

Standard Financial Statement

This Statement is for use in the MARP

Section A: Account & Borrower Details			
Borrower Information:			
		Borrower 1	Borrower 2
A1	Name		
A2	Mortgage Account Reference No (s)		
A3	Outstanding Mortgage Balance (€)		
A4	Estimated Current Value of Primary Residence (€)		
A5	Monthly Mortgage Repayments Due (€)		
A6	Correspondence Address		
A7	Property Address if different to correspondence Address		
	<i>Please indicate preferred contact method</i>		
A8	Home Telephone		
A9	Mobile		
A10	Work Telephone		
A11	E-mail		
A12	Marital Status		
A13	Date of birth	DD/MM/YYYY	DD/MM/YYYY
A14	No. and age of dependent children	Child 1 Child 2 Child 3 Child 4	
A15	Total number in household		
A16	Employed Y/N; if self-employed give details		
A17	Occupation (if unemployed give previous occupation)		
A18	In Permanent employment Y/N		
A19	Name of Employer & Length of Service		
A20	Reason(s) for Review/Arrears		

Section B: Your Monthly Income				
		Borrower 1	Borrower 2	TOTAL
B1	Gross Monthly Salary (before tax and any other deductions at source)			
B2	Net Monthly Salary (after tax and any other deductions at source) ¹			
B3	Monthly Social Welfare Benefits <i>Please list</i>			
B3 (a)	Benefit-			
B3 (b)	Benefit-			
B3 (c)	Benefit-			
B4	Child Benefit			
B5	Mortgage Interest Supplement			
B6	Family Income Support			
B7	Maintenance			
B8	Other, e.g. Pension, room rent, grants (Please Specify)			
B9	Monthly Income from Property assets (other than primary residence) (see E5)			
B10	Monthly income from non-property assets (see F8)			
B11	Total Monthly Income (sum of B2 to B10)			G1

¹ Do not include any deductions made from your salary at source (e.g., pension contribution, health insurance etc.) anywhere else on this form.

Section C: Monthly Household Expenditure		
	Average Charge²	Arrears (where applicable)
Utilities		
C1	Electricity	
C2	Gas /Oil	
C3	Phone (Landline & Internet) ³	
C4	TV/Cable ³	
C5	Mobile Phone	
C6	Refuse Charges	
C7	TV Licence	
Household		
C8	Childcare	
C9	Elderly care (e.g., carer, nursing home fees etc)	
C10	Food/Housekeeping/Personal Care	
C11	Clothing and Footwear	
C12	Household Repairs/Maintenance	
Transport Costs		
C13	Petrol	
C14	Motor Insurance /Tax/NCT	
C15	Rail/Bus/Taxi Costs (including school transport costs for children)	
C16	Car Maintenance/Repairs	
C17	Car Parking and Tolls	
Primary Residence Mortgage-related Costs		
C18	Mortgage Protection/Endowment Premium	
C19	Payment Protection	
C20	House Insurance	
Education		
C21	Books	
C22	School/ College Fees	
C23	Uniforms	
C24	Extra Curricular activities (e.g. school outings)	
C25	Other (e.g. voluntary contributions)	
Medical		
C26	Medical Expenses and Prescription Charges ⁴	
C27	Health Insurance ⁵	
Social		
C28	Lifestyle Expenses (e.g., family events, Christmas, Birthdays, eating out etc.)	
C29	Club membership	
C30	Other - <i>please specify</i>	

² Average charge calculated by totalling last three utility bills and dividing by the number of months to get the average monthly cost.

³ Please identify if these bills are bundled.

⁴ Medical expenses include dentist, optician and any other costs related to health.

⁵ Do not include if Health Insurance is deducted from your wages at source,(i.e., if it has already been deducted from B2)

		Average Charge	Arrears (where applicable)
	Other		
C31	Life Assurance		
C32	Pension Contribution ⁶		
C33	Maintenance paid to spouse/child (if applicable)		
C34	Rent		
C35 (a)	Property Service/Management Charges		
C35 (b)	Other - <i>please specify</i>		
C35 (c)	Other - <i>please specify</i>		
C36	Monthly expenditure on property assets (see E5)		
C37	Monthly Savings		
C38	Total Monthly Expenditure (sum of C1 to C37)		G2

Please provide details of any steps you have already taken to reduce your monthly expenditure and the savings you have achieved:

Please provide details of any steps you propose to take to reduce your monthly expenditure and the savings you expect to achieve:

⁶ Do not include if Pension Contribution is deducted from your wages at source, (i.e., if it has already been deducted from B2)

Section D: Your Current Monthly Debt Payments

	Debt Type	Monthly Repayments		Remaining Term	Total Outstanding Balance €	Arrears Balance €	Lender	Purpose of Loan	Secured? Y/N	Currently Restructured? Y/N	Payment Protection Insurance Y/N
		Due €	Being Paid €								
D1	Mortgage for Primary Residence		G4								
D2	Court Mandated Debt (Please Specify) ⁷										
D3	Court Mandated Debt										
D4	Credit Union										
D5	Credit Union										
D6	Overdraft										
D7	Hire Purchase										
D8	Store Card										
D9	Catalogue Debt										
D10	Credit Card 1										
D11	Credit Card 2										
D12	Credit Card 3										
D13	Personal Loan 1 (please specify)										
D14	Personal Loan 2 (Please specify)										
D15	Personal Loan 3 (please specify)										
D16	Loans from family/friends										
D17	Mortgage Debt on property other than primary residence (see E5)										

⁷ e.g., fines, instalment orders, judgements

	Debt Type	Monthly Repayments		Remaining Term	Total Outstanding Balance €	Arrears Balance €	Lender	Purpose of Loan	Secured? Y/N	Currently Restructured? Y/N	Payment protection Insurance Y/N
		Due €	Being Paid €								
D18	Other Debt (please specify)										
D19	Other Debt										
D20											
D21											
D22	Total (sum of D2 to D21)		G5								

Section E: Property Assets (other than Primary Residence)												
Property (give details below)	Property Type (e.g. Buy to let)	Owner-ship Type ⁸	Current Value (est) ⁹ €	Loan Balance €	Arrears Balance €	Monthly Rental Income €	Monthly Expenditure (e.g., upkeep, maintenance)	Re-structured Y/N	Monthly Mortgage Payments		Lender	For Sale Y/N
									Due €	Being Paid €		
E1	1											
E2	2											
E3	3											
E4	4											
E5	Total					B 9	C 36				D 17	

Property Assets (other than Primary Residence)		
Property	Address	Date of Purchase
1		
2		
3		
4		

- MONTHLY INCOME AND EXPENDITURES RELATED TO PROPERTY ASSETS SHOULD ALSO BE INCLUDED IN SECTIONS B AND C RESPECTIVELY
- MONTHLY MORTGAGE REPAYMENTS RELATED TO PROPERTY ASSETS SHOULD BE INCLUDED IN SECTION D

⁸ For example, sole or joint ownership. Where a property/premises is not 100% owned by customer(s), please state the % amount that is owned
⁹ Please provide a reasonable estimate of the current value of these assets.

Section F: Non-Property Assets					
	Asset Type	Original Cost/ Value(€)	Current Estimated Value €	Net Monthly Income	Please Give Any Relevant Details
F1	Savings/deposits/current account				
F2	Shares				
F3	Motor Vehicle (s)				
F4	Redundancy Payment(s)				
F5	Long-term investment (s)				
F6	Other investment(s)				
F7	Other Assets (e.g., stock, machinery etc)				
F8	Total (sum of F1 to F7)			B 10	

Please list all other liabilities, for example any guarantees given with respect to company borrowing or borrowing by a family member.

I/we understand that the information provided will only be used for the purpose of assisting Bank of Scotland plc and Certus to assess my financial situation under its Mortgage Arrears Resolution Process.

Protecting Your Information

“Bank of Scotland plc and Certus will keep your information confidential and will only use this information for the purpose of assisting you in accordance with the Bank of Scotland plc’s Mortgage Arrears Resolution Process in accordance with their obligations under the UK and Irish Data Protection Acts. For more information on your rights under the UK Data Protection Acts, see the UK Information Commissioner’s Office website at www.ico.gov.uk. For more information on your rights under the Irish Data Protection Acts 1988 and 2003, see the Irish Data Protection Commissioner’s website at www.dataprotection.ie.”

I declare that the information I have provided represents my/our financial situation, and commit to informing my lender if my situation changes.

I consent to Bank of Scotland plc or Certus conducting a credit reference check.

Signed: _____ **Date:** _____

Signed: _____ **Date:** _____

Note: Declarations confirming the accuracy of the information provided and consent to a credit reference check must be completed for every SFS. Any other declarations requiring the consumer’s signature (for example to give permission for the lender to contact other parties regarding the borrowers financial situation) must be optional (i.e., a lender cannot deem the SFS to be incomplete if such declarations are not signed by the consumer).

Consent Form

Please complete this form and sign it to confirm the repayment arrangement you are requesting, that you clearly understand the Mortgage Arrears Resolution Process including the repayment options outlined in this pack and that you authorise Bank of Scotland plc or Certus to complete the necessary checks to support your application.

To Bank of Scotland plc

Mortgage Account Number(s): _____ (the "Mortgage Account")

Client Name **(Print)**: _____ Client Name **(Print)**: _____

Please state the alternative repayment arrangement requested:

Please note that although you may request a specific repayment arrangement, Bank of Scotland plc may decline this and may propose an alternative repayment arrangement better suited to your circumstances.

State reason and time period required for the alternative repayment arrangement request:

(please supply medical certificate if reason is due to illness.)

I/We understand that although I/we have requested a specific repayment arrangement, Bank of Scotland plc may propose an alternative repayment arrangement better suited to my/our circumstances.

I/We confirm that I/we have read and clearly understood the Bank of Scotland plc Mortgage Arrears Resolution Process including the alternative repayment arrangement options outlined in this pack (Please retain this for information purposes).

I/We authorise the Bank of Scotland plc or Certus to complete the necessary checks (including credit checks) in order to facilitate an application for an alternative repayment arrangement.

I/We understand that this is not an acceptance of any offer at this time, and Bank of Scotland plc is not liable for any charges on the Mortgage Account due to missed payments during the process of this application.

Client Signature(s) – if the mortgage is in joint names then both borrowers are required to sign this form.	Contact Phone Number	Best Time to contact you	Contact e-mail address

Guiding Principles for completing the SFS

1. We at Bank of Scotland plc are fully committed to working with customers who are in, or are facing, financial difficulties with their mortgage repayments in order that a mutually-acceptable arrangement can be agreed. We will actively encourage contact with such customers through websites, media and printed material.
2. Certus have specially-trained personnel in their offices including specialised telephone contact points, to deal with customers facing or in financial difficulties.
3. This Standard Financial Statement (SFS) is designed to assist you in setting out your current financial circumstances.
4. We consider that the completion of the SFS is a serious undertaking and we will work with you to ensure that the information is accurate, enabling us to work with you to determine the most appropriate and viable option in each particular customer case.
5. The easiest way to see where you stand financially is to gather all the relevant information and documents so that you can write down all the money you have coming in and going out each month and complete an SFS.

(If your income is weekly, multiply it by 52 and divide the result by 12 to get your monthly income)
6. In the SFS you will have to provide information on your current income, expenses and other amounts you owe and any assets you own. It is important that you include all of your basic living expenses. You are also encouraged to ensure that you are maximising your income, including what social welfare entitlements you may be eligible for such as Mortgage Interest Supplement (see www.keepingyourhome.ie).
7. It is important to fill out the SFS fully and accurately and to provide any relevant documentation that we may need to assess your situation; we will only seek information that is relevant to this assessment.
8. Your completed SFS and other factors relating to your case will be assessed by our Arrears Support Unit which will decide whether or not an alternative repayment arrangement is necessary and, if so, what type(s) of alternative repayment arrangement(s) appropriate to your circumstances can be made available.
9. If an alternative repayment arrangement is not offered to you, we will give you a reason for that decision in writing. You will have the right to appeal that decision; you may appeal to us initially and subsequently to the Financial Services Ombudsman in Ireland.
10. If you require further information, you can avail of support material available through a number of sources including our website (www.bankofscotland.co.uk/ireland) or www.keepingyourhome.ie. You can also seek independent advice from MABS (www.mabs.ie) or an appropriate alternative. If you give us your written consent we will liaise with a third party, nominated by you, to act on your behalf.