



LOAN APPLICATION FORM

Each application is assessed individually. There is no automatic guarantee of a loan.

This form may be posted with all the supporting documents or brought into the credit union office.

If submitting in person, please do so before 3.30 on weekdays and before 1.30 on Saturday.

Your details:

Name..... Membership number.....

Date of birth..... National Insurance number.....

Home telephone number..... Mobile number

Address.....

.....Post code.....

Time at current address.....

(if less than 3 years, please provide details of other addresses in the past 3 years below)

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Housing status			
Council/Housing Assoc. tenant	<input type="checkbox"/>	Private tenant/Lodger	<input type="checkbox"/>
Mortgage	<input type="checkbox"/>	Part rent/mortgage	<input type="checkbox"/>
		Living with family/friend	<input type="checkbox"/>
		Home owner	<input type="checkbox"/>

Household make-up	Single parent	<input type="checkbox"/>	Single no children	<input type="checkbox"/>
	Couple with children	<input type="checkbox"/>	Couple no Children	<input type="checkbox"/>

Number of Dependents	<input type="checkbox"/>	Age of dependants	<input type="checkbox"/>
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Have you ever had a "High Interest Loan"? (Provident, Oakham, Brighthouse etc)	<input type="checkbox"/>	Have you ever had a Social Fund Loan?	<input type="checkbox"/>
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Employment / benefit details

Employment status: employed / self-employed / retired / unemployed / student (circle as appropriate)

Occupation **OR** list all benefits received.....

If employed: Name of employer.....

Address of employer.....

Can you be contacted there? Yes/ No Telephone.....Time with current employer.....

Supporting Documentation Checklist*

1. Bank statements showing the activity over the last 3 months (90 days) for every account you have (If you do not have a bank account, please tell us.)	<input type="checkbox"/>
2. Proof of income: your 3 most recent wage slips or your benefits/pension payments letter etc. Include all money received.	<input type="checkbox"/>
3. A completed budget sheet , as provided on page 3. Please take great care on this as it is the most important thing for us in assessing your application	<input type="checkbox"/>
4. Your most recent credit card statement for each card if you have more than one.	<input type="checkbox"/>
5. Proof of other loan repayments or letters from Creditors if applicable.	<input type="checkbox"/>

***The application cannot be accepted until all the paperwork is complete.**



Loan Request

Purpose of loan.....

I would like to borrow £

I can afford repayments of £..... per week/fortnight/4 weeks/month (circle one)

I would like to save £..... per week/fortnight/4 weeks/month (circle one)

Our best interest rates are only available to regular savers!

Health Status

I have / have not* received treatment or medical advice/consultation for an illness or injury within the last six months.

*delete as appropriate

If yes, give details:

Other Creditors

******THIS SECTION MUST BE COMPLETED******

If you have **NO** loans, debts or outstanding bills, please sign here:

I already owe money to the following creditors:

Please list all:

LOANS, OUTSTANDING CREDIT CARD BALANCES, MORTGAGES, OUTSTANDING BILLS,

any other sums owed including:

COUNTY COURT JUDGEMENTS, INSOLVENCY, DEBT PAYMENT PLANS AND IVAs

Continue on new sheet if necessary and ask if you need clarification.

Creditor	Type (e.g. credit card, rent arrears etc.)	Original Amount	Balance Owing/ Date of completion	Repayments / week or month

Data Protection Statement: In accordance with the principles of the Data Protection Act 1998, we will use your personal details for the purposes of managing your accounts with the credit union. Your personal details will be treated confidentially and will only be shared with other agencies for the purposes of credit referencing and debt recovery.

DECLARATION: (Please read carefully before signing. Ask if any part is not clear.)

1. I am not indebted to any other Credit Union, bank or loan agency, either as a borrower or guarantor, **except** as stated previously on this application form.
2. I understand that if I fail to repay the loan (default) I will be liable for the costs of recovery including legal costs and an administrative charge for the Credit Unions costs.
3. I agree to permit the Credit Union to carry out a credit bureau check on myself if they deem it necessary. (NB A negative report will not necessarily effect your application if it has been declared above)
4. The statements herein are made for the purpose of obtaining a loan and are true to the best of my knowledge.

Applicants signature: **Date:**

Second applicant (if joint account):



Budget Sheet

Member No:

This form is to help you, and us, to be sure that you can afford the loan.
 If you have difficulty completing this form, please ask a member of staff at the office.
 Complete **either** weekly **or** monthly column, not both.

EXPENDITURE	Weekly	Monthly
Housing		
Rent/ mortgage		
Insurance		
Council tax		
Gas/ Electricity		
Water		
Telephone/ mobile phone		
Home Improvements		
Household		
Groceries/ cleaning		
Snacks/ lunches		
Clothing		
Transport		
Petrol		
Car maintenance/ tax/ MOT		
Bus/ train/ taxi		
Leisure		
Holiday		
Going out		
Gardening		
Books/ magazines		
TV License/ cable		
Lottery/ betting		
Keep fit/ sport		
Other		
Toiletries/ cosmetics/ hairdressing etc.		
Prescriptions/ health /Dentist/opticians		
Child care		
Alcohol/ tobacco		
Vet bills/ pet insurance		
Gifts		
Pension		
Other		
Credit Payments		
Credit Union savings or loan		
Credit Card/ loans		
Other loans or debts (see step 4)		
TOTAL EXPENDITURE		
INCOME		
Wages/ salary		
Pension and benefits (please show each amount):		
TOTAL INCOME		
TOTAL EXPENDITURE		
INCOME less EXPENDITURE		



Office use only

<u>Member Number</u>		<u>Member Name</u>		<u>New loan or Top up</u>	
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Application

Reception to complete this section	Date	Initials
Application received & checked		
Documentation complete.		
Sent to loan department		

Progress

Comments / Action required if no decision made on first assessment	Date	Initials

Decision

Approved				
Amount Approved	£	Saver/Freedom	Source (CU/GF etc)	
Payment method				
Authorised Signatories				
Signature		Print		Date:
Signature		Print		Date:
Signature		Print		Date:

Declined/Referred

Reason:		
Signature	Print	Date

Disbursement

	Date	Initials
Agreement signed		
Payment issued		
Loan Posted		
Direct Credits set		