbray
Leicestershire LE13 1NW
Telephone: 01664 480214 Fax: 01664 560321

48 High Street, Grantham
Lincolnshire NG31 6NE
Telephone: 01476 564528 Fax: 01476 575231

23 High Street, Oakham
Rutland LE15 6AH
Telephone: 01572 757911 Fax: 01572 757946



themelton
melton mowbray building society

PRINCIPAL OFFICE:

Leicester Road, Melton Mowbray
Leicestershire LE13 0DB
Telephone: 01664 414141 Fax: 01664 414040
Website: <http://www.themelton.co.uk>

Authorised and regulated by the Financial Services Authority