



**MORTGAGE
APPLICATION FORM
BUTTERFIELD BANK
(GUERNSEY) LIMITED
and
BUTTERFIELD BANK
(JERSEY) LIMITED**

MORTGAGE APPLICATION FORM

Butterfield Bank (Guernsey) Limited and Butterfield Bank (Jersey) Limited

Please complete all sections in this form and ensure all supporting documentation is forwarded with this application. Incomplete information may delay the loan application process. If you have any queries, your relationship team will be happy to help. Completed, signed forms should be returned to **CImortgages@butterfieldgroup.com**.

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

If you are an existing Butterfield client tick here: ☐

SECTION A - PERSONAL DETAILS**First applicant**

Title

First name(s) & middle name(s)

Surname

Former names (*e.g. maiden name*)

Date of name change

Date of birth

Country of birth

Nationality

Are you a resident for tax purposes in any other country than Guernsey/Jersey? ☐ Yes ☐ No

If **Yes**, please list the other country/ies of residency for tax purposes

Country of residence

Second applicant

Title

First name(s) & middle name(s)

Surname

Relationship to first applicant

Former names (*e.g. maiden name*)

Date of name change

Date of birth

Country of birth

Nationality

Are you a resident for tax purposes in any other country than Guernsey/Jersey? ☐ Yes ☐ No

If **Yes**, please list the other country/ies of residency for tax purposes

Country of residence

☐ I/We consent to receive marketing information from Butterfield (By submitting this form, I acknowledge that Butterfield may contact me regarding my request, my account, or other Butterfield products/services).

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Current residential address

Postcode

Is this your current mailing address?

☐ Yes ☐ NoIf **No**, please confirm mailing address

Postcode

☐ Owned ☐ Rented ☐ Other

If other, please specify

Period at current address

_____ years _____ months

Previous residential address, if less than three years at current address

Postcode

Period at previous address

_____ years _____ months

Home telephone number

Mobile number

Email

Number of children/dependants _____ Ages _____

Housing Qualifications *(to be answered collectively)*:

Jersey:

Do you have full housing qualifications?

☐ Yes☐ No☐ JCAT☐ Licensed

Guernsey:

What is your Guernsey residential qualification?

☐ Local☐ Licensed☐ None☐ Open MarketCurrent residential address *(if different)*

Postcode

Is this your current mailing address?

☐ Yes ☐ NoIf **No**, please confirm mailing address

Postcode

☐ Owned ☐ Rented ☐ Other

If other, please specify

Period at current address

_____ years _____ months

Previous residential address, if less than three years at current address *(if different)*

Postcode

Period at previous address

_____ years _____ months

Home telephone number

Mobile number

Email

Number of children/dependants *(if different)* _____ Ages _____

SECTION B - EMPLOYMENT DETAILS**First applicant**

Please tick the most appropriate option

☐ Employed ☐ Self-employed☐ Retired ☐ Not employed☐ Public position held ☐ ContractEmployer's name *(if applicable)*

Previous employer's name *(if less than 3 years)*

Time in current employment *(if applicable)*

 years

 monthsExpected retirement age *(if applicable)*

 yearsShares owned in this company *(if applicable)*

Address

 Postcode

Work telephone number

Work email

Nature of business

Position held

Second applicant

Please tick the most appropriate option

☐ Employed ☐ Self-employed☐ Retired ☐ Not employed☐ Public position held ☐ ContractEmployer's name *(if applicable)*

Previous employer's name *(if less than 3 years)*

Time in current employment *(if applicable)*

 years

 monthsExpected retirement age *(if applicable)*

 yearsShares owned in this company *(if applicable)*

Address

 Postcode

Work telephone number

Work email

Nature of business

Position held

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SECTION C - FINANCIAL INFORMATION

An income and expenditure assessment will be carried out in order to ensure that the loan is affordable, please provide as much detail as possible. Verification of income and expenditure will also be required as part of our obligations of assessing affordability of your mortgage. If self-employed, please also complete section C.1 below.

First applicant**Income (annual)**

Gross basic salary

£

Other contractual pay (e.g. shift pay)

£

Regular bonus

£ Guaranteed? ☐ Yes ☐ No

Regular overtime

£

Car/Pension allowance

£

Investment income

£

Please provide details of the assets in **SECTION C.2**

Other (please specify)

Do you own or have part ownership of a business venture?

☐ Yes ☐ NoIf **Yes** please provide details in the **SECTION C.1** below.**Second applicant****Income (annual)**

Gross basic salary

£

Other contractual pay (e.g. shift pay)

£

Regular bonus

£ Guaranteed? ☐ Yes ☐ No

Regular overtime

£

Car/Pension allowance

£

Investment income

£

Please provide details of the assets in **SECTION C.2**

Other (please specify)

Do you own or have part ownership of a business venture?

☐ Yes ☐ NoIf **Yes** please provide details in the **SECTION C.1** below.**SECTION C.1 - SELF EMPLOYED ADDITIONAL DETAILS**

If you are self-employed you will need to provide us with the last 3 years certified accounts.

How long has the business/company/partnership been trading?

years

months

Gross profit

Account year end (latest year):

£

Account year end (previous year):

£

Account year end (previous year):

£

Net profit £

Net profit £

Net profit £

SECTION C.2 - ASSETS & INVESTMENTS
First applicant
Assets

Cash deposits

£

Investments *(please specify)*

£

Property

£

Life Insurance products *(please specify)*

Second applicant
Assets

Cash deposits

£

Investments *(please specify)*

£

Property

£

Life Insurance products *(please specify)*

Expenditure (monthly) To be completed jointly *(if applicable)*

Rent/Mortgage payments *(only if continuing)*

£

Maintenance/School/Childcare fees

£

Housekeeping *(food, drink, tobacco, medical, clothing etc)*

£

Utility bills/Other household bills

£

Telecoms *(Sky, Broadband, TV Licence, Mobile etc)*

£

Travel/Parking/Petrol

£

Life/Building Insurance policies

£

Leisure/Lifestyle expenses

£

Other *(please specify)*

£

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SECTION D - PROPERTY ASSETS/LIABILITIESProperty address (*existing property only if held*)

Value of property

£

Postcode

Liabilities

Please provide details of all outstanding credit/store cards, other mortgages (*if continuing*), car and personal loans.
Please include all forms of credit even if paid off monthly.

Lender	Purpose for borrowing	1st or 2nd applicant (or both)	Outstanding balance	Term (if applicable)	Monthly repayment	Repay prior to purchase?

Source of wealth for first applicant

Please describe the activities which have generated your assets and property (*please include all countries where wealth has been generated*)

Source of wealth for second applicant (*if different*)

Please describe the activities which have generated your assets and property (*please include all countries where wealth has been generated*)

Source of funds for deposit

Please explain which of your income will be used to fund your deposit

Source of funds for deposit (*if different*)

Please explain which of your income will be used to fund your deposit

SECTION E - CREDIT HISTORY**First applicant**

Have you been in arrears with any borrowing, including your mortgage or rent, or voluntarily given up possession of a property to a lender?

☐ Yes ☐ No

Have you ever defaulted on a loan or had a judgement or court order made against you, or if self-employed, your business?

☐ Yes ☐ No

Have you ever been declared bankrupt or made any arrangements with creditors?

☐ Yes ☐ No

Have you ever (voluntary or otherwise) had a property repossessed by a lender or entered into any arrangement for mortgage arrears?

☐ Yes ☐ No

Have you been declined a mortgage by another lender?

☐ Yes ☐ No

If you have answered **Yes** to any of the above questions please provide details below

Where your wealth is not derived from employment, or you have any additional monthly income in excess of your monthly salary, please provide details below

Second applicant

Have you been in arrears with any borrowing, including your mortgage or rent, or voluntarily given up possession of a property to a lender?

☐ Yes ☐ No

Have you ever defaulted on a loan or had a judgement or court order made against you, or if self-employed, your business?

☐ Yes ☐ No

Have you ever been declared bankrupt or made any arrangements with creditors?

☐ Yes ☐ No

Have you ever (voluntary or otherwise) had a property repossessed by a lender or entered into any arrangement for mortgage arrears?

☐ Yes ☐ No

Have you been declined a mortgage by another lender?

☐ Yes ☐ No

If you have answered **Yes** to any of the above questions please provide details below

Where your wealth is not derived from employment, or you have any additional monthly income in excess of your monthly salary, please provide details below

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SECTION F - THE PROPERTY

Full address of property

Postcode

Purpose of the mortgage ☐ House purchase ☐ Re-mortgage ☐ Buy-to-Let ☐ Equity releaseIf equity release, please provide details of the use of funds (*e.g. home improvements*)If house purchase, is it first-time buyers? ☐ Yes ☐ NoType of sale ☐ Freehold ☐ Share transfer ☐ Leasehold ☐ Other

If other please provide details

Property status (*Guernsey applications only*) ☐ Local ☐ Open MarketProperty type ☐ House ☐ Flat ☐ Bungalow ☐ OtherApproximate year of build _____ Is the property Listed? ☐ Yes ☐ NoIf new build, has it been purchased off plan? ☐ Yes ☐ NoAgreed price of property (*estimated value if a re-mortgage*)? £ _____Amount required to borrow Existing mortgage value (*if re-mortgage*)

£ _____ £ _____

Deposit (*if new purchase*)

£ _____

Estimated completion date (*if new purchase*) _____Name(s) of legal owners after completion (*if different*)

Is vacant possession of the property being obtained on completion?

☐ Yes ☐ NoIf **No**, provide details

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If buy-to-let, please provide the following details

Current/Expected annual rental income

£ _____

Will the property be used for any commercial purpose?

☐ Yes ☐ NoIf **Yes**, please provide details below

SECTION G - MORTGAGE PRODUCT DETAILSType of mortgage ☐ Repayment and interest ☐ Interest only ☐ Lifestyle (*please ensure you complete **SECTION I***)☐ Buy-to-Let (*please ensure you complete **SECTION I***)

If Interest only (or part interest only), select repayment vehicle:

☐ Sale of property ☐ Sale of assets ☐ Overpayments ☐ Investments/Equities portfolio☐ Other (*please specify*)

Product requested

☐ 2-year Fixed Rate ☐ 5-year Fixed Rate ☐ 10-year Fixed Rate ☐ Base Rate Tracker ☐ Lifestyle Mortgage

Please note: For our Fixed Rate mortgage, the rate will automatically revert to the Bank's Standard Base Rate Tracker at the end of the fixed rate period, unless a new fixed rate is agreed.

Term requested (*from 5 to 30 years*) _____

What is your preferred monthly repayment date?

☐ 15 ☐ 30**Advocate details**

Acting advocate

Law firm name and address

Email

Daytime telephone number

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Property access details for valuation

Butterfield requires an up to date satisfactory valuation of the property to confirm the Loan to Value. The report is a valuation for mortgage purposes and is not a full survey. Butterfield gives no assurance that the statements, conclusions or opinions expressed or implied in the report will be accurate and valid and has no responsibility if the Valuers negligent in relation to the Report.

Estate agent/Vendor name

Description e.g. agent/tenant etc.

Daytime telephone number

Full address

SECTION H - INTERNET BANKING & SECURITY QUESTIONS

You will be able to view and manage your mortgage via Butterfield Online. Please select your preferences for accessing the platform below. Access will be view only unless you have applied for the Lifestyle Mortgage. Balances and statements are available on Butterfield Online and physical statements are issued annually in PDF.

Instructions will be issued to the e-mail address in **SECTION A** of this application form.

First applicant**Secure authentication options**

Please advise which method you would like to use.

Hard token (*physical secure key token*) ☐Address (**mandatory** with hard token)

Postcode

Soft token (*app on mobile phone*) ☐Mobile number (**mandatory** with soft token)**Second applicant****Secure authentication options**

Please advise which method you would like to use.

Hard token (*physical secure key token*) ☐Address (**mandatory** with hard token)

Postcode

Soft token (*app on mobile phone*) ☐Mobile number (**mandatory** with soft token)

The following details will be used to verify instructions received from you and may also be required for security verification/identification purposes.

Mother's maiden name

Mother's maiden name

Memorable place

Memorable place

Keyword (*at least eight characters*)Keyword (*at least eight characters*)

SECTION I - ADDITIONAL INFORMATION FOR BUY-TO-LET OR LIFESTYLE MORTGAGE APPLICATIONS

This section is mandatory if you are applying for a Buy-to-Let or Lifestyle Mortgage as this product requires setting up a full bank account.

Explain your repayment strategy for the final 40% bullet payment:

(40% repayment strategy is only applicable to Lifestyle Mortgage and is not relevant for a BTL)

Please provide details of the expected activity through the account(s) per calendar month:

	Number of Transactions	Currency	Maximum Value	Jurisdictions funds are expected to be remitted to/received from
Debits				
Credits				

Please list your country(ies) of residency for tax purposes and corresponding Taxpayer Identification Number ("TIN")/Social Security Number *(where applicable)*.

First applicant

Tax Residency

TIN/Social Security Number

Second applicant

Tax Residency

TIN/Social Security Number

If you are unable to provide a TIN/Social Security Number, please provide a rationale:

SECTION J - PROOF OF IDENTITY AND DOCUMENT REQUIREMENTS

For each applicant, please provide the documentation below. The application can only be processed when all the below is provided. Please see certifier requirements on page 14.

Requirement	Notes
Identification	
Proof of ID	Certified copy of current passport. <i>Where multiple nationalities are held, please provide a copy of each supporting passport. There is no requirement for copies of any additional passports to be certified, and can be accepted in photographic or scanned form.</i>
Address Verification	
Proof of Address	Please provide one of the following: Certified copy of an appropriate document dated within the past three months: - Utility bill (<i>gas, electricity, telephone (but not mobile) and in each case, not more than three months old</i>); - Local authority tax bill for the current year; or - Credit card, bank or building society statement (<i>not more than three months old</i>).
Income Verification	
Income Confirmation	- last three months payslips. - If self-employed, the last three years of certified accounts (<i>and a supporting accountant's certificate if not evidenced online</i>). - If receive an annual bonus, evidence for past three years.
Bank Statements	- last three months bank statements for the accounts where income is paid into and household/living expenses are paid out from. - last three months of bank statements for any other account with relevant incomings/expenses.
Credit Card Statements & Store Card Statements	Statements for all credit cards and store cards currently in use.
Mortgage Statements	
Mortgage Statements	Statement showing the past 12 months for any mortgages held.
Tenancy Agreement (if Buy-to-Let)	
Tenancy Agreement	Required if Buy-to-Let.

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The below documents are acceptable as evidence of the source of deposit:

Deposit Verification	Acceptable Documentation
Savings	Six months of bank statements demonstrating the build-up of the deposit. If the money was transferred during that time period, statements from the original bank should be provided.
Gift letter	Gift letter signed by donor and supporting documentation.
Investments and investment income	A statement or letter showing the last 12 months valuation.
Dividends or profits from a company	The most recent audited accounts or dividend statement reflecting the past 12 months.
Sale of a property	A signed letter from an advocate or estate agent or copy of a contract of sale/settlement statement.
Equity release from existing property	Mortgage agreement/offer letter.
Inheritance	A copy of the will, signed letter from an advocate, Grant of Probate or a letter from the Executor.
Maturity/surrender of life insurance policy	The closing statement or letter from the policy provider.
Divorce settlement	A copy of the court order or judicial separation agreement.
Other court award (<i>e.g. compensation</i>)	A court order signed letter from an advocate.
Lottery/gambling win	Evidence from the lottery company, cheque or a winning receipt.

Copy Documents Certification	
Certifier Requirements	All documentation provided is required to be certified by one of the following: A copy of a document presented in lieu of examining the original document must bear an original certification by an individual holding one or more of the following professional positions. • A qualified accountant, registered with the relevant national professional body • A qualified actuary, registered with the relevant national professional body • A qualified lawyer, attorney or barrister, registered with the relevant national professional body • Commissioner of Oaths • A qualified Doctor, registered with the relevant national professional body • A current employee of the Butterfield Group • A serving Judge • A serving Justice of the Peace • A current Member of Parliament (<i>all Houses</i>) or Local Government Officer • The Money Laundering Reporting Officer of an organization subject to the same or equivalent AML / CTF regulations to Butterfield. • Notary Public • Officer of an embassy, consulate or high commission of the country or territory that issued the passport or I.D • Position deemed "fit and proper" in accordance with regulation in the jurisdiction in which Butterfield operates Alternatively all originals can be certified in any Butterfield Banking Centre.
	The certifier is required to certify all copy documents as follows: On each photocopied document, the Certifier must write: "I, [name of certifier] confirm that this is a true copy of the original document which I have seen" For documents containing a photo, the Certifier must also write: "I, [name of certifier] confirm that I have met [name of person whose document is being certified] in person and that the photograph is a true likeness of him / her." In addition to the above, the Certifier must also write his / her: (i) Full name (ii) Signature (iii) Occupation (iv) Company / professional address, telephone number and email address (v) Date on which the document was certified
Notes	All certified documents must meet the following criteria: 1. The person signing as a Certifier cannot be a relative or family member of the person whose document is certified nor can they reside at the same address as that person. 2. All copy documents accepted must be clear and legible.

SECTION K - CUSTOMER DECLARATION AND SIGNATURE**This section must be read carefully by all applicants**

In this section all references to “we” or “our” means BBGL/BBJL (*including our assignees or successors in title*) and reference to “you” or “your” means all loan applicants).

1. You understand that any mortgage together with any collateral security that may result from this form may at our discretion be transferred/ assigned or used by us in relation to any financing or securitisation arrangement we may enter into. Where this happens then the terms and conditions of your mortgage will remain the same and your rights and protections will be unaffected.
2. Our legal relationship with you is governed by the following documents which together set out the basis on which we provide our mortgage facility to you:
 - This form;
 - The facility letter;
 - The facility letter Terms and Conditions;
 - The legal charge, Bond or Billet;
 - The privacy notice; and
 - The BBGL/BBJL General Terms and Conditions

3. You/each applicant/connected party acknowledge/s their responsibilities** with respect to applicable tax legislation in your place of domicile, residence, citizenship or incorporation. BBGL/BBJL does not provide tax advice and is not responsible in respect of your/ each applicant's or connected parties' tax obligations in the UK or any other country where this may arise, including any such obligations that relate specifically to the facility/ies and/or products and/or services provided to you and each applicant and/or connected party by BBGL/BBJL.

***Your responsibilities may include but are not limited to tax payments, filings or returns or other required documentation relating to the payment of all relevant taxes.*

4. By signing this form:
 - You/each of you acknowledge that we may withdraw any offer we make in the event that:
 - i. there is a material change in your circumstances or in respect of the value or condition of the property(ies) provided as security; or
 - ii. any of the information given by you in this form or otherwise supplied in support of this document is incorrect or false.
 - You/each of you confirm that the information you have provided to us is complete, accurate and up to date and you/each of you acknowledge that we will be relying on the information in this form or otherwise supplied in support of this document in the event that we complete a mortgage facility.
 - You/each of you understand and accept that:
 - i. the valuation fee is payable in advance and is not refundable once expended whether or not an offer of a loan is made;
 - ii. that a copy valuation report will be provided but no warranty or representation is given that the statements, conclusions or comments expressed or implied in such report are accurate or reliable; and
 - iii. that we have no responsibility to you or any other person as to the value or condition of the property. You should not rely on the valuation and this has been carried out solely for our purposes and for our benefit.
 - You/each of you confirm that you have read, agreed to be bound by, and will comply with the Butterfield Channel Islands Mortgages terms and conditions of use for the service. A copy of our Butterfield Channel Islands Mortgages Terms and Conditions can be obtained from our website or on request.

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You agree that we may communicate with you in connection with the services we provide to you, by e-mail (such as payment advices and/or direct debit advices) and act on instructions received via e-mail from you. You should be aware of the risks inherent in e-mail communication, particularly of its unauthorised interception and of its not reaching the intended recipient. When communicating with you we shall use the e-mail address provided by you in this form (or such other replacement e-mail address that you advise us of). Please notify us if you do not consent to the use of e-mail, as a means of communication in relation to your agreement with us. You can also ask us at any time not to contact you this way.

Full name of first applicant

Signature

Date

Full name of second applicant

Signature

Date

Guernsey

Butterfield Bank (Guernsey) Limited ("BBGL") is licensed and regulated by the Guernsey Financial Services Commission under The Banking Supervision (Bailiwick of Guernsey) Law, 2020 and The Protection of Investors (Bailiwick of Guernsey) Law, 2020, each as amended from time to time, under registration number 85. BBGL is registered under the Data Protection (Bailiwick of Guernsey) Law 2017, under registration number 11160 and with the Guernsey Registry under registration number 21061. Registered office address: P.O. Box 25, Regency Court, Glatigny Esplanade, St Peter Port, Guernsey, GY1 3AP. BBGL's products and services are available in Guernsey and only in those other jurisdictions where they may be legally offered or obtained. BBGL is a participant in the Guernsey Banking Deposit Compensation Scheme (the "Scheme") established by The Banking Compensation Scheme Deposit of Guernsey Ordinance, 2008 (the "Ordinance"). The Scheme offers protection only in respect of 'qualifying deposits' (as that term is used in the Ordinance) of up to £50,000, subject to certain limitations. The maximum total amount of compensation is capped at £100,000,000 in any 5 year period subject to certain limitations as set out in the Ordinance. Full details are available on the Scheme's website www.dcs.gg or upon request. Deposits are not covered by the UK Financial Services Compensation Scheme under the Financial Services and Markets Act 2000, nor are deposits covered by any equivalent scheme outside of the Bailiwick of Guernsey.

Jersey

Butterfield Bank (Jersey) Limited ("BBJL") is regulated by the Jersey Financial Services Commission to conduct deposit-taking business under the Banking Business (Jersey) Law 1991 (as amended), and investment business, fund service business and money service business pursuant to the Financial Services (Jersey) Law 1998, (as amended). BBJL is registered under the Data Protection (Jersey) Law, 2018 and is registered with the Jersey Registrar of Companies for the purpose of the Companies (Jersey) Law 1991 (as amended). Registered office address: IFC6, IFC Jersey, St Helier, Jersey JE2 3BZ. Company registration number 124784. BBJL is a participant in the Jersey Bank Depositors Compensation Scheme. The Scheme offers protection for eligible deposits of up to £50,000. The maximum total amount of compensation is capped at £100,000,000 in any 5 year period. Full details of the Scheme and banking groups covered are available on the Government of Jersey website www.gov.je/dcs, or on request. Terms and Conditions can be obtained from our website and copies of the latest audited accounts are available on request.

BBGL and BBJL are wholly-owned subsidiaries of The Bank of N.T. Butterfield & Son Limited.



Butterfield Bank (Guernsey) Limited
PO Box 25
Regency Court
Glategny Esplanade
St. Peter Port, Guernsey
GY1 3AP
Tel: +44 (0)1481 711521
Fax: +44 (0)1481 714533

butterfieldgroup.com

Butterfield Bank (Jersey) Limited
PO Box 250
IFC6
IFC Jersey
St Helier, Jersey
JE4 5PU
Tel: +44 (0)1534 843333
Fax: +44 (0)1534 843336