

PRIVATE CLIENT AGREEMENT FOR BUY TO LET MORTGAGES

This agreement sets out how we will deal with you in the provision of advice for Buy to Let mortgages. Unlike most mortgage advice, the advice given on Buy to Let mortgages is not regulated by a regulatory body, such as the Financial Services Authority (FSA).

1) Services

We pride ourselves on offering a first class and professional service and you will receive a dedicated adviser and administrator who will help guide you through the Buy to Let mortgage process.

It is our normal company policy to work with all mortgage lenders who specialise in Buy to Let mortgages and to provide you with all information and product detail necessary to enable you to make an informed choice as to the most appropriate mortgage to suit your personal circumstances.

You will receive from us details of the products and lenders we recommend, along with a quotation and full letter outlining our reasons for the recommendation. We will normally obtain sufficient information about your circumstances to enable us to be in a position to obtain a quotation and assist you in the application process.

We will not keep under review any products which we arrange for you but may contact you in the future by any means should we wish to discuss the relative merits of a product or service which we feel may be of interest to you.

You or we may terminate our authority to act on your behalf at any time without penalty. Notice of this termination must be given in writing and will take effect from the date of receipt. The termination will be without prejudice to the completion of transactions already initiated, if this is the case.

2) Charges

We normally derive income from commission paid to us by the mortgage lender. We shall tell you the amount of commission, which we will receive from the lender as well as any other form of benefit from the lender or from another intermediary, we will inform you but we will not tell you its amount unless you ask us to do so. We reserve the right to share any commission or fees received by us with other introducing agents. Alternatively, if you or we propose to operate on a fee basis, we will agree its basis, frequency and method with you in writing before we carry out any chargeable work. Should we receive commission from any third party in relation to transactions arranged for you, we will offset the amount received against any fees due.

3) Clients' Money

We **do not handle client's money**. We never accept a cheque made out to us (unless it is a cheque in settlement of charges for which we have sent you an invoice) or handle cash.

4) Records

We undertake to maintain records for at least six years and would like to inform you that you have the right to inspect the information we hold. We keep all information private and confidential, except where disclosure is made at your request or with your consent. Under the terms of the data protection act, you have the right to view any personal data we may keep. In order to process a mortgage application it may be necessary to disclose your information to third parties. Some of these parties may hold this information indefinitely. You agree that personal information held by us may be disclosed on a confidential basis and in accordance with the Data Protection Act 1998 to any such third party.

5) **Money Laundering**

We are required to verify your identity in accordance with the Criminal Justice Act 1993 and Money Laundering Regulations, and therefore you will be required to provide us with original documentation within the application process. We may also undertake additional electronic checks to verify your identity.

6) **Complaints**

Should a complaint arise, in the first instance please write to Tony Harris at the address show above or telephone on 0845 062 8888.

This agreement relates solely to Buy to Let mortgages and advice given on these products is not regulated by the FSA.