



Please use this application form for existing Kensington clients wishing to apply for Additional Lending or to Port their existing Flexi Fixed for Term mortgage to another security property.

- **Step 1.** Complete the below PDF application form.
- **Step 2.** Ensure you have received signed confirmation from all applicants to submit the application and their personal data for processing.
- **Step 3.** Save the completed application form.
- **Step 4.** Upload the completed application form via the portal along with any supporting documentation.

Date			
Case Reference			
Eligibility Acceptance Reference Number			
First applicant full name			
Second applicant full name			
Section 1: Interme	<b>diary details.</b> Pleas	se complete all sec	tions.
Intermediary full name			
Intermediary firm name			
FCA Number			
Level of Service (we only accep	t advised sales)	Advised	
Have the applicants accepted the advised sales where advice ha	ne advice? (we only accept s been accepted)	Yes	
Name of mortgage club			
Submission Route		Directly Authorised broke Directly Authorised Broke Appointed Representative Appointed Representative	r via a Mortgage club
Broker fee amount?		£	
When is the broker fee payable?		Submission Offe	er Completion
Broker fee refund amount?		£	
Section 2: Applica To apply for Addition requirements:		to Port, the applic	ant(s) must satisfy these
Has the applicant(s) failed to keel or other loan (secured or unsecu		Yes	No
Has the applicant(s) had a mortg the last 5 years?	gage, loan or tenancy refused in	Yes	No
Has the applicant(s) had a prope	erty repossessed?	Yes	No
Has the applicant(s) been declar individual voluntary arrangemen		Yes	No
Is the applicant(s) unable to provincome?	vide confirmation of all types of	Yes	No
Is the property outside England,	Wales and Scotland?	Yes	No
Does the applicant(s) hold asset payments for the proposed procupounds sterling?		Yes	No
Is (are) the applicant(s) paid in ar sterling?	ny other currency than pound	Yes	No

Are you aware of any reason why the loan application would be un-acceptable to us? (Our property exclusions, lending and product exclusions can be viewed on our website)	Yes	□ No
Could any of the applicants be considered credit impaired?	Yes	No
If you have answered Yes to any of the above questic relevant to this enquiry in section 12 below	ons, please provide any ac	lditional information that you feel is
<b>Section 3: Loan details.</b> Please complete below and then eithe	er 3a, b or c depend	ding on the application type.
What kind of application are you looking for?	Additional Lending  Port with additional lending	Port
Is this a Buy to Let?	Yes	No
3a: For <b>ADDITIONAL LENDING</b> only		
Additional Lending Amount Required	£	
Term of Additional Lending		
Additional Lending Product Code		
Please confirm the Additional Lending is for home improvements only.	Yes	No
If you are borrowing to make improvements to your property, please provide a description of the improvements you intend to make. Also, please confirm if planning permission is required and if it is, please provide a copy of the permission.		
3b: For <b>PORTING</b> only		
Selling price of existing property	£	
Purchase Price of new residential property?	£	
Source of deposit (e.g. own personal savings, inheritance, gift, sale of property)		
Deposit amount	£	
If you are purchasing this property with an incentive/discount and are intending to borrow more than the agreed purchase price, please tell us by how much and why e.g. for home improvements		
and are intending to borrow more than the agreed purchase price, please tell us by how much and why e.g. for home		

### 3c: For **PORTING WITH ADDITIONAL LENDING**

Selling price of existing property	£
Purchase Price of new residential property?	£
Source of deposit (e.g. own personal savings, inheritance, gift, sale of property)	
Deposit amount	£
Additional Lending Amount Required	£
If you are purchasing this property with an incentive/discount and are intending to borrow more than the agreed purchase price, please tell us by how much and why e.g. for home improvements	
Term of Additional Lending	
Additional Lending Product Code	
Purpose of Additional Lending (only permitted for home improvements or to assist with the purchase of a property to which the existing mortgage is being ported)	Home improvements Additional Lending to move home
If the Additional Lending is to fund improvements to your property please provide a description of the improvements you intend to make. Also, please confirm if planning permission is required and if it is, please provide a copy of the permission if already obtained.	

# Section 4: Applicant details

	First applicant	Joint applicant
Does the applicant have any unspent criminal convictions or cautions?	Yes No	Yes No
If yes, provide further details of any unspent criminal convictions or cautions:		
Details of any relationship between customer and vendor (not applicable for Additional Lending only)		
Number of Dependants (please also list dependant age)		
Mobile Phone Number		
Home Phone Number		
Work Phone Number		
Preferred contact method	Mobile telephone  Home telephone  Work telephone	Mobile telephone Home telephone Work telephone

## Section 5: Applicant employment details

Please complete below and then either 5a, b or c depending on the employment type.

	First applicant	Second applicant
	Employed	Employed
Franciscus and thus a	Self-Employed	Self-Employed
Employment type	Retired	Retired
	Not Working	Not Working

# Section 5a: Employed applicants

If you are employed by your own company please also complete section 5b.

	First applicant	Second applicant
Employer's Name		
Employer's Address		
Employer's Phone Number		
Employer's Email Address		
Employee Reference		
Occupation		
Basis of Employment	Permanent full time Permanent part time Temporary part time Temporary full time Contract	Permanent full time Permanent part time Temporary part time Temporary full time Contract
Employed by Family Member	Yes No	Yes No
Still within probationary period	Yes No	Yes No
Start Date of employment		
Estimated Retirement Date		
Does the applicant anticipate any future changes in income which may impact their ability to maintain their mortgage? (If YES please provide an explanation of known changes in section 12 of this form)	Yes No	Yes No
Annual Gross Basic Salary	€	€
Annual Gross Overtime	€	€
Annual Gross Bonus	£	£
Annual Gross Commission	€	€
Annual Gross Travel / car allowance	€	€
Annual Gross Shift allowance	£	£

Annual Gross Pension	£	£
Annual Other Income (please provide a breakdown in section 12)	£	£

# Section 5b: Applicant self-employed/employed by own company income

	First applicant	Second applicant	
Status	Director of own company Partnership Contractor Sole trader	Director of own company Partnership Contractor Sole trader	
Nature of business			
Registered Company Name			
Registered Company Address			
Job Title			
Percentage shareholding	%	%	
Date Business Started			
Contractor contract start date			
Contractor contract end date			
Salary	£	£	
Dividend - Year 1	£	£	
Dividend - Year 2	£	£	
Dividend - Year 3	£	£	
Net Company Profits – Year 1	£	£	
Net Company Profits - Year 2	€	£	
Net Company Profits - Year 3	£	£	
Other Income	€	£	
Accountant's Name			
Accountant's Professional Qualification			
Accountant Contact			
Accountant's Address			
Estimated Retirement Date			
Does the applicant anticipate any future changes in income which may impact their ability to maintain the proposed lending? (If YES please provide an explanation of known changes in section 12 of this form)	Yes No	Yes No	

## Section 5c: Applicant's previous employment

Only complete if current employment is less than 12 months.

	First applicant	Second applicant
Employer Name		
Occupation		
Position		
Start Date		
Duration		

### **Section 6: Financial Commitments**

Please provide details of your monthly outgoings

## Loans / Hire Purchase Agreements

Name of Company	Outstanding Balance	Monthly Repayment	Term remaining	To be repaid on or before completion?	Applicant(s)
	£	£		Yes No	First Applicant Second applicant Both
	£	£		Yes No	First Applicant Second applicant Both
	£	£		Yes No	First Applicant Second applicant Both
	£	£		Yes No	First Applicant Second applicant Both
	£	£		Yes No	First Applicant Second applicant Both

# Credit Cards / Mail Order / Store Cards

Name of Company	Outstanding Balance	Monthly Repayment	To be repaid on or before completion?	Applicant(s)
	£	£	Yes No	First Applicant Second applicant Both
	£	£	Yes No	First Applicant Second applicant Both
	£	£	Yes No	First Applicant Second applicant Both
	£	£	Yes No	First Applicant Second applicant Both
	£	£	Yes No	First Applicant Second applicant Both

# **Section 6: Financial Commitments (continued)**

## **Bank Overdraft**

Name of Compa	ny Out	tstanding Balance	Current Overdraft Limit	To be repaid on or before completion?	Applicant(s)
	£		£	Yes No	First Applicant Second applicant Both
	£		£	Yes No	First Applicant Second applicant Both
	£		£	Yes No	First Applicant Second applicant Both
	£		£	Yes No	First Applicant Second applicant Both
	£		£	Yes No	First Applicant Second applicant Both
Property I	Portfolio				
Does the applicant have any investment/BTL properties, owned in their own name (not via a limited company and excluding the security property)?					
Does the applicant expect any material changes to their portfolio which may adversely impact their ability to support any of their existing BTL loans or the loan being applied for?			No No		
		I	I	I	
of properties	Total number of mortgaged properties	Estimated value of tota portfolio	Total outstanding balance of mortgaged properties	Total monthly portfolio rental income	Total monthly mortgage payments

# Other outgoings/commitments

Outgoings	Details	£
Utility and communications	These include electricity, water, gas, telephone and internet.	÷
Car and travel	These include fuel, insurance, tax, MOT, vehicle maintenance, parking and public transport.	£
Lifestyle spending	Please consider the average monthly spend towards holidays, entertainment, restaurants, furniture and white goods.	£
Housekeeping costs	Please consider food, clothing, personal grooming, cleaning materials, medical, pets, glasses and dental care.	£
Insurance / pension & investments	This includes buildings and contents insurance, life assurance, endowment policies, private pensions, household insurance (gas fire, boiler, pets etc.) You do not need to include the associated cost of the mortgage repayment vehicle within this box.	£
Childcare	These include childcare / nursery fees.	£
Ground Rent / Service Charges		£
Maintenance	As detailed in any divorce, separation agreement or any informal arrangement.	£

Child Maintenance Service payments		£
Rental Agreements		£
School / further education fees		£
Other	(Please specify)	£

# **Section 7: Property details**For **PORTING** or **PORTING WITH ADDITIONAL LENDING** only

Please confirm the new security address	
	Terraced House Detached Semi-detached
Property Type	Bungalow Flat/ apartment
	Other (Please provide details in section 12)
Is the property a new build?	Yes No
Year Built	
Type of Warranty	
Number of floors?	
Tenure of Property?	Leasehold Freehold Commonhold Heritable (Scotland only)
Ground Rent payable?	Yes No If yes, please state amount £
Service Charge payable?	Yes No If yes, please state amount £
If Leasehold, how long is remaining on the lease?	
County in which the property is located	
Is the property an ex local authority property?	Yes No
Located above or adjacent to commercial property	Yes No
Construction Type	
EPC Rating	A B C D E G
Type of Roof	
Type of Wall	
Number of bedrooms	
Number of bathrooms	

Number of	f kitchens			
Type of ga	rage			
Number of	f off-site garages			
Allocated p	parking space	Yes	No	
Are there s	solar panels on the property?	Yes	No	
	on 7: Property de ORTING or PORTI	tails NG WITH ADDITION	IAL LENDIN	<b>G</b> only (continued)
Main usage	e of the property			
Is the prop a relative?	perty being purchased from	Yes	No	
	operty previously been for residential purposes?	Yes	No	
from a limit	perty being purchased Ited company in which the owns shares?	Yes	☐ No	
	yone else over the age of be living in the mortgaged	Yes, complete section 7a	No, move on to section 8	
	-	iers over 17 years of NG WITH ADDITION	_	<b>G</b> only
	Occupier's Name		Date of Birth	Relationship
1st				
2nd				
3rd				
4th				
Sectio	on 8: Valuation ar	nd access details - a	rrangemen	ts to access the property
Contact na	ame			
Contact te	elephone number			
Contact ac	ddress			

# Section 9: Solicitor's details For **PORTING** or **PORTING WITH ADDITIONAL LENDING** only (continued)

In England and Wales, all solicitor firms must have a minimum of three SRA approved managers and be a registered member of the Law Society's Conveyancing Quality Scheme (CQS). In Scotland, all solicitor firms must have a minimum of three managers and registered with the Law Society of Scotland.

Solicitor contact name		
Firm name and address		
Telephone number		
Email address		
Section 10: Repaymen	t information	
Additional Lending If your existing mortgage is paid by the same direct debit, you do Please note, the Additional Lend collected from.  Direct Debit - For PORTING or The applicant(s) has/have confir holder(s) of the UK bank/buildin	I by direct debit, the not need to complishing monies will be PORTING WITH A med to me directly g society account unt. (NB: Kensingto	y or via an intermediary (as applicable) that they are the named below, and that they are the only person(s) required to n cannot accept payments from a company/business account
Bank Sort Code		
Account Number		
Name on Account		
Section 11: Additional s	support	
There may be reasons the applicant might need us to work with them differently today, in the future, or on an ongoing basis. Is there anything that you would like to make us aware of that will help us to improve the service we can give them?		Yes, complete all of section 11  No, move on to section 12
Please provide details of these needs		
Please tell us if the applicant(s) require in provided in one of the following formats	formation to be	Braille Audio Large print Coloured paper

Section 12: Additional information

#### **Section 13: Customer Declarations and Consents**

When you obtained your current mortgage with us you signed a declaration and/or consent document. The following declaration is supplemental to that document and if there is any discrepancy between the two, this declaration overrides that discrepancy.

Please read this document section carefully before going ahead with your application. If there is anything you do not understand, you may wish to discuss this with a mortgage intermediary or financial advisor before signing below.

#### OUR DETAILS

In this document "we", "us" and "our" means Kensington Mortgage Company Limited (the mortgage lender) and our successors and anyone who takes over our legal rights and/or responsibilities under our agreement with you. We are authorised and regulated by the Financial Conduct Authority and our registered office is 2nd Floor, Marlow International, Parkway, Marlow, SL7 1YL.

#### 2. CONTACTING EACH OTHER

#### 2.1 How to give instructions and get information

You must give us written instructions unless we say you can give us instructions by phone. You can ask for information about your mortgage by calling or writing to us. If you call us, you must go through our security procedures before we give you confidential information or follow your instructions. If you appoint someone to act for you, you will need to provide written authority before we can provide information to them or follow their instructions and they will also have to go through our security procedures. We may monitor and record calls so we can check instructions you give us, train our staff and for quality monitoring purposes.

#### 2.2 You can contact us by writing to us, by email or by calling us

We may contact you by writing to you, by email, by calling you, by SMS or by any other reasonable method of communication. We will contact you using the latest contact details you have given us. You must tell us if they change.

#### 3. IF TWO OR MORE OF YOU ARE APPLYING

(If more than two of you are applying, when we say "both" of you, we mean all of you).

Each of you will make the declarations and give the consents below. You are jointly and severally liable for the mortgage which means you are each responsible for following your obligations in this document and in the mortgage conditions and special conditions we send you and if one of you breaks an obligation we can take action against one or both of you.

Any of you can give us instructions to do with our agreement with you independently of the other borrower(s) and we do not need to check with the other borrower(s) before acting on those instructions but we may choose to do so.

Where reasonable, we may give information about your mortgage to one of you, rather than both. Where you share the same address we may send only one copy of any required communication addressed to both of you.

#### 4. APPLYING FOR YOUR Additional Lending OR TO PORT YOUR MORTGAGE (WITH OR WITHOUT ADDITIONAL LENDING)

#### 4.1 We need complete information

When completing your application, you will be providing information to help us decide about whether to agree your request for a Additional Lending or to port your mortgage (with or without Additional Lending). You must give us true, complete, accurate and up-to-date information with your application and whenever you contact us afterwards. This means you must mention everything you think may be relevant. For example, in your application you must tell us about all other money you owe, and whether you have been cautioned, convicted or charged with any crime (other than minor driving offences or relating to spent convictions). If you have to give us information about someone else, you must have their permission first. We will rely on the information you give us to decide whether to agree to Additional Lending or porting your mortgage. Where we give the information to others, they will also rely on it for their purposes. If any of the Further Information you give us changes you must tell us. This may affect our decision about your Additional Lending or porting (with or without Additional Lending) application.

#### 4.2 Further Information

We (or others for us) may gather information we think is reasonably needed to decide whether to agree Additional Lending or to port your mortgage (with or without Additional Lending). As part of this, we can seek information and references about you from, for example, your past and current employers, solicitors, debt counsellors, lenders, landlords, accountants, banks, tax offices and insurers. We may also refresh this information in the future whilst you have a mortgage with us, by checking your details with credit reference agencies and fraud prevention agencies and by asking you for details of your income and expenditure. This may be necessary where we need up-to-date information to make a further lending decision, for example where we need to decide whether to make Additional Lending to you, or where we are checking to see whether the mortgage remains affordable for you. Any enquiries made to credit reference agencies during the life of your mortgage will not be visible to others when they view your credit record and will not affect your credit rating. We may record telephone calls between you and us which will be monitored for security, quality or training purposes.

#### 4.3 Fees

We will tell you about any fees and expenses you have to pay in relation to your application in your offer letter and/or tariff of fees and charges. A fee may be payable upfront for your application. This is non-refundable. Any early repayment charges applicable will be referred to in the Offer. There may be additional fees that you have to pay to your mortgage intermediary. These fee arrangements are between you and your intermediary.

#### 4.4 Declined application

We may decline your application or withdraw or revise an offer at any time before the change is made. Where we do so on the basis of an automated decision, we will let you know, and you have the right to ask us to review that decision.

#### 5. VALUATIONS

#### 5.1 Property Valuation

We may arrange a property valuation to help us in considering your application. This may be an automated valuation or involve a physical inspection. We may charge you a fee for this valuation. This fee is non-refundable even if the requested Additional Lending or porting (with or without Additional Lending) does not proceed or your application is declined.

Where we do arrange a valuation, this valuation is not a detailed structural report and is for our benefit, not yours, and so you should not rely on it. The valuer is not an agent of ours and we are not responsible for any representations or opinions they express. If we decide to proceed with the Additional Lending or porting (with or without Additional Lending), this doesn't mean we are guaranteeing the value or condition of your property in any way. Please arrange your own survey if you wish to rely on it as to the value or condition of your property.

#### 5.2 Revaluation

At any time in the future before you redeem your mortgage, we can have your property re-valued. If we ask you must pay us the reasonable cost of each revaluation if we had it carried out because:

- you've borrowed money from someone else, secured by a mortgage on your property;
- you've asked to borrow more money from us;
- we reasonably needed the revaluation before deciding to release more money to you;
- you are intending to make a change to the property which may affect the value of the property provided as security for the mortgage (for example home improvements, a part sale of land or grant of a lease or granting someone else a right that affects your property known as an "easement"); or
- · it was otherwise reasonable in the circumstances due to a need for us to be able to re-assess the value or condition of our security.

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#### 6. MAKING YOUR REPAYMENTS

You must make all your mortgage repayments on time. You may consider taking out your own payment protection insurance or making other arrangements to make sure you can keep up your repayments if you have an accident, fall ill or become unemployed. You may also wish to consider taking out appropriate life insurance to repay the mortgage in the event of your death. If you do choose to make such arrangements, you may wish to speak to an authorised insurance adviser or a consumer advice service about your insurance needs.

#### WE MAY TRANSFER OUR RELATIONSHIP WITH YOU

We can transfer any (or all) of our rights and responsibilities under our agreement with you to someone else at any time. For example, we may sell or assign your loan (and any mortgage or other security we have for your repayments) to another business. We, or others we sell or assign your mortgage to, may raise finance on your mortgage. If we transfer our responsibilities under our agreement with you, we will make sure the person we transfer them to takes on the same responsibilities towards you. Your rights and responsibilities will be the same as under our agreement with you.

#### 8. USING INFORMATION ABOUT YOU

For the purposes of the General Data Protection Regulation 2016 and the Data Protection Act 2018 (together "the Data Protection Legislation"), we are the data controller of the information we collect and use about you. We will adhere to all legislation concerning Data Protection and uphold your rights as to the control and processing of your data. Please read the Fair Processing Notice ("FPN"), available on our website, for further details on how we collect and use your data.

#### YOUR CONSENT

By signing below you confirm and declare that:

- you agree to the above terms both now and for the duration of your mortgage agreement with us;
- you have received and read any illustration provided to you;
- you have read and understood the Fair Processing Notice relating to our collection, use and processing of your data, and your rights relating to c) that processing;
- d) you have given true, complete, and up-to-date information in your application, including mentioning everything you think may be relevant and to the extent we and/or third parties do not have a legitimate interest in processing your personal data, you give your explicit consent to; you agree to the processing of your personal data, including carrying out searches with the parties illustrated in the Fair Processing Notice, in
- particular with credit reference agencies and fraud prevention agencies;
- you agree to our transfer of your personal data outside of the EEA where necessary for the administration of our agreement with you or for the purposes of running our business; and
- you agree to our collection and use of your special category data, and criminal records and offences data, for the purposes set out in the Fair Processing Notice.

#### All applicants must sign below

By signing and dating this application, I confirm that I have read the information contained in the application and make/give the declarations/ consents herein. If there is anything that I do not understand or do not agree with, I will contact you without unreasonable delay to discuss this further before signing this document. Kensington can rely upon the truth and accuracy of the information contained within my application, the documentation provided in support of my application and the declarations and consents above. Kensington can use my information for all the purposes referred to within the declarations and consents above.

#### I understand that my home may be repossessed if I do not keep up repayments on my mortgage.

First applicant name		
Signature	Date	
Joint applicant name		
Signature	Date	