

HINTS AND TIPS FOR COMPLETING A FAMILY BUILDING SOCIETY MORTGAGE APPLICATION FORM

WHAT WE NEED FROM A LOAN APPLICATION FORM

The Family Building Society require an application form to be filled out in its entirety.

Blank fields could mean more time for both of us. If you inadvertently leave something blank, you will receive a call from the Mortgage Desk asking you to complete the loan application form or it will be declined for this reason, and you will have to fill out the form all over again.

Therefore, make sure you leave nothing blank. In areas where we provide tick boxes or yes and no options, please ensure these are entered as appropriate. We cannot accept N/A as an answer.

CHECK THE SUBMISSION CHECKLIST

Make sure the appropriate documents are sent with the application. We would rather receive too much than too little.

ORIGINAL APPLICATION FORM

We are unable to accept scanned / faxed copies or old versions of the application form.

Please obtain a current form from our website <http://intermediaries.familybuildingsociety.co.uk/forms> or by calling us on 01372 744155.

APPLICATION FEE

We are unable to start processing applications without this fee.

Please either confirm card details on the appropriate page of the application form or attach a cheque with the application form when submitting to the Family Building Society.

HOW WE EXPECT IT TO LOOK

A clearly written application form.

If completed by hand, make sure you:

- Write neatly
- Avoid overly large handwriting
- Avoid overly small handwriting

SHOULD EVERYTHING BE ACCURATE?

Absolutely.

SIGNATURES

Where a signature is required, please ensure one is captured.