

Mortgage Application Xpress (MAX)

Residential

Data Capture Form (DCF)

(If you need to capture data for Applicants 3 and 4 please use an additional form.)

Customer names(s):

1.

2.

3.

4.

Date of Interview:

THIS FORM IS FOR INTERMEDIARIES INTERNAL USE ONLY AND IS NOT APPROVED FOR ISSUING TO CUSTOMER(S).

When to Use the Data Capture Form

This Data Capture Form is designed to capture the required information for a Barclays **Residential Mortgage** case when you are unable to access our On-line System or external Sourcing Systems.

This Form is NOT intended to be submitted to Mortgage Services (MS). It **will not** be actioned and **will be returned** to you for electronic submission.

How to Use the Data Capture Form

1. Ensure the Data Capture Form is completed in full and an accurate record of the customer's circumstances is captured. (If data is missing, contact the customer prior to submitting the application on MAX – **do not submit an incomplete application.**)
2. Ensure you also print and have available at the meeting a standalone Mortgage Declaration with Direct Debit Mandates to capture customer(s) signature(s).

3. Transfer ALL the information from the Data Capture Form onto MAX and complete the standalone Submission Cover Sheet, Mortgage Declaration and Direct Debit Mandate with the appropriate Max Case Reference Number, Customer(s) Name and Date.

4. Print from MAX an Application Form capturing the MAX reference and forward to the customer for checking details transferred are correct and for the customer's retention.

5. Once the customer has checked the Printed MAX Application Form and confirmed that all details have been transferred correctly, please destroy the Data Capture Form (Confidential waste).

6. Case can now be submitted on MAX.

7. Forward any essential signed documentations along with the signed standalone Submission Cover Sheet, Mortgage Declaration and Direct Debit Mandate to MLS within 5 days of the meeting taking place for their retention.

PLEASE NOTE THE CUSTOMER MUST HAVE SIGNED AND RETURNED ALL ESSENTIAL DOCUMENTATION BEFORE ANY APPLICATION CAN BE SUBMITTED TO MLS.

REMINDER

This Form **must not** be sent to Mortgage Services (MS) for **new** Residential Applications. It is **not** intended to replace the MAX Application process.

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Tell us about your Loan Requirements

Tell me the Type of Lending this loan is for

Residential

Foreign Currency Loan

Are all of the income or assets that will be used to service the loan, denominated in sterling? Yes No

Business Lending

YES NO

How can we help you?

- | | | |
|---|--|---|
| <input type="checkbox"/> Moving Home | <input type="checkbox"/> Buy Second Home | <input type="checkbox"/> Add and Remove a Borrower |
| <input type="checkbox"/> First Purchase | <input type="checkbox"/> Unencumbered/Equity Release | <input type="checkbox"/> Purchase for a dependent relative
(Is the Dependant also the Vendor?) |
| <input type="checkbox"/> Remortgage from another Lender | <input type="checkbox"/> Add a Borrower | |
| <input type="checkbox"/> Additional Borrowing | <input type="checkbox"/> Remove a Borrower | |

Re-mortgage/Additional borrowing Purpose?

- | | | |
|--|---|--|
| <input type="checkbox"/> Debt Consolidation
(not including Reserve) | <input type="checkbox"/> Purchase Adjacent Land | <input type="checkbox"/> Divorce Settlement |
| <input type="checkbox"/> Home Improvements | <input type="checkbox"/> Purchase additional share
in the Property | <input type="checkbox"/> School Fees |
| <input type="checkbox"/> Second Property | <input type="checkbox"/> Repay Reserve | <input type="checkbox"/> Wedding |
| | | <input type="checkbox"/> Other (provide details) |

Financial Commitments

Please note that any existing loans(s) secured on your property must be repaid in full, on or before completion.

	Customer 1	Customer 2
Who are the owners of this Account?	<input type="text"/>	<input type="text"/>
Type of Account	<input type="text"/>	<input type="text"/>
Mortgage Account Number	<input type="text"/>	<input type="text"/>
Is this the main mortgage for your present address?	<input type="text"/>	<input type="text"/>
Who is your Mortgage Lender?	<input type="text"/>	<input type="text"/>
What is your outstanding balance?	£ <input type="text"/>	£ <input type="text"/>
Outstanding term	<input type="text"/>	<input type="text"/>
What is your current monthly payment?	£ <input type="text"/>	£ <input type="text"/>
Do early repayment charges (ERCs) apply to the mortgage? If Yes: ERC amount Outstanding ERC Term	<input type="checkbox"/> Yes <input type="checkbox"/> No £ <input type="text"/> <input type="checkbox"/> Years <input type="checkbox"/> Months	<input type="checkbox"/> Yes <input type="checkbox"/> No £ <input type="text"/> <input type="checkbox"/> Years <input type="checkbox"/> Months
Is this mortgage to be repaid? If No, capture details	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If remortgage, amount of outstanding balance to be included in this loan	£ <input type="text"/>	£ <input type="text"/>
Amount of original mortgage	£ <input type="text"/>	£ <input type="text"/>
Price you paid for the property	£ <input type="text"/>	£ <input type="text"/>
Date you bought the property	<input type="text"/>	<input type="text"/>
Lender's Address:		
Flat Number	<input type="text"/>	<input type="text"/>
House or Building Name	<input type="text"/>	<input type="text"/>
House or Building Number	<input type="text"/>	<input type="text"/>
Street	<input type="text"/>	<input type="text"/>
District	<input type="text"/>	<input type="text"/>
Town	<input type="text"/>	<input type="text"/>
County	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
Telephone	<input type="text"/>	<input type="text"/>
Fax	<input type="text"/>	<input type="text"/>

Do you have any other commitments e.g. credit cards, personal loans.

Type	Outstanding Balance	Monthly Payment	Term	To be repaid?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please enter any future loans or credit commitments that are not currently being repaid which will become due during the term of the mortgage.

Type	Outstanding Balance	Monthly Payment	Term	Start Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you have any financial dependants?

Relationship	Age
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Purchase Details

Estimated Full Market Value of existing property

Purchase Price

How much Deposit or equity are you providing?

Tell me about your borrowing requirements

Are you purchasing via a special scheme?

- Shared Ownership
- Shared Equity
- Right to Buy
- Family Sale
- Purchase from Landlord
- Home Swap
- Builders' scheme
- Interest Free Assistance Loans (IFAL)
- Family Springboard/Help to Buy Mortgages/Mortgage Guarantee Scheme

Are you purchasing via a shared equity scheme? Yes No

Name of scheme/housing association (if applicable)

What percentage share are you purchasing? (if applicable)

Discounted Purchase Price

What is the amount of monthly rent payable? (if applicable)

Incentives (provide details)

If a product fee is payable, would you like to add this to the loan? Yes No

Is this the maximum amount you have available and wish to use towards this purchase? Yes No

If no, please provide reasons

Reason maximum amount is not being used towards this purchase

All three questions below are applicable on a remortgage application with additional borrowing.

The last question is also applicable on a further advance application.

Have you spoken to your existing lender about your requirements as it may be possible, and more appropriate, for you to take out a further advance with them?

Are you aware it may be possible, and more appropriate for you, to take out a second charge mortgage on your property?

Are you aware it may be possible, and more appropriate for you, to take out unsecured lending?

Loan Details

Total loan required

What repayment type would you like?

How many years/months do you want to repay the loan? Years Months

Your Mortgage

Product Type

Group Scheme Number (GSN)

Please note that it is your responsibility to ensure that the product applied for is still available

Initial Interest Rate

Mortgage amount

Please note you are advised to have a suitable repayment plan in place (for acceptable repayment plans, please see **intermediaries.uk.barclays**) to repay the interest only element. In addition you are strongly recommended to have life cover/term assurance in place to cover the full amount of all sums which you may borrow from us.

Openplan Offset? Yes No

If yes, reduce term/payment

Product Description

Term Years Months

Initial monthly payment

Monthly payment after any discount period

Customer Details

Personal Details

Customer 1

Customer 2

Title

Surname

Have you ever been known by another name? Yes No

If so please state previous Surname and date changed

Forename

Middle Name(s)

Date of Birth

Age

Gender

Marital Status

Mother's maiden name

Are you a UK citizen or do you hold a European Community passport? Yes No

Nationality

Country of birth

Country of residence

Home telephone

Mobile telephone

Barclays Sort Code

Barclays Account Number

Existing Relationships

What is your existing relationship with us?

Are you an existing customer? Yes No

(If yes, please capture the account types held below)

Barclays mortgage account Yes No

Barclays current account Yes No

Mortgage current account Yes No

Barclays savings account Yes No

Barclays business banking customer Yes No

Customer 2

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Address Details

What is your Current Address?

Flat Number

House or Building Name

House or Building Number

Street

District

Town

County

Postcode

What is your residential status?

Owner Tenant

Owner Tenant

Date moved in*

*Please note that details of any previous addresses will be required if at the current address for less than 3 years.

Previous Address

What is your Previous Address?

Flat Number

House or Building Name

House or Building Number

Street

District

Town

County

Postcode

What was your residential status?

Owner Tenant

Owner Tenant

Date moved in

Date moved out

Correspondence Address

Do you want us to write to you at a different address?

If yes, please provide address.

Contact details

	Customer 1	Customer 2
What is your preferred method of contact?		
Preferred contact time		
Home phone number		
Work phone number		
Mobile phone number		
Fax number		
Email address		

How do you wish to receive Auto Updates?

	Customer 1	Customer 2
Text		
Email		
None		

If Auto Updates are required please ensure the mobile phone number and/or email address is captured above.

Employment and Income

	Customer 1	Customer 2
What is your main employment status?		
At what age are you planning to retire?		
What is your current net monthly income?		

Employment

	Customer 1	Customer 2
Is this your main employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is your employer's name?		
What is the basis of your employment?		
What is your occupation?		
Length of time with present employer	<input type="text"/> Years <input type="text"/> Months	<input type="text"/> Years <input type="text"/> Months
Employer's Contact Name		
What is your current basic income (per period)?	£ <input type="text"/>	£ <input type="text"/>
Regular overtime (per period)	£ <input type="text"/>	£ <input type="text"/>
Guaranteed bonus (per period)	£ <input type="text"/>	£ <input type="text"/>
Commission (per period)	£ <input type="text"/>	£ <input type="text"/>
Allowances (per period)	£ <input type="text"/>	£ <input type="text"/>

If you have been in your present employment for less than 6 months, please give full details of previous employment for the last 18 months.

	Customer 1	Customer 2
Occupation	<input type="text"/>	<input type="text"/>
Employer's name	<input type="text"/>	<input type="text"/>
Employer's Address	<input type="text"/>	<input type="text"/>
House or Building Name	<input type="text"/>	<input type="text"/>
House or Building Number	<input type="text"/>	<input type="text"/>
Street	<input type="text"/>	<input type="text"/>
District	<input type="text"/>	<input type="text"/>
Town	<input type="text"/>	<input type="text"/>
County	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
Employer's Telephone No.	<input type="text"/>	<input type="text"/>
When did you start this employment?	<input type="text"/> M <input type="text"/> M / <input type="text"/> Y <input type="text"/> Y / <input type="text"/> Y <input type="text"/> Y	<input type="text"/> M <input type="text"/> M / <input type="text"/> Y <input type="text"/> Y / <input type="text"/> Y <input type="text"/> Y
When did you leave?	<input type="text"/> M <input type="text"/> M / <input type="text"/> Y <input type="text"/> Y / <input type="text"/> Y <input type="text"/> Y	<input type="text"/> M <input type="text"/> M / <input type="text"/> Y <input type="text"/> Y / <input type="text"/> Y <input type="text"/> Y

Self-Employment

	Customer 1	Customer 2
What is the name of your business?	<input type="text"/>	<input type="text"/>
When was the business established?	<input type="text"/> Month <input type="text"/> Year	<input type="text"/> Month <input type="text"/> Year
Are you a partner, sole trader or limited company director?	<input type="text"/>	<input type="text"/>
If partner/limited company director, what percentage of the shares in this business do you own?	<input type="text"/>	<input type="text"/>
If limited company director, Company Registration No.	<input type="text"/>	<input type="text"/>
What is your share of net profit – latest period (ending on)?	<input type="text"/>	<input type="text"/>
Share or net profit – previous period (ending on)?	<input type="text"/>	<input type="text"/>
How long have you owned or part-owned the business?	<input type="text"/> Years <input type="text"/> Months	<input type="text"/> Years <input type="text"/> Months

Business Address:

House or Building Name
 House or Building Number
 Street
 District
 Town
 County
 Postcode

Customer 1

Customer 2

Accountant's Details

Accountant's Name
 Accountant's Qualification
 House or Building Name
 House or Building Number
 Street
 District
 Town
 County
 Postcode
 Telephone Number
 Fax Number

Customer 1

Customer 2

Other Income Details

Please enter details of any other income

Income type

Gross amount

Frequency

Customer 1/Customer 2

Customer 1/Customer 2

Your Affordability

How much will you pay per month for:

Service charges/Ground Rent/Council Tax

Child Care/School fees

Maintenance

Other regular commitments (not living expenses, clothes, food or utilities)

Payment Details

Your Bank/Building Society Account Details

Bank/Building Society name

Bank Sort Code

Account Number

Names account held in

Is this the account on which you want the mortgage DD to be set up?

Payment date;
(1st-28th or last day of month)

Bank Address (if applicable)

Anticipated Circumstances

Do you anticipate any significant changes in income?

Yes No

Change Type

Increase Decrease

How much is the change?

£ (frequency)

When will this happen?

Reasons

Do you anticipate any significant changes in expenditure?

Yes No

Change Type

Increase Decrease

How much is the change?

£ (frequency)

When will this happen?

Reasons

Are you likely to receive a capital lump sum within the mortgage term?

Yes No

How much?

£

When will this happen?

Will you use this to repay any of this mortgage?

Reasons

Do you expect to make regular overpayments?

Yes No

How much and how often?

£ (frequency)

Reasons

How long do you intend to stay in the property?

What would the impact of a significant change in mortgage rates be to you?

Have you ever had arrears of greater than one month on any mortgage or loan?

Yes No

Yes No

Have you ever been bankrupt?

Yes No

Yes No

Have you ever had a judgement for debt, or any default recorded against you or a company in which you hold/held at least 15%?

Yes No

Yes No

Have you ever entered into a voluntary arrangement with creditors?

Yes No

Yes No

Have you ever been refused a mortgage or any other bad credit?

Yes No

Yes No

Have you ever been convicted of (or have prosecutions pending relating to) acts of dishonesty, such as theft or fraud?

Yes No

Yes No

Are you currently applying for any other mortgage(s), loan(s) or credit? If yes, please capture details.

Yes No

Yes No

Are you a guarantor for any other loans?
If yes, please capture details.

Yes No

Yes No

Is this property a new build currently under construction
for which a postcode has not yet been allocated?

Yes No

Flat number

House or Building Name

House or Building Number

Street

District

Town

County

Postcode

Tenure

Year built

Type of construction

Walls

Roof

Was the property ever owned by a local authority or housing
association? If Yes, please capture details.

Yes No

Number of bedrooms

Will you or your dependants use the property wholly for residential
purposes? If No, please capture details of use room by room.

Yes No

Other occupier aged over 17

Yes No

If yes, please capture:

Name

Date of Birth

Relationship

Use of Information

Barclays is committed to protecting your personal data. We will use your information for a number of different purposes, for example, to manage your account(s), to provide our products and services to you and others and to meet our legal and regulatory obligations. We may also share your information with our trusted 3rd parties for these purposes. For more detailed information on how and why we use your information, including the rights in relation to your personal data, and our legal grounds for using it, please go to [barclays.co.uk/important-information/control-your-data](https://www.barclays.co.uk/important-information/control-your-data) or you can request a copy from us.

Credit Reference Agencies and Fraud Prevention Agencies

In order to process your application we will supply your personal information to credit reference agencies and fraud prevention agencies and they will give us information about you, such as about your financial history. We do this to assess creditworthiness and product suitability, check your identity, manage your account, trace and recover debts and prevent criminal activity. These agencies may in turn share your personal information with other organisations. If fraud is detected, you could be refused certain services, finance or employment. Once you open an account with us, we will share account data with the credit reference agencies on an ongoing basis.

If false or inaccurate information is provided to us and fraud is identified, details may be passed to credit reference and fraud prevention agencies to prevent fraud and money laundering and to verify your identity.

The Credit Reference Agency Information Notice (CRAIN) describes how the three main credit reference agencies in the UK each use and share personal data. The CRAIN is available on the credit reference agencies' websites:

- [callcredit.co.uk/crain](https://www.callcredit.co.uk/crain)
- [equifax.co.uk/crain](https://www.equifax.co.uk/crain)
- [experian.co.uk/crain](https://www.experian.co.uk/crain)

Or you can ask us for a copy of these.

For more details on how information held by credit reference agencies and fraud prevention agencies may be used, please go to [barclays.co.uk/important-information/control-your-data](https://www.barclays.co.uk/important-information/control-your-data) or you can request a copy from us.

Application Confirmation

Contact Method

By providing us with your information, e.g. email address and/or mobile phone number you agree that we and members of the Barclays Group may inform you by letter, telephone, text and other electronic methods, about products and services (including those of others) that may interest you. If you prefer not receive such communications, please advise/ tick the relevant boxes below.

Do not contact by: Mail Phone Other

Third Party Contacts

Valuation Details

Who should we contact for access to the property?

Name of contact

Flat Number

House or Building number

Street

District

Town

County

Postcode

Barclays Allocated Solicitor

Will Barclays be allocating a solicitor to represent the customer (i.e. Switch and Save or Internal re-mortgage)?

Yes No

Solicitor Detail (if not Switch and Save)

Name of Contact

Name of Firm

Flat Number

House or Building Name

House or Building Number

Street

District

Town

County

Postcode

Fee Payment

Do you wish to pay any of the applicable fees using a credit/debit card?

Yes No

If Yes, please capture:

Card Type

Name on Card

Card Number

Expiry Date

Card Verification Number

Product Fee

Fee Amount

Amount Paid

Payment method

Valuation Fee

Fee Amount

Amount Paid

Payment method

Verify Customer and Address

Please verify the details for customer

Interview type

Face-to-Face

Customer 1

Customer 2

Non-Face-to-Face

Verification of Identity

Identification type

Customer 1

Customer 2

Date ID Provided

Start Date

End Date

Reference

Verification of Address

Identification type

Customer 1

Customer 2

Date ID Provided

Date of Issue

Reference

Additional Application Information

Case Notes

Direct Debit Mandate completed

 Yes No

Signed Declaration

 Yes No