## **Applicant Information** Member Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title (Mr/Mrs/Miss/Other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TO ALLOW US TO PROCESS YOUR APPLICATION, THIS FORM MUST BE COMPLETED IN FULL & YOU MUST PROVIDE:

**2 MONTHS BANK STATEMENTS** (if you would rather give us access to your accounts, then you can register for this service by using the following link -  [*https://secure.oohmoolah.com/?teamKey=d9c4da0b0f938043250b23b0e0a9412601f9*](https://remote.cmscu.co.uk/owa/redir.aspx?C=igVv1pwfrLEq5oqw-cq0OZbRDpobM7ofJxcm8L9ak1pAxQQXVoLYCA..&URL=https%3a%2f%2fsecure.oohmoolah.com%2f%3fteamKey%3dd9c4da0b0f938043250b23b0e0a9412601f9)

**PROOF OF INCOME** (If you are in receipt of Universal Credit – Please also provide copies of 2 Months of FULL Statements)

First Name (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ N.I. Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marital Status: Single / Married / Common-Law Cohabitee / Divorced / Prefer not to say \*Delete as appropriate

Number of Dependants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age of Dependants (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time at Current Address: \_\_\_\_\_\_\_\_\_\_\_ (if less than 2 years, please provide details of previous address on a separate, signed sheet)

Are you?: A Private Tenant / Home Owner / Living with Family or Friend / Council or Housing Association Tenant \*Delete as appropriate

Name of Council / Housing Association (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Employment Details**

Employment Status: Employed (Permanent) / Employed (Temporary Contract) / Self-Employed / Not Working \*Delete as appropriate

Occupation (or type of benefit received) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Email: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can you be contacted there? Yes / No \*Delete as appropriate Time with Current Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Loan Details** Purpose of the Loan (please be specific): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like to borrow: £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I wish to repay by: Standing Order / Payroll Deduction \*Delete as appropriate

I wish to repay the loan at £\_\_\_\_\_\_\_\_\_\_ plus £ \_\_\_\_\_\_\_\_\_ in Share 1 and £ \_\_\_\_\_\_ in Share 2 per month / per week \* Delete as appropriate

I would like my loan paid to me using the following Bank Details: **Savings must be a minimum of £25.00 per calender month**

Name of Account Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sort Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Should my loan be approved, I would like to sign my Loan Agreement at:

Croydon / Merton / Sutton / Printed, Signed and Returned by email or post \* Delete as appropriate

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Current Credit Status Failure to disclose information below may lead to your application being declined.**

Please list all loans, credit cards or any other sums owed including council tax, mortgage or rent arrears. Continue onto a new sheet if necessary and ask if you need clarification.

Please input a monthly amount for every relevant item. If you only know the weekly amount then put this in the weekly column, then multiply the weekly amount by 4 and then put the answer in the monthly column.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Debt** | Money owed (£) | Payments negotiated to pay off debts (Weekly) | Payments negotiated to pay off debts (Monthly) |
| Rent Arrears |  |  |  |
| Mortgage or 2nd Mortgage Arrears |  |  |  |
| Council Tax Arrears |  |  |  |
| Gas Arrears |  |  |  |
| Electricity Arrears |  |  |  |
| Fines |  |  |  |
| Maintenance Arrears |  |  |  |
| Other |  |  |  |
| **TOTAL** | £ |  | £ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Creditors**  **(including Credit Cards)** | Money owed | Payments negotiated to pay off balance (Weekly) | Payments negotiated to pay off balance (Monthly) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** | £ |  | £ |

**Current overdraft limit:** £\_\_\_\_\_\_\_\_\_\_\_\_ of which available: £\_\_\_\_\_\_\_\_\_\_\_\_\_ **Bank Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is a true record, to the best of my knowledge, of my financial situation on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Budget Sheet**

Number of people in my household: \_\_\_\_\_\_\_\_\_\_\_\_

**Please fill in the two tables below.** Please input a monthly amount for every relevant item. If you only know the weekly amount then put this in the weekly column, then multiply the weekly amount by 4 and then put the answer in the monthly column.

|  |  |  |  |
| --- | --- | --- | --- |
| **Income (Monthly)** | Weekly (£) | Monthly (£) | Office use |
| Wages/Salary |  |  |  |
| Wages/Salary (Partner) |  |  |  |
| Benefits E.G. JSA / DLA / IS / ESA |  |  |  |
| Child Benefit |  |  |  |
| Child Maintenance |  |  |  |
| Child Tax Credit |  |  |  |
| Working Tax Credit |  |  |  |
| Money From Other People |  |  |  |
| Other \*\*please use an additional sheet for details of this\*\* |  |  |  |
| **Total Income** |  |  |  |
| **Outgoings (Monthly)** | Weekly (£) | Monthly (£) | Office use |
| Total Payments to Creditors (Including Credit Cards from Previous Page) |  |  |  |
| Mortgage/Rent |  |  |  |
| Second Mortgage/Secured Loan |  |  |  |
| Ground Rent/Service Charge |  |  |  |
| Buildings/Contents Insurance |  |  |  |
| Life Insurance/Endowment |  |  |  |
| Council Tax |  |  |  |
| Gas |  |  |  |
| Electricity |  |  |  |
| Water |  |  |  |
| Food/Housekeeping |  |  |  |
| Travel/Fares |  |  |  |
| Child Care |  |  |  |
| Telephone |  |  |  |
| TV Licence/Rental |  |  |  |
| Cable/Sat./Broadband |  |  |  |
| Clothing |  |  |  |
| Prescriptions/Health Costs |  |  |  |
| Car Tax/Mot/Insurance |  |  |  |
| Hairdressing |  |  |  |
| Other |  |  |  |
| **Total Outgoings** |  |  |  |

My total monthly income is: £ \_\_\_\_\_\_\_ My total monthly outgoings are: £ \_\_\_\_\_\_\_

This leaves me an available monthly income of: £ \_\_\_\_\_\_\_\_\_

This is a true record, to the best of my knowledge, of my financial situation on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration \***delete one, as appropriate for each statement

I  **have / have no** un-discharged County Court Judgments against me.

I **have / have no** insolvency, a Debt Management Plan an IVA or DRO.

I  **have / have not** got a Social Fund Loan.

**Having a CCJ does not necessarily prevent us issuing a loan, however, failure to disclose this WILL lead to the application being rejected.**

**As a responsible lender we have a duty of care to our members, as such we may have to decline loans where there is evidence that previous loans may have been used for the purposes of: Gambling, Supplementing income on a regular or ongoing basis and/or Illegal activities**

|  |
| --- |
| **Important - Your Personal Information, Credit Decisions and the Prevention of Fraud and Money Laundering** |
| **We may use credit reference and fraud prevention agencies to help us make decisions.**  A short guide to what we do and how both we and credit reference and fraud prevention agencies will use your information is detailed in the leaflet called: ‘**A condensed guide to the use of your personal information by ourselves and at Credit Reference and Fraud Prevention Agencies**’  If you would like to read the full details of how your data may be used please visit our website at www.cmscu.co.uk or phone 020 8760 5711 or ask one of our staff.  **BY CONFIRMING YOUR AGREEMENT TO PROCEED YOU ARE ACCEPTING THAT WE MAY EACH USE YOUR INFORMATION IN THIS WAY.** |
| **DECLARATION: Please read carefully before signing. Please contact us if any part of this is unclear** |
| 1. I confirm that there have been no changes and I am unaware of any upcoming change in my personal circumstance that would affect my ability to repay my loan. 2. I have no insolvency, Debt Management Plan, IVA or DRO in place and have not entered into any discussions or asked for advice from any debt agency. 3. I am required to maintain minimum savings of £25.00 per month throughout the term of my loan. 4. I understand that if I fail to repay the loan (default) I will be liable for the costs of recovery including legal costs and a £100 administrative charge towards the Credit Union’s costs. 5. I may not withdraw savings from Share 1 until the savings balance exceeds the outstanding loan. 6. I have read and understood the statement regarding date sharing and I agree that my information may be shared for non-commercial project monitoring purposes with Credit Union Funders. 7. I understand that providing false information and/or documentation is fraud, which may result in criminal proceedings against me. 8. The Statements herein are made for the purpose of obtaining a loan and are true to the best of my knowledge. |

**Applicant Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**THIS SECTION IS FOR OFFICE USE ONLY – To be completed by The Loans Panel**

Member Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Delete as appropriate

**Loan Approved** for £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ plus £ \_\_\_\_\_\_\_\_\_\_\_ savings per month (min £25) Loan Approved Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**OR**

**Loan Declined** Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Loan Declined Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised Signatories Print Names: Member Notified of Decision by (initials):

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Standard Information Notice for New Applications**

In order to process your application, we will supply your personal information to credit reference agencies (CRAs) and they will give us information about you, such as about your financial history. We do this to assess creditworthiness and product suitability, check your identity, manage your account, trace and recover debts and prevent criminal activity.

We will also continue to exchange information about you with CRAs on an ongoing basis, including about your settled accounts and any debts not fully repaid on time. CRAs will share your information with other organisations. Your data will also be linked to the data of your spouse, any joint applicants or other financial associates.

**The identities of the CRAs, their role is also as fraud prevention agencies, the data they hold, the ways in which they use and share personal information, data retention periods and your data protection rights with the CRAs are explained in more detail at:** [**http://www.croydonplus.co.uk/credit-reference-agency-information-notice/**](http://www.croydonplus.co.uk/credit-reference-agency-information-notice/)

**Crain is also accessible from each of the three CRAs – clicking in any of these three links will also take you to the same CRAIN document – Crain links:**

**Call Credit:** [**www.callcredit.co.uk/crain**](http://www.callcredit.co.uk/crain)

**Equifax:** [**www.equifax.co.uk/crain**](http://www.equifax.co.uk/crain)

**Experian:** [**www.experian.co.uk/crain**](http://www.experian.co.uk/crain)