

Product Transfer Application Form

Please use this form to complete a product transfer on behalf of your client. If you require further information or guidance on this application or the broker registration process, please contact us on 01768 863 675.

Intermediary Name		Applicant 1 Name	
Intermediary Firm		Applicant 2 Name	
Intermediary Contact No		FCA Reference Number	
Intermediary Email		Date Submitted	

SECTION 1 – INTERMEDIARY CHECKLIST

- Has your client contacted Penrith Building Society to request information about their mortgage be released to you directly? If not, please ask your client to do so by emailing mortgages@penrithbs.co.uk with their name, mortgage account number and your details (name, firm name, FCA reference number and contact information). We are happy to accept this by email, providing that your clients have registered their email address with us previously. Should this not be the case, we will require a signed letter of authority.
- Are there 3 months or less remaining on your client's mortgage scheme? If not, please wait until three months before scheme end before proceeding.
- Have you got details of your client's mortgage account number? This can be found on your client's annual mortgage statement or completion letter.
- Are you eligible to do business with the Society? We accept applications from intermediaries based within our heartland area (Cumbria, Yorkshire, Tyne & Wear, Northumberland, Durham & Lancashire).

Nationally, applications are welcomed from appointed representatives of Mortgage Advice Bureau, Sesame, The Right Mortgage Network, directly authorised advisors who are members of 'PMS Diamond Club' and a number of selected intermediary partners. If you are unsure whether you can please business then contact us on 01768 863 675.
- Are you registered with Penrith Building Society? If not, please contact the Society on 01768 863 675 for information on how to register.
- If your client has missed any mortgage payments in the last 12 months, their loan to value is greater than 90% or the mortgage balance is less than £10,000 then unfortunately they are not eligible for a product transfer.

SECTION 2 – APPLICANT DETAILS

	Applicant 1	Applicant 2
Title		
Name		
Date of birth		
Address		
Post code		
Telephone number		
Email address		

SECTION 3 – APPLICANT(S) ELIGIBILITY

Are there any further advance applications currently in progress?	
Is the property occupied by the owner(s)?	
Is the property being rented out?	
Is there an Assured Shorthold Tenancy in place?	

SECTION 4 – ACCOUNT DETAILS

Mortgage account number	
Mortgage account name	
Loan part	
Address	
Post code	

SECTION 5 – NEW MORTGAGE SCHEME DETAILS

Scheme name					
Scheme code					
Initial rate					
Scheme switch fee					
Are you charging the applicant(s) a fee? If so, please confirm the amount.	£				
When is the fee payable?	Up front		Application		Completion

SECTION 6 – INTERMEDIARY DECLARATION

I confirm that I am acting on behalf of the applicants and have their permission to access their information.	Intermediary name	
I confirm that to the best of my knowledge, the information contained on this application is true and accurate	Intermediary signature	
I confirm I am not aware of any change in the applicant(s) circumstances since the advice was given.	Date	