



# Property Plan Application Form

Application Number

First Applicant Surname



# About Retirement Plus

Retirement Plus is a Milton Homes company which specialises in providing equity release products to homeowners aged 65 and over.

Retirement Plus is authorised and regulated by the Financial Services Authority (FSA) and is a member of SHIP (Safe Home Income Plans).

Retirement Plus will only accept business from customers who have received advice from their own financial adviser who must be registered

with the FSA and be qualified to advise on equity release.



## Broker Contact Centre

Retirement Plus Ltd, Newcombe House, 45 Notting Hill Gate, London W11 3LQ

Open Monday to Friday 9am to 5pm

 0845 850 8510

[www.retirement-plus.co.uk](http://www.retirement-plus.co.uk)

# Before we get started, details of what happens next.

- 1) Upon receipt of a fully completed Property Plan Application Form we will review the information that you have sent to us and carry out a credit check to ensure that everything is in order.
- 2) We will then instruct a local surveyor, or an appropriate surveyor of your own choice should you so wish, to visit your property at a time convenient for you, to give an independent assessment of the value of your home. The firm of surveyors will telephone you to make an appointment.
- 3) When we receive the valuation report, we will review this to ensure that your home is of sound construction and in a good state of repair. If the surveyor identifies necessary repairs these will have to be completed over an agreed period of time. If there are serious problems that need immediate attention, we may ask for reports before we can make you an offer.
- 4) Once we have approved the valuation, we will make you an offer in writing. You should discuss this with your solicitor before signing and returning the offer acceptance. You can still decide not to go ahead but your solicitor may charge you for any work he has done.
- 5) We will instruct our firm of solicitors and send paperwork to your solicitor.
- 6) Your solicitor will work with our solicitors on completing the legal documents and will also be responsible for explaining how the Retirement Plus Property Plan works, the implications to you and ensuring that you have read and fully understood the terms and conditions of the Property Plan. As explained earlier, you can still decide not to go ahead at this stage but your solicitor may charge you for any work he has done.
- 7) Once you are happy to go ahead, your solicitor will invite you to sign the Property Plan Agreement and request the monies, which we call the Amount Released, from our solicitor. You should only sign the Property Plan Agreement once you are sure you wish to proceed. The monies will be sent to your solicitor and he will make arrangements with you to pay you.
- 8) The Property Plan Agreement will now be in place and you will receive details from us within a few days of receiving the Amount Released to welcome you and to give you helpful contact information at Retirement Plus.

# Application Checklist

## Intermediary Details

	FSA number	<input type="text"/>
Company name	<input type="text"/>	
Company address	<input type="text"/>	
	Postcode	<input type="text"/>
Office telephone number	Mobile number	<input type="text"/>
Email address	<input type="text"/>	

## Intermediary Declaration

I confirm that, to the best of my knowledge, this application meets with the Retirement Plus criteria and that the information provided is correct. I confirm that I have passed an appropriate approved examining board's specialist examination in equity release that cover home reversion plans, and that I have provided the equity release advice and recommendation.

Signature	<input type="text"/>
Name	<input type="text"/>
Date	<input type="text"/>

## Enclosed Documents

	Applicant	One	Two		
Customer verification form		<input type="checkbox"/>	<input type="checkbox"/>	Valuation fee	£ <input type="text"/>
Certified evidence of identification		<input type="checkbox"/>	<input type="checkbox"/>	Application fee	£ <input type="text"/>
Certified evidence of current address		<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="text"/>
Certified evidence of age		<input type="checkbox"/>	<input type="checkbox"/>	If yes, please give details	

# Application Form

Account number  Desired completion date

The maximum amount available is based upon number of applicants, age, gender and the minimum Protected Share

Product Name

Property Plan amount requested £

Estimated valuation amount £

Minimum Protected Share to be retained  %

If you do not select a minimum Protected Share we will allocate this based on the Property Plan amount you request

What is the main reason you are releasing equity? (tick one box only)

Home improvements

Travel

Home improvements & debt consolidation

Holiday home

Other debt consolidation

Gift

IHT planning

Car

Repay mortgage

Long term care funding

Other

If other, please specify

Fees that Retirement Plus charge will be shown in the Key Facts Illustration and the Property Plan Offer and will be deducted from the Amount Released, before it is sent to your solicitors

## Applicants Details

Applicant One

Applicant Two

Mr/Mrs/Miss/Ms/  
Other

Forename(s)

Surname(s)

Date of birth

Marital status

Relationship to other  
applicant

Address

Postcode

Home telephone  
number

Length of time at  
current address

Years

Months

Years

Months

## Applicant One

## Applicant Two

Nationality

Are you a UK resident?

Yes

No

Yes

No

If no, please give details

Have you ever been registered bankrupt, entered into an arrangement with creditors or had a County Court Judgement or Default registered against you?

Yes

No

Yes

No

If yes, please give details

## Property Details

Address

Postcode

Is this a property purchase?

Yes

No

Property type

House

Bungalow

Maisonette

Purpose built flat

Converted flat

No of lifts

No of floors in block

No of flats

Is the property adjacent to business premises?

Yes

No

If yes, please give details

Is this property classified as sheltered accommodation?

Yes

No

If yes, please give details

Tenure

Freehold

Commonhold

Leasehold

Unexpired lease term

years

Name of Freeholder

Approximate year  
property built

Properties under 10 years old must be covered by an NHBC  
Guarantee, Zurich Municipal Guarantee, Architects Certificate  
or similar

### Property construction

Walls	<input type="checkbox"/> Brick	<input type="checkbox"/> Stone	<input type="checkbox"/> Block
	<input type="checkbox"/> Other	If other, please specify	<input type="text"/>
Roof	<input type="checkbox"/> Tiled	<input type="checkbox"/> Slate	<input type="checkbox"/> Flat
	<input type="checkbox"/> Other	If other, please specify	<input type="text"/>

We do not normally consider the following property types on our Property Plans. If your property falls into one of the following categories you should bring this to our attention for consideration before we instruct the valuer to visit.

- Concrete, steel-framed or pre-fabricated construction
- Of a construction type designated as defective in the Housing Act 1985
- Mobile home or houseboat
- Properties subject to a large area of flying freehold
- Properties affected by flooding or subsidence
- Subject to major planning issues or agricultural restrictions
- Subject to any shared ownership or an equity sharing arrangement
- Freehold flats and maisonettes
- Flats in a block over 7-storeys high

Does your property fall into any of the above categories?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please give details	<input type="text"/>
Is the property used for business purposes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please give details	<input type="text"/>
Was your property ever owned by a local authority?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please give details	<input type="text"/>

## Property Valuation

Upon receipt of your application, we will instruct a firm of surveyors to carry out an independent valuation of your property. This means that the firm will be aware that their valuation is subject to a binding independent complaints procedure that is available to you and us, and they will owe a duty of care equally to you and us.

Alternatively, you may choose a suitably qualified valuer from our approved panel. If you wish to do so then please ask your financial adviser to contact us and tick the relevant box below.

Contact name to be given to valuer	<input type="text"/>	Please select a valuer from your approved panel	<input type="checkbox"/>
Relationship to the applicant(s)	<input type="text"/>	I wish to select a valuer from your approved panel	<input type="checkbox"/>
Telephone number	<input type="text"/>		
Other access information	<input type="text"/>		

# Legal Information

Name(s) of the registered owner(s) of the property

Is the property subject to a mortgage or loan

Yes

No

Approximate balance outstanding

£

Name and address of lender

Postcode

Any mortgage or loans secured on the property will be required to be repaid upon completion. You will not be able to use your home as security to raise funds from any other source unless the Property Plan is cancelled.

Does anyone aged over 17 years other than the applicant(s) live at the property?

Yes

No

If yes, please provide details below

Person A

Person B

Full name

Full name

Date of birth

Date of birth

Relationship

Relationship

You will need to instruct a firm of solicitors to give you independent advice on the Property Plan and to work with our solicitors to complete the legal paperwork. You will be responsible for your solicitors costs.

Name of solicitors

Name and address of solicitor

Postcode

Telephone number

Fax number

Person acting

Please read parts A, B, C & D before signing at the foot of the following page.

The following declaration is written for each applicant. A reference made to singular words such as “I” or “my” should be read in the plural where more than one of you is making the declaration. “You/Your” in this declaration means Retirement Plus Ltd, Retirement Plus Property Plans Ltd (or relevant Property Plan entity) and successors, assignees or transferees.

## Part A

As a member of SHIP, Retirement Plus Limited is responsible for ensuring that you received financial advice in relation to this plan.

Your financial adviser fully explained and documented:

- 1) The financial implications of this plan and the effect on my/our estate, personal tax and how to find out about entitlement to state benefits.
- 2) Alternatives to equity release, such as downsizing or delaying action.
- 3) The pros and cons of the plan in relation to my/our health.
- 4) That independent legal advice is required in relation to the plan.
- 5) That it is recommended to involve family/beneficiaries in my/our decision.
- 6) That maintenance costs and outgoings related to the property will continue to be my/our responsibility.
- 7) That I/we can remain in our home for as long as I/we wish, and can move to a suitable alternative property in the future.
- 8) That I/we should not rely on the proceeds from this equity release plan until it has completed and the funds have been received.
- 9) Why this plan is suitable, providing a Key Facts Illustration, product literature and a written explanation of the suitability of the plan.

## Part B

I agree and declare that:

- 1) I am applying for the Property Plan detailed in this application.
- 2) The information in this application is true and accurate to the best of my knowledge and belief and where I have not completed the form myself, I have checked and agree with the information stated.
- 3) I have disclosed any information that is material to my application and I will let you know immediately if any of the information on this application changes before completion of the Property Plan.
- 4) I understand that you may require additional information and I will supply this to you.
- 5) I will make good any loss that you may suffer by relying on any information I have given you.
- 6) I authorise you or your agents to make enquiries of any person including the Land Registry and credit reference agencies as you consider necessary in connection with this application to confirm the truth and accuracy of the above information. This may include disclosing some of the information contained in this application to these persons.
- 7) I will pay any valuation fees and other fees, costs or charges incurred by you whether or not a Property Plan completes.
- 8) I authorise my financial adviser to disclose to you or your solicitors and authorise you to disclose to my financial adviser any information relating to this application. I understand that my financial adviser is not authorised to give any undertaking on your behalf whether in relation to the Property Plan or otherwise and therefore you will not be bound by, or liable for, any such undertaking.
- 9) Until I notify you otherwise, I hereby authorise my financial adviser to make written representations in relation to this application or written amendments to this application on my behalf.
- 10) I authorise my solicitor to disclose to you or your solicitors and authorise you to disclose to my solicitor, any information relating to this application.
- 11) I consent to you exchanging any relevant information in this application with the persons or organisations set out below:
  - a) One or more credit reference agencies (which will retain a record of the search);
  - b) Insurance companies;
  - c) Operators of fraud prevention agencies. To detect or prevent fraud, this information may also be passed to financial or other organisations involved in fraud prevention in the event that I give false or misleading information;
  - d) Any future owners of your interest in my Property Plan.
- 12) I have read and understand the explanation of ‘Transfer’ and I consent to my Property Plan being securitised, sold or assigned and any transfer of your interest.
- 13) I have received and read a “Key Facts about this Property Plan” document for the Property Plan detailed in this application.
- 14) I have read the explanation of Transfer and Data Protection and consent to the terms therein.

## Part C

### Transfer

In common with many major financial organisations, Retirement Plus may sell, assign or transfer its rights in a Property Plan in the future.

It is also likely that we will from time to time transfer our interest in a group of Property Plans to an investor. We would do this principally to raise capital for generating future business. This method of raising capital is called securitisation. The investors in securitisations are usually banks and other financial institutions, together with multinational companies.

Similarly we may sell a group or groups of Property Plans to other equity release providers or property companies.

## Part D

### Data Protection Act 1998

Retirement Plus will check the accuracy of the information in this application by carrying out a search against the electoral register to check your identity to prevent fraud. We will use your personal information to process your application and for statistical research. Where necessary we may need to disclose your information to our service providers and agents.

Before offering you a Property Plan we may make enquiries about you with licensed credit reference agencies that will keep a record of the search. This information will then be available to other providers who use the same licensed credit reference agency for the purpose of making lending decisions about you and for occasional debt tracing and fraud prevention. We may from time to time need to process personal data about you which the Data Protection Act 1998 defines as sensitive, such as health data or criminal convictions. By providing this data you signify your consent to such data being processed by Retirement Plus and any subsequent owner of your Property Plan in the event that Retirement Plus sells or securitises your Property Plan as set out above.

If your Property Plan were to be securitised Retirement Plus would normally continue to administer it and you would still deal with Retirement Plus in relation to your Property Plan. If your Property Plan is sold, it is possible that Retirement Plus would not continue to administer it, but the terms of the Property Plan would remain the same and the level of service should be comparable to that which Retirement Plus has provided.

By signing this Declaration and Consent you are giving consent to the securitisation or sale of a Property Plan in any of the ways described above.

For marketing purposes Retirement Plus and associated companies, together with third parties with whom we have business relationships, would like to contact you by mail, telephone, e-mail or fax with offers of goods or services which may interest you.

If you do not wish to be contacted for marketing purposes please tick the appropriate box(es).

Please do NOT contact me, for marketing purposes by:

telephone

mail

other

You have the right of access to your personal records held by credit and fraud agencies and to ask for any inaccuracies to be corrected. We will supply their names and addresses upon request. You also have the right, at any time, to apply for a copy of your personal records that Retirement Plus hold, on payment of a small fee.

Applicant One		Applicant Two	
Signature	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

*This form must be signed and dated for us to be able to proceed with the application.*

# Customer Verification Form: Page 1 (For Intermediary)

	Applicant One	Applicant Two
Mr/Mrs/Miss/Ms/ Other	<input type="text"/>	<input type="text"/>
Forename(s)	<input type="text"/>	<input type="text"/>
Surname(s)	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	
	Postcode	<input type="text"/>

## Section 1

Evidence of Personal Identity (Only one of the items below for each applicant). Please tick box as appropriate.

	Applicant One	Applicant Two		Applicant One	Applicant Two
Current signed passport	<input type="checkbox"/>	<input type="checkbox"/>	Current full UK driving licence (old style)	<input type="checkbox"/>	<input type="checkbox"/>
Disabled parking permit	<input type="checkbox"/>	<input type="checkbox"/>	Firearms certificate	<input type="checkbox"/>	<input type="checkbox"/>
Current UK/EU photo driving licence	<input type="checkbox"/>	<input type="checkbox"/>	State pension or benefits book/letter	<input type="checkbox"/>	<input type="checkbox"/>
			Inland Revenue tax notification letter	<input type="checkbox"/>	<input type="checkbox"/>

If your interview was not face-to-face, an additional item from either Section 1 or Section 2 for each applicant will be required.

# Customer Verification Form: Page 2

## Section 2

Evidence of current address  
(one item for each applicant)

	Applicant	One	Two
Mortgage statement		<input type="checkbox"/>	<input type="checkbox"/>
Current council tax bill		<input type="checkbox"/>	<input type="checkbox"/>
Utility bill (dated within last three months)		<input type="checkbox"/>	<input type="checkbox"/>
Bank/building society statement		<input type="checkbox"/>	<input type="checkbox"/>
Additional item from Section 1		<input type="checkbox"/>	<input type="checkbox"/>

## Section 3

Evidence of age  
(one item for each applicant)

	Applicant	One	Two
The item from Section 1 which shows date of birth		<input type="checkbox"/>	<input type="checkbox"/>
Birth certificate		<input type="checkbox"/>	<input type="checkbox"/>

## Certification

I certify that this is a face-to-face/non face-to-face\* application and I have verified the identity, name(s) and address(es) of the applicant(s) named above and having seen the original documents, checked that any requiring a signature were pre-signed and confirmed any associated photo ID bore a likeness to the applicants, and have included the relevant certified documentary evidence with this certificate.

Signature	<input type="text"/>		
Name	<input type="text"/>	Position	<input type="text"/>
Telephone number	<input type="text"/>	Date	<input type="text"/>
Company name and address	<input type="text"/>		
		Postcode	<input type="text"/>
FSA Registration Number	<input type="text"/>		

*\*Please delete as appropriate*