

Mortgage Application Form



Membership No.:

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.

Checklist

Applicant 1 Applicant 2

Completed and Signed Application Form	<input type="checkbox"/>	<input type="checkbox"/>
Signed all Declarations, Authorisations and Consents (Pages 8-10 enclosed)	<input type="checkbox"/>	<input type="checkbox"/>
Proof of identity (passport, driver's licence) if not on file	<input type="checkbox"/>	<input type="checkbox"/>
Proof of address (bank statement, utility bill) if not on file	<input type="checkbox"/>	<input type="checkbox"/>
6 months' savings statements	<input type="checkbox"/>	<input type="checkbox"/>
6 months' credit card statements (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
12 months' loan statements (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
12 months' mortgage statements (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Separation / Divorce Agreement (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation of Gift Letter (where assisted with deposit)	<input type="checkbox"/>	<input type="checkbox"/>
Stamp 4/5 for non EU nationals (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
For Top Up or Mover mortgage, have you located title documents?	<input type="checkbox"/>	<input type="checkbox"/>

For PAYE Employees:

Income certificate(s) signed, dated and stamped by employer	<input type="checkbox"/>	<input type="checkbox"/>
3 months consecutive payslips to confirm basic salary	<input type="checkbox"/>	<input type="checkbox"/>
Employment detail summary (formerly p60)	<input type="checkbox"/>	<input type="checkbox"/>
6 months up to date personal current accounts statements	<input type="checkbox"/>	<input type="checkbox"/>

For Self Employed:

Most recent 3 Years audited / trading accounts certified by accountant	<input type="checkbox"/>	<input type="checkbox"/>
Accountant's confirmation of up to date tax position	<input type="checkbox"/>	<input type="checkbox"/>
Most recent 3 years Revenue Notice of Assessment	<input type="checkbox"/>	<input type="checkbox"/>
12 months up to date business current account statements	<input type="checkbox"/>	<input type="checkbox"/>
Profile / background of company	<input type="checkbox"/>	<input type="checkbox"/>
6 months up to date personal current accounts statements	<input type="checkbox"/>	<input type="checkbox"/>

If Mortgage is for Self-Build

Engineer's letter of supervision, certificate of professional indemnity insurance and breakdown of cost of construction	<input type="checkbox"/>	<input type="checkbox"/>
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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	<input type="checkbox"/>	<input type="checkbox"/>
12 months' council rental /mortgage statement	<input type="checkbox"/>	<input type="checkbox"/>



Need some help with this form?

Call us on 01 - 632 5100 or email us at hello@savvi.ie

Section 1 Personal Details

Mortgage type

First Time Buyer
 Moving Home

Building a Home
 Switching Mortgage Provider

Top Up

Equity Release

We do not provide lending for investment properties

First Applicant

Full Name:

Address:

PPS No.:

Date of birth: Nationality

Years in Ireland *(if less than 10)*:

Mobile No.:

Home Tel.: Work Tel.:

Email adress:

Marital status:

Single Married or Civil Partner
 Cohabitant Remarried
 Separated Widower Divorced

Do you have any dependents?

Yes No

If 'YES' what age's?

Do you require a Visa to be employed in Ireland?

Yes No

If so, what is the year of expiry?

Currently:

Home Owner Private Rented Accommodation
 Council Tenant Living with Relatives

Other

Mortgage / Rent per month:

€

Have you ever owned a home or had a mortgage before

Yes No

If existing mortgage - Outstanding balance

Yes No

Property valuation:

€

Second Applicant

Full Name:

Address:

PPS No.:

Date of birth: Nationality

Years in Ireland *(if less than 10)*:

Mobile No.:

Home Tel.: Work Tel.:

Email adress:

Marital status:

Single Married or Civil Partner
 Cohabitant Remarried
 Separated Widower Divorced

Do you have any dependents?

Yes No

If 'YES' what age's?

Do you require a Visa to be employed in Ireland?

Yes No

If so, what is the year of expiry?

Currently:

Home Owner Private Rented Accommodation
 Council Tenant Living with Relatives

Other

Mortgage / Rent per month:

€

Have you ever owned a home or had a mortgage before

Yes No

If existing mortgage - Outstanding balance

Yes No

Property valuation:

€

First Applicant

Are you an employee, director or volunteer of Savvi Credit Union Ltd:

Yes No

Are you connected to or related to an employee or director of Savvi Credit Union Ltd or connected to a business where an employee or director of Savvi Credit Union Ltd is a significant shareholder?

Yes No

If 'Yes' please specify

Second Applicant

Are you an employee, director or volunteer of Savvi Credit Union Ltd:

Yes No

Are you connected to or related to an employee or director of Savvi Credit Union Ltd or connected to a business where an employee or director of Savvi Credit Union Ltd is a significant shareholder?

Yes No

If 'Yes' please specify

Section 2 Employment Details

First Applicant

Employment status:

Employee Self Employed Retired
 Full Time Parent Not in Employment

If an Employee

Occupation

Employer name

Permanent Temporary

Years with employer

Previous employer (if less than 3 years)

If Self Employed

Registered name of business

Trading name (if different from above)

Address of business

Second Applicant

Employment status:

Employee Self Employed Retired
 Full Time Parent Not in Employment

If an Employee

Occupation

Employer name

Permanent Temporary

Years with employer

Previous employer (if less than 3 years)

If Self Employed

Registered name of business

Trading name (if different from above)

Address of business

First Applicant

If Self Employed

Type of business

- Sole Trader Partnership
 Limited Company Unlimited Company
 Single Member Company

Shareholding if partnership or company

%

Years in business

Accountant firm

Accountant address

Previous employer (if less than 3 years)

Second Applicant

If Self Employed

Type of business

- Sole Trader Partnership
 Limited Company Unlimited Company
 Single Member Company

Shareholding if partnership or company

%

Years in business

Accountant firm

Accountant address

Previous employer (if less than 3 years)

Section 3 Income details

First Applicant

Annual gross basic income

€

Payment frequency

- Weekly Monthly Fortnightly

Annual overtime (if applicable)

€

- Guaranteed Regular Irregular

Annual bonus (if applicable)

€

- Guaranteed Regular Irregular

Annual commission (if applicable)

€

- Guaranteed Regular Irregular

Other income (e.g. maintenance, rental)

Source	Annual Income
<input type="text"/>	€ <input type="text"/>
<input type="text"/>	€ <input type="text"/>
<input type="text"/>	€ <input type="text"/>

Second Applicant

Annual gross basic income

€

Payment frequency

- Weekly Monthly Fortnightly

Annual overtime (if applicable)

€

- Guaranteed Regular Irregular

Annual bonus (if applicable)

€

- Guaranteed Regular Irregular

Annual commission (if applicable)

€

- Guaranteed Regular Irregular

Other income (e.g. maintenance, rental)

Source	Annual Income
<input type="text"/>	€ <input type="text"/>
<input type="text"/>	€ <input type="text"/>
<input type="text"/>	€ <input type="text"/>

Section 4 Assets and Commitments

First Applicant

Assets

Savings

<i>Institution</i>	<i>Value</i>	<i>Monthly Contribution</i>

Investments excluding pension (equities, bonds, etc.)

<i>Description</i>	<i>Holding</i>	<i>Value</i>

Other (property, land, vehicles, etc.)

<i>Description</i>	<i>Value</i>

Commitments

Loans and overdrafts

<i>Lender</i>	<i>Purpose</i>	<i>Balance</i>	<i>Monthly repayments</i>

Credit cards

<i>Card Issuer</i>	<i>Balance</i>	<i>APR</i>

Other Commitments

E.g. car tax, car insurance, health insurance

<i>Description</i>	<i>Monthly Cost</i>

Are you aware of any factors that could change your circumstances (e.g. change to employment status, health, etc.) Disclosed above in sections 1, 2, 3 and 4?

Yes No

Second Applicant

Assets

Savings

<i>Institution</i>	<i>Value</i>	<i>Monthly Contribution</i>

Investments excluding pension (equities, bonds, etc.)

<i>Description</i>	<i>Holding</i>	<i>Value</i>

Other (property, land, vehicles, etc.)

<i>Description</i>	<i>Value</i>

Commitments

Loans and overdrafts

<i>Lender</i>	<i>Purpose</i>	<i>Balance</i>	<i>Monthly repayments</i>

Credit cards

<i>Card Issuer</i>	<i>Balance</i>	<i>APR</i>

Other Commitments

E.g. car tax, car insurance, health insurance

<i>Description</i>	<i>Monthly Cost</i>

Are you aware of any factors that could change your circumstances (e.g. change to employment status, health, etc.) Disclosed above in sections 1, 2, 3 and 4?

Yes No

Section 5 Purpose of Mortgage

Address of property to be mortgaged

Purchase price

€

Estimated value

€

Name & address of selling estate agent

Outlay

Stamp Duty €

Legal Costs €

Renovations €

For self build

Engineers Costs €

Services Costs €

Build Costs €

Purchase Price €

Total Costs €

Source of funds

Mortgage Amount €

Deposit from Savings €

Deposit from Inheritance €

Deposit from gift €

Deposit from proceeds of sale from existing home €

Deposit from other

Total Funding €

If property is new or subject to renovations:

Will the property be covered by home bond?

Yes

No

Name and address of builders

Planning approved

Yes

No

Planning reference number

Stage payments required

Yes

No

Estimated completion date

If switching mortgage provider; name and address of current provider

Outstanding mortgage term

Outstanding mortgage balance

€

Your solicitor name & address

Declaration



Please read this document carefully

1. Important information regarding Data Protection

Under the General Data Protection Regulation (the "GDPR"), we are required to explain to you why we are asking for information about you, how we intend to use the information you provide to us and whether we will share this information with anyone else.

Savvi Credit Union provides this information in a detailed Mortgage Data Protection Statement which may be found on our Mortgage information page on the Savvi website. You may also request a copy from a member of staff at any time.

The Mortgage Data Protection Statement outlines the categories of data we will collect for and about you during the Mortgage Application Process and the term of the mortgage where your application is successful. It also outlines our lawful basis for processing the data, the processing activities we undertake, the categories of recipients of the data and our retention periods.

Some of the processing may include Special Category Personal data relating to your health. We will request your explicit consent when we are collecting this data from you.

We encourage you to read this notice and to request further information or clarification from a member of staff where required.

2. Credit Checks and Assessments

It is a necessary condition of a mortgage application that satisfactory credit checks and assessments be conducted by Savvi Credit Union Ltd. These will include checks with the Central Credit Register and/or the Irish Credit Bureau DAC.

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

We carry out additional credit checks with the Irish Credit Bureau ("ICB") as part of our assessment of your application. The ICB processes that data in order to record your loan application and once you obtain a loan, the credit agreement details are registered on the ICB database.

The ICB Data Protection Statement is available at
www.icb.ie/pdf/FairProcessingNotice.pdf.

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.

3. 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 Savvi Credit Union Ltd 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, Savvi Credit Union Ltd 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.

Authorisations and Consent



Please read this document carefully before signing

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

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.

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 Savvi Credit Union Ltd will take the appropriate steps to recover the amount due. This could mean that Savvi Credit Union Ltd 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.

1. Client signature/authorisation/ declaration

By signing below I/we agree;

- That this Form may not be construed as an offer by or on behalf of Savvi Credit Union Ltd.
- That the loan will be subject to the rates and interest of Savvi Credit Union Ltd.
- 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 Savvi Credit Union Ltd 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 Savvi Credit Union Ltd reserves the right to restrict, amend, reduce or withdraw any loan offer made.
- That in the event of my/our application being declined, Savvi Credit Union Ltd can provide in writing the reason(s) for declining the application.

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 Savvi Credit Union Ltd 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 Savvi Credit Union Ltd of any changes to my/our situation which might affect my/our financial situation.

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

First applicant

Date: / /

Second applicant

Date: / /

2. Consent under Consumer Credit Act 1995

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

First applicant

Date: / /

Second applicant

Date: / /



Certificate of income Applicant 1



Private & Confidential

Savvi Credit Union Ltd 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 Savvi Credit Union Ltd.

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

Permanent Temporary

Employee under probation period?

Yes No

If yes, duration of probation

Is employee full time or part time?

Full-time Part-time

Is employee pensionable?

Yes No

Annual pension contribution

€

Annual basic salary

€

Paid weekly, fortnightly, monthly?

Weekly Fortnightly Monthly

Estimated annual overtime

€

Estimated annual commission

€

Is employee on salary scale

Yes No

If yes, please state maximum point

€

Are you aware of any circumstances that will affect the applicant's employment?

Yes No

Signature

Position held

Block capitals

Date: / /

Declaration for applicant:

Savvi Credit Union may contact the employer directly to verify the income figures and employment details submitted.

Company stamp

Signature

Date: / /

Print



Certificate of income Applicant 2



Private & Confidential

Savvi Credit Union Ltd 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 Savvi Credit Union Ltd.

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

Permanent Temporary

Employee under probation period?

Yes No

If yes, duration of probation

Is employee full time or part time?

Full-time Part-time

Is employee pensionable?

Yes No

Annual pension contribution

€

Annual basic salary

€

Paid weekly, fortnightly, monthly?

Weekly Fortnightly Monthly

Estimated annual overtime

€

Estimated annual commission

€

Is employee on salary scale

Yes No

If yes, please state maximum point

€

Are you aware of any circumstances that will affect the applicant's employment?

Yes No

Signature

Position held

Block capitals

Date: / /

Declaration for applicant:

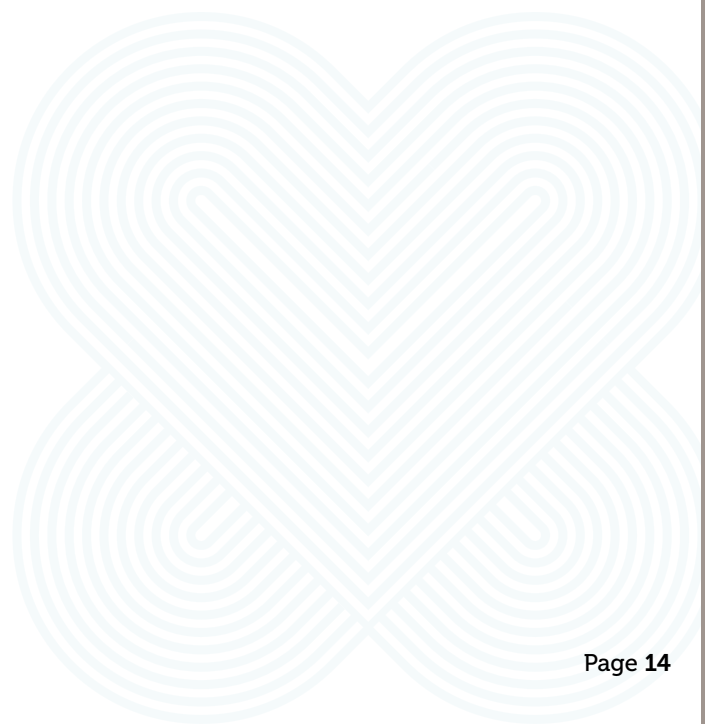
Savvi Credit Union may contact the employer directly to verify the income figures and employment details submitted.

Company stamp

Signature

Date: / /

Print



Confirmation of gift



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

Applicant name

Address of applicant

Details of person(s) making gift:

Name(s)

Address

Relationship to applicant

This is to certify that I/We are gifting the sum of

€

to the above named Applicant.

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

Signature

Print name

Date: / /

Where second person also makes gift;

Signature

Print name

Date: / /

For the Applicant

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

Applicant 1

Signature

Print name

Date: / /

Applicant 2

Signature

Print name

Date: / /

Savvi Credit Union Ltd is regulated by the Central Bank of Ireland. Registered in Republic of Ireland: Register No. 275CU. 27/28 Herbert Place, Dublin 2, D02 DC97

Tel: 01 632 5100
Fax: 01 632 5133

www.savvi.ie



Need some help with this form?

Call us on 01 - 632 5100 or email us at hello@savvi.ie

