

Contents

Introduction	
Section 1 – Standard Financial Statement:	
SFS - Section A: Account & Borrower Details	2
SFS - Section B: Your Monthly Income	4
SFS - Section C: Monthly Household Expenditure	5
SFS - Section D: Your Current Monthly Debt Payments	9
SFS - Section E: Property Assets (other than Primary Residence)	12
SFS - Section F: Non-Property Assets	13
Section 2 – Checklist	15
Useful Resources/Links:	17

Mortgage Arrears - A Consumer Guide to completing a Standard Financial Statement

Introduction

The purpose of this guide is to assist you with the completion of the Standard Financial Statement ('SFS') which your lender must use to obtain financial information from you under the Mortgage Arrears Resolution Process ('MARP') framework set out in the Code of Conduct on Mortgage Arrears ('CCMA'). The SFS will be used by your lender when assessing your case to decide whether or not to offer you an alternative repayment arrangement and what type of arrangement is appropriate to your circumstances.

The Central Bank of Ireland has also produced a consumer guide to the CCMA and the MARP. The guide, <u>Mortgage Arrears – A Consumer Guide to Dealing with your Lender</u>, is available on our website <u>www.centralbank.ie</u>.

Completing an SFS

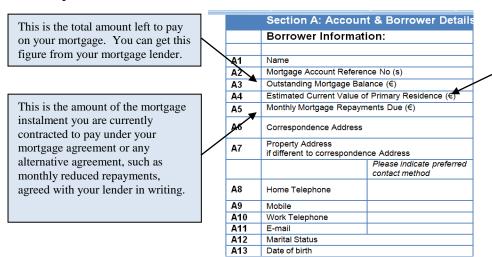
Your lender must assist you to complete the Standard Financial Statement ('SFS') and may already have a lot of the information requested on their file. However, if you would like to complete the SFS yourself or to prepare in advance to complete with your lender, Section 1 of this guide should assist you when completing the SFS. It is important that you include all your basic living expenses in the SFS. You should fill out the form honestly and provide any documentation your lender asks for. If you do not, you can be classified as not co-operating with your lender and the 12 month waiting period (moratorium) for beginning legal action for repossession of your property will no longer apply to you.

In addition, Section 2 of this guide includes a checklist of the documents you should have that will assist with the completion of the SFS. Any documents you provide to your lender should be accurate and up-to-date and you should also make copies of the documents.

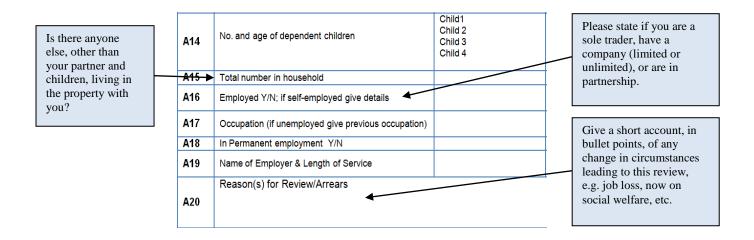
SECTION 1 – Standard Financial Statement

Section A: Account and Borrower Details

This Section asks for details about your personal circumstances, your name, address, occupation and household.



This is an estimate only. You should look at real estate websites or the website of your local auctioneer to get the value of a similar property in your area, and enclose a print out of that valuation with this Financial Statement.



Section B: Your Monthly Income

This Section asks for details of all your **monthly** income, e.g., your wages, social welfare benefits, rent and any other type of income you might receive.

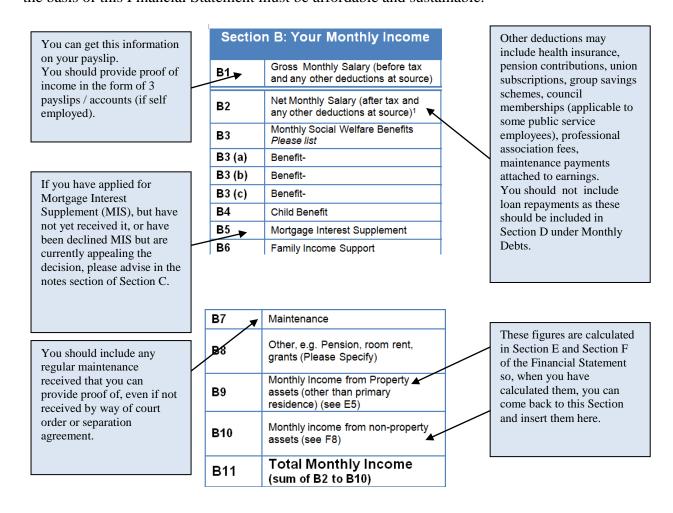
- ➤ If you receive your income on a weekly basis, multiply the weekly figure by 52 and divide by 12 to get your monthly total.

 | weekly amount x 52 | |
- If you are paid every two weeks, multiply the figure by 26 and divide by 12

 <u>bi-weekly amount x 26</u>

 12

Do not include any irregular income, such as shift allowance, as any arrangement made on the basis of this Financial Statement must be affordable and sustainable.



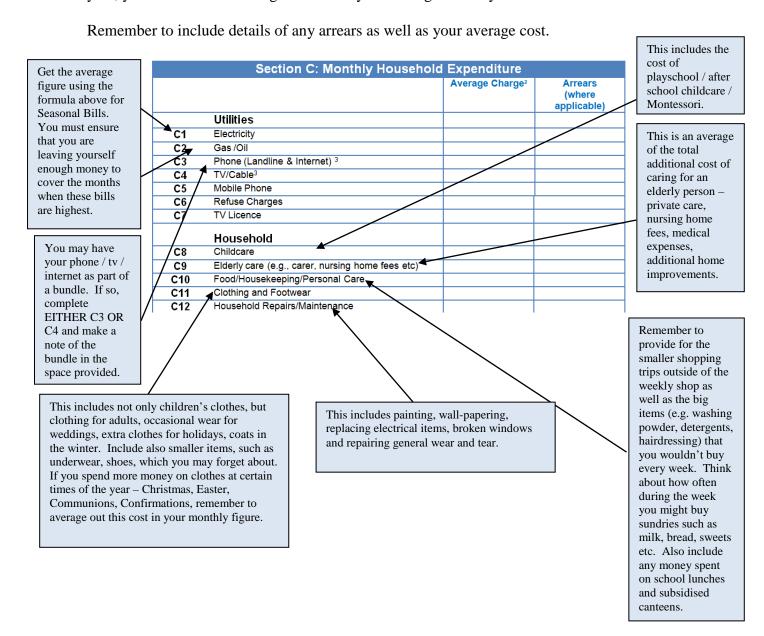
Section C: Monthly Household Expenditure

This Section asks for details of all of your outgoings, calculated on a monthly basis. There may be bills or other outgoings that you pay weekly, every 2 weeks, every 2 months, quarterly, every year or every two years. To get the monthly figure you should:

- Weekly: multiply the weekly figure by 52 and divide by 12 to get your monthly total. weekly amount x 52
- Figure by 26 and divide by 12. $\frac{bi-weekly\ amount\ x\ 26}{12}$
- Figure by 6 and divide by 12. $\frac{bi-monthly\ amount\ x\ 6}{12}$
- ➤ Quarterly: divide the figure by 3. Quarterly Amount
- Figure by 12. $\frac{Yearly\ amount}{12}$
- \triangleright Every 2 Years: divide the figure by 24. $\frac{bi-yearly}{24}$

Seasonal Bills

Some bills will vary depending on the time of year (e.g. your heating / fuel bill). You should take an average figure for these bills over 6 months: add 3 Summer bills to 3 Winter bills and divide this figure by 6. Alternatively, if you have been with your supplier for more than a year, you could call them to get details of your average monthly use.



Section C: Monthly Household Expenditure – Continued

For calculations, see the introduction to this Section above.

This is the petrol or diesel The age of your car will determine the frequency of costs for personal use. If Transport Costs you are a taxi / van driver your NCT. Petrol **▼** C13 for your business, only Do not include any costs C14 Motor Insurance /Tax/NCT◀ include those personal associated with preparing your C15 Rail/Bus/Taxi Costs (including school transport travel costs not included in car for NCT as these come costs for children) your accounts to determine under Section C16. C16 Car Maintenance/Repairs your income. C17 Car Parking and Tolls Primary Residence Mortgage-related It is a condition of your Mortgage Protection/Endowment Premium C18 Include the cost of annual mortgage that you have service, valeting and C19 Payment Protection mortgage protection life repairs, replacing tyres etc. C20 House Insurance assurance in place. If this has lapsed, you should have it reinstated. You should shop around close to your renewal If the cost of this cover is high, date to make sure you are getting the best price for your needs, www.itsyourmoney.ie provides you should shop around, www.itsyourmoney.ie useful information for shopping around. provides useful information for shopping around.

Consider last year's costs as the basis for your calculation, this will give you a starting point. If you have children starting a new school year, or entering First Year or Fifth Year (in preparation for Junior or Leaving Certificate Exams) as well as in the exam year itself, your costs will be higher. Discuss costs of books with the school. If unsure, add up last year's costs from September and divide by 12 to get a monthly average.

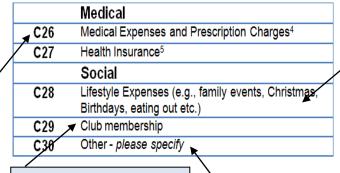
	Education		
C21	Books		
C22	School/ College Fees		
C23	Uniforms		
C24	Extra Curricular activities (e.g. school outings)		
C25	Other (e.g. voluntary contributions)		

Only include those outings / activities that are arranged through the school / college, such as swimming, art lessons, trips, dancing, etc.

Section C: Monthly Household Expenditure – Continued

For calculations, see the introduction to this Section above.

Unless you have a prescribed illness, you should plan as if you, and each member of your household, go to the doctor four times per year for visits. As well as prescription medicines you should also include over the counter medicines that may arise throughout the year, e.g., calpol, paracetamol. Remember also to include dentist and optician visits in this figure.



Remember that this Financial Statement must be realistic if it can be used to properly assist you. Any arrangement made with your lender must be sustainable and affordable. Provide for spending on cigarettes and alcohol, cinema trips, eating out, birthday / Christmas and other occasional presents.

This includes golf, GAA, rugby, soccer clubs, music or dance clubs and any regular payment in respect of a hobby you and/or your household enjoy.

Include children's pocket money, magazines, newspapers, lottery tickets, scratch cards, etc.

You should include any regular maintenance paid that you can provide proof of, even if not payable by way of court order or separation agreement.

You should make some provision for savings. This need only be a modest amount which may help you to manage and prevent you getting into further debt in future.

	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 - please specify
C35 (c)	Other - please specify
C36	Monthly expenditure on property assets (see E5)
➤ C37	Monthly Savings
C38	Total Monthly Expenditure (sum of C1 to C37)

If you are now living with parents / renting a room, include the cost of this accommodation here. If you have rented out your mortgaged property, the amount of rent received should be included in Section E.

Section C: Monthly Household Expenditure – Continued

Have you already renegotiated your payments with other lenders? Have you cancelled any club or gym memberships? Have you reduced your shopping bill? Have you kept a spending diary and cancelled any unnecessary expenditure? Give as much detail as you can to your lender.

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

Are apper to do welf Give

Do you intend to renegotiate your other debts? Are you waiting for a decision on MIS or any other social welfare payment? Are you currently appealing a decision to decline a social welfare payment? Give as much detail as you can to your lender.

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

Section D: Your Current Monthly Debt Payments

This Section asks for details of all of your debt repayments, calculated on a monthly basis. There may be debts that you pay weekly, every 2 weeks, every 2 months, quarterly, every year or every two years. To get the monthly figure you should:

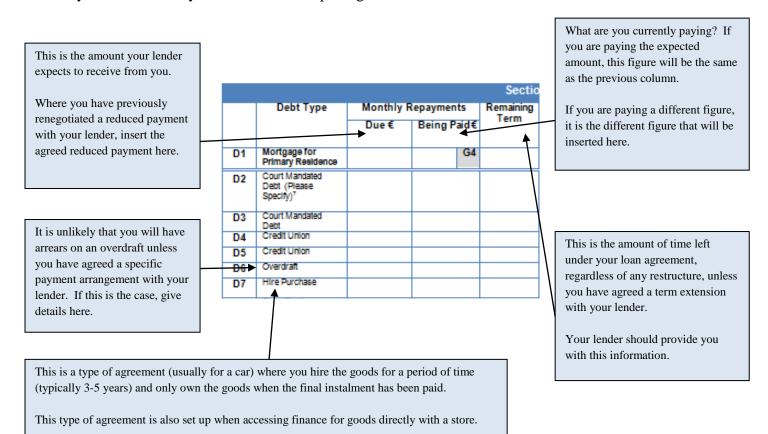
- Weekly: multiply the weekly figure by 52 and divide by 12 to get your monthly total.

 weekly amount x 52

 12
- Figure by 26 and divide by 12. $\frac{bi-weekly\ amount\ x\ 26}{12}$
- Figure by 6 and divide by 12. $\frac{bi-monthly\ amount\ x\ 6}{12}$
- \triangleright Quarterly: divide the figure by 3. $\frac{Quarterly\ Amount}{3}$
- Figure by 12. $\frac{\text{Yearly amount}}{12}$
- Figure by 24. $\frac{bi-yearly}{24}$

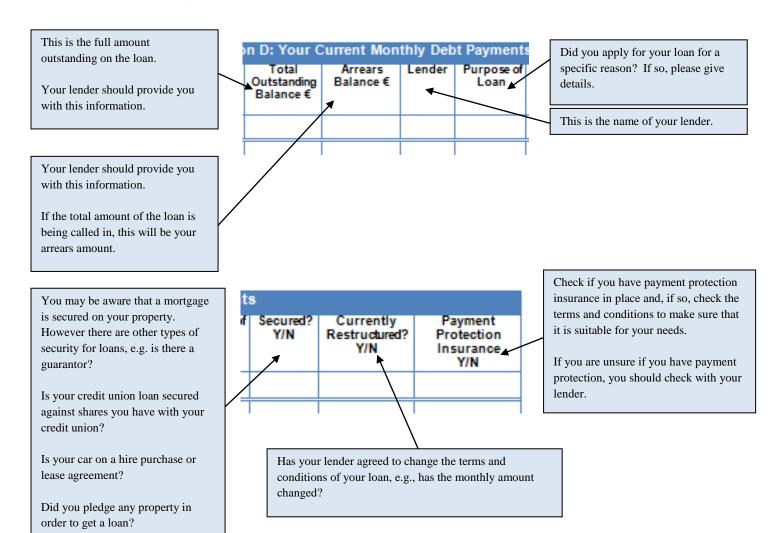
Each debt type is listed down the left-hand side of the sheet and you are asked to complete all boxes for each debt.

This Section also asks for more detail about the type of debts you owe, the total balances, the reason you took out the debt, whether you have come to an alternative arrangement with any of your lenders and whether you have Payment Protection Insurance in place. As there is a lot of detail, you should contact each of your lenders to request the relevant information if you do not already have it before completing the SFS.



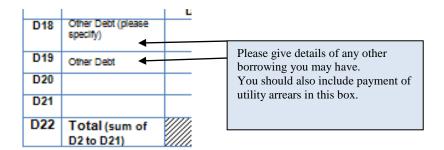
Section D: Your Current Monthly Debt Payments - Continued

For calculations, see the introduction to this Section above.



Section D: Your Current Monthly Debt Payments – Continued

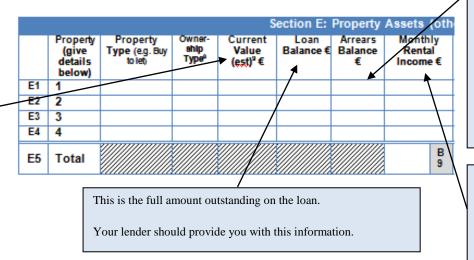
For calculations, see the introduction to this Section above.



Section E: Property Assets (other than Primary Residence)

In this Section you are asked to give details of any other properties you own, whether on your own or with someone else and whether in Ireland or abroad.

This is an estimate only. You should look at real estate websites or the website of your local auctioneer to get the value of a similar property in your area, and enclosing a print out of that valuation with this Financial Statement to provide proof.



Your lender should provide you with this information.

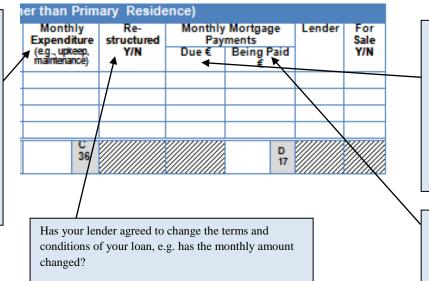
If the lender is requesting the full amount of the loan, this will be your arrears amount.

You may be asked to verify this income with items such as copies of rent receipts or bank statements showing rent received.

You may also be required to verify this.

You should keep receipts of any amounts spent on these properties.

Remember to make provision for any tax payments due, e.g., income tax on rent, non - residential property tax, see www.revenue.ie for more information.



This is the amount your lender expects to receive from you.

Where you have renegotiated a reduced payment with your lender, insert the agreed reduced payment here.

What are you currently paying? If you are paying the expected amount, this figure will be the same as the previous column.

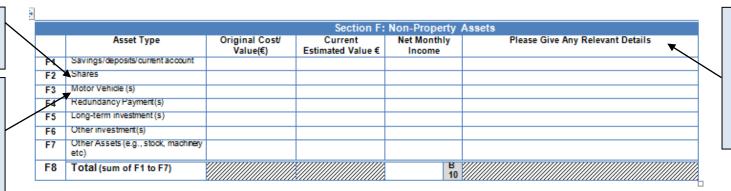
If you are paying a different figure, it is the different figure that will be inserted here.

Section F: Non-Property Assets

This Section asks for details of all other assets you own, either on your own or with someone else. This includes savings, cars, shares etc.

Include credit union shares, bank shares, employee share schemes.

Any car you have is an asset. If you have a car loan, you should have included details of same in Section D. Please refer to the car loan in the "Relevant Details" column.



Give any details you feel might be relevant to your lender when they are considering your assets. Are they pledged as security for a loan? Are they jointly owned? Do they have sentimental value?

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

Please provide any other information which you believe to be relevant to above:

Is there any other information, not already included in this Financial Statement,that your lender will need to know when assessing your case?

Declaration

Before signing the declaration at the end of the Financial Statement, make sure that you understand its effect.

Your lender has asked you to complete this Financial Statement to assess your financial circumstances. They can only use this Financial Statement for that reason.

You are asked to confirm that the information in this Financial Statement is correct and agree to tell your lender if your circumstances change.

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

Protecting Your Information

"Your lender will keep your information confidential and will only use this information for the purpose of assisting you in accordance with its Mortgage Arrears Resolution Process in accordance with your lender's obligations under the Data Protection Acts 1988 and 2003. For more information on your rights under the Data Protection Acts, see the 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 [name of lender] conducting a credit reference check.

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 lander cannot deem the SFS to be incomplete if such declarations are not signed by the consumer).]

Your lender must, by law, keep your information secure and only use it for the reason(s) they requested it from you. If you are unsure of your rights concerning the privacy of your information, you can contact the office of the Data Protection Commissioner. www.dataprotection.ie

You are asked to agree to your lender carrying out a credit reference check. This involves your lender contacting a credit reference agency, such as the Irish Credit Bureau (ICB) or Experian, giving them your details and receiving information about your financial circumstances, e.g. your loans, details of any missed payments, the balance still to be paid, any applications you have made.

Not all lenders are registered with a credit reference agency so this credit check may not give your lender the full picture of your circumstances. If you are refused an arrangement by your lender on the basis of your credit check, you are entitled to request a copy of it and to have any mistakes corrected.

Section 2 – Checklist

The following is a checklist of the documents you should have that will assist with the completion of the SFS.

If you have any difficulty locating this information you should contact your creditors for details.

Section	A: Account & Borrower Details	Check (X) what you have
>	If required, a statement from your mortgage lender showing the total left to pay on your mortgage.	
>	Print out showing current estimated value of your property.	
>	If required, a Statement of mortgage payments or confirmation from your lender of the amount of monthly mortgage payment.	
Section	B: Your Monthly Income	
>	Proof of income in the form of 3 recent payslips or a set of accounts (if you are self-employed).	
>	Proof of receipt of maintenance payments (if applicable).	
>	Proof of other income (see also Section E and Section F)	
Section	C: Monthly Household Expenditure	
>	4 Electricity or Gas/Oil bills / confirmation from your supplier of your average monthly cost (if applicable – see notes in Section C below).	
>	2 Recent Phone Bills.	
>	Any documents which verify the amount spent on Childcare and / or Elderly Care.	
>	Proof of Mortgage Protection Insurance	
>	Proof of House Insurance	
>	Proof of maintenance payments (if applicable)	
>	Proof of rent paid (if applicable)	
Section .	D: Your Current Monthly Debt Payments	
	Proof of any Court Payment Due (if applicable)	
>	Statement of loan from your credit union (if applicable), including: o the amount outstanding, o the payments being made, o the time left, o the arrears balance, o the reason for the loan, o if there is payment protection insurance in place.	
>	Statement of loan from your car / goods finance provider (if applicable), including:	

	 the amount outstanding, 	
	o the payments being made,	
	o the time left,	
	o the arrears balance,	
	o the reason for the loan,	
	o if there is payment protection insurance in place.	
>	Statement from your bank showing the amount outstanding on your	
	overdraft (if applicable).	
	, 11	
>	Statement from your store card provider showing the amount	
	outstanding (if applicable).	
	, , , , , , , , , , , , , , , , , , ,	
>	Statement from your catalogue provider showing the amount	
	outstanding (if applicable).	
>	Statement from each of your credit card providers showing the amount	
	outstanding (if applicable).	
>	Statement from your personal loan provider (if applicable), including:	
	o the amount outstanding,	
	o the payments being made,	
	o the time left,	
	o the arrears balance,	
	o the reason for the loan	
	o if there is payment protection insurance in place.	
	o in there is physical protection insurance in place.	
>	Details of any other debts you may have.	
	·	
Section	E: Property Assets (other than Primary Residence)	
>	Proof of estimated value of your properties (if applicable).	
>	Statement from your mortgage lender showing the full amount left to	
	pay on each mortgage (if applicable).	
>	Statement of arrears on your mortgage accounts (if applicable).	
>	Proof of rental income (if applicable).	
>	Statement of mortgage payments or confirmation from your lender of	
	the amount of monthly mortgage payment.	
Section	F: Non-Property Assets	
>	Receipts and/or statements of purchase price for any asset.	
>	Statement of current estimated value.	
>	Statement of income from any asset.	
	·	

Useful Resources/Links:

Central Bank Guide on the CCMA: Mortgage Arrears – A Consumer Guide to

Dealing with your Lender

Central Bank of Ireland: www.centralbank.ie

Money Advice & Budgeting Service

(MABS): www.mabs.ie

National Consumer Agency:

The NCA has a number of useful resources for households including budgeting information and budgeting tools. These resources provide money saving tips not only on financial products but also other household expenses such as utility bills, groceries, etc., go to www.nca.ie

<u>www.keepingyourhome.ie</u> is provided by the Citizens Information Board and the Money Advice and Budgeting Service (MABS).

Citizens Information: www.citizensinformationboard.ie

Data Protection Commissioner: <u>www.dataprotection.ie</u>

Dept of Social Protection: <u>www.welfare.ie</u>

Financial Services Ombudsman: www.financialombudsman.ie

Free Legal Advice Centres: www.flac.ie

Irish Banking Federation: www.helpinghomeowners.ie

