

Monthly Buy to Let Expenditure Form



Please complete based on property to be remortgaged.
Please do not include costs that are covered by the tenant.

Virgin Money Application Number

Section 1: Customer Details

Customer Name(s)

Section 2:

Monthly cost (£)	Supporting information
Gas/Electrical Certification	
Council Tax	
Utilities e.g. water	
Licence Fees	

Section 3:

Tenant Finder Fees

Management Fees	

Section 4:

Rental Voids

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Section 5:

Home Insurance (building and/or contents)

Landlord Insurance	

Section 6:

Maintenance of the property

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Section 7:

Ground Rent

Service Charge	

Total Expenditure

£

Section 8: Declaration:

By signing this form you are declaring that the information contained in this document, and any attached documents, is true and correct to the best of your knowledge.

Signature

Name

Intermediary Name:

If this mortgage application is being introduced by a 3rd party this form can be completed and signed by the intermediary.

Remember: At any time Virgin Money can request documents or statements to prove the expenditure in question.

It is an offence to knowingly make a false, inaccurate or misleading declaration when applying for a mortgage. If you make such a declaration you may face criminal prosecution and/or civil action for recovery of any losses incurred by Virgin Money.

Guidance for intermediaries – Completing the Monthly Buy to Let Expenditure Form

Please read these guidance notes carefully before completing the form.

Once completed, the form must be signed by the customer or mortgage advisor and sent to Virgin Money. You can submit the completed form to us in one of two ways:

Virgin Money Online (VMO)

Once you have completed your application using VMO, you will be given the option to securely upload any supporting documents at the end of the application process. You will be provided with a list of the required documents.

Secure Document Transfer link

Alternatively, once you have completed your application using VMO, you will receive an email from us within 48 hours. This email will contain a unique link where you can securely submit your supporting documentation.

Hints and tips for completing the form:

- Please ensure the application number is entered onto the form.
- Where more than one person is named on the mortgage application, the form should cover all parties.
- Convert the customer's expenditure to monthly equivalent amounts. Be careful not to mix up weekly, monthly and quarterly expenditure.
- Round up all figures to the nearest whole pound.
- If there is an expenditure category on the form that is not applicable, please write "None" and document in the supporting information why it is not applicable.
- Do not underestimate customers' Buy to Let running costs. Customers must provide an accurate assessment of their outgoings.
- If customers are aware of likely changes to any of these outgoings they should include these new figures.

Remember

- At any time Virgin Money can request documents or statements to prove the expenditure in question. However, please do not send us any supporting documents unless we have asked you for them.
- All information will be treated in the strictest of confidence and used solely to assist Virgin Money assess the ability to repay the mortgage.

It is an offence to knowingly make a false, inaccurate or misleading declaration when applying for a mortgage. If you make such a declaration you may face criminal prosecution and/or civil action for recovery of any losses incurred by Virgin Money.