

# Commercial Mortgage Enquiry Form



Date	Introducer's Name
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Company	Phone	Fax
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Client/s	Age/s	
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## Property to be Mortgaged

P.P. / Value £	GCV	£	B&M	Loan £
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Current Lender	Amount Outstanding £	O/D £
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Property description
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Fhold/Lhold	years	Sitting Tenant Yes / No	Location
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Commercial Lease £	pm/pa	Rental Flat 1 £	pm/pa	Rental Flat 2 £	pm/pa
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## Business / Borrower Details

Accounts No/Yes	Years	T/O £	N/P £
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Years Trading	Experience
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Other Income Yes / No	PAYE Borrower £	Spouse £
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Adverse No / Yes	Arrears in last 24m
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Other Properties	Rental p.m.	Valuation	Mortgage	LTV
Private Residence				

Notes
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Please contact CMB on (01884) 831965  
The Commercial Mortgage Bureau, No 4, Unit 16 Dinan Way Trading Estate, Exmouth EX8 4RS  
Tel: 0845 2930510 Fax: 0845 2930511 E-Mail: commercial@cmb-uk.co.uk

# Information Required



Document	Required	Supplied
Application Form		
Asset & Liability Statements (signed form for each applicant)		
C.F. Lender's consent form		
CV for owner/management		
Business Profile		
Past ..... Years financial accounts – signed and confirmed		
Past ..... Years financial accounts for purchased business		
Up to date management accounts		
Declaration of affordability		
Accountant's letter (enc) to transposed onto Accountants headed paper		
Last ..... months payslips & P60		
Past ..... months business bank statements (all accounts)		
Past ..... months personal bank statements (all accounts)		
Most recent commercial/investment mortgage statement (all properties owned)		
Most recent private mortgage statement		
Additional Property Form		
Proof of deposit		
Tenancy / Lease agreements		
Agent's property details		
Most recent valuation report		
Proof of ID – certified true copy, Passport, certified as true likeness		
Agent's rental appraisal		
Copy of Certificate of Incorporation		
Copy of Articles of Memorandum		
Copy of Minutes of Board Meeting		
Two original utility bills		
National Insurance Number		
Copy of Building Insurance		
Copy of Business Insurance		
Valuation Fee £..... made payable to The Commercial Mortgage Bureau. Credit card details are acceptable		
Valuation fee to be advised on receipt of application		
Contract details for Value		
Purchase price		
Approximate end value of property		
Title number		
Costings for build out		
Copy of plans and planning permission		
Details of supervising Architect/NHBC or Zurich		
Commitment fee £..... made payable to The Commercial Mortgage Bureau., refundable on completion		
Blank copy of an offer for information only		
Business Plan to include Profit and Loss		
Explanation for CCIs		
Certificate of satisfaction		
Lender's fee scale (enc)		
Fee Agreement (enc) as you decide .....% we will retain 0.5% of the advance (minimum £250.00) with the balance paid to you.		
OR		
Broker Fee Deduction, as you decide ....%. In additional, CMB will pay a procuration fee of ..... on completion.		