

## Monthly Essential and Regular Expenditure Form

Please complete based on purchase property.

Virgin Money Application Number

### Section 1: Customer Details

Customer Name(s)

Number and age of dependants (who will reside in the property)

Estimate	Deducted from Salary	Supporting information
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### Section 2: Household & Communications

Council Tax	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Utilities (Electricity, Gas, Water etc)	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Telephone, Internet & TV/Satellite	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<b>Total £</b>	<input type="text"/>		

### Section 3: Housekeeping

Food, Drink & Tobacco	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Clothing & Footwear	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<b>Total £</b>	<input type="text"/>		

### Section 4: Childcare/Education

School/College/University Fees	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Childcare (inc Childcare Vouchers)	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<b>Total £</b>	<input type="text"/>		

### Section 5: Car & Travel

Vehicle Tax/Insurance	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Vehicle Maintenance	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Fuel	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Public Transport/Parking	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Travel Season Ticket	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<b>Total £</b>	<input type="text"/>		

### Section 6: Insurance, Pensions & Investments

Buildings & Contents	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Life Assurance	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Private Pension	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
AVC/Company Pension Contributions	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Household Insurances (Health, Boiler, Pet etc)	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<b>Total £</b>	<input type="text"/>		

**Total Regular Monthly Expenditure** £

### Section 7: Maintenance/CSA

Payment	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
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### 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





1. If you (the customer) are moving home then the declared expenditure must be based on what is expected for the new property.
2. You do not need to include the cost of any associated repayment vehicle.

**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 customers – Completing the Monthly Essential and Regular Expenditure Form

As a responsible lender we are required to consider a customer's ability to repay their mortgage. To help us, customers may be required to complete the Monthly Essential and Regular Expenditure Form. The information provided must be an accurate portrayal of your essential and regular monthly expenditure.

Please read these guidance notes carefully before completing the form.

Once completed, you (and anyone else named on the application) must sign the form and send it to Virgin Money, Jubilee House, Gosforth, Newcastle upon Tyne NE3 4PL. It must be sent with all other supporting documentation (as appropriate), including the signed declaration form, income verification, valuation payment fee and Direct Debit Mandate.

All information will be treated in the strictest confidence and used solely to assist Virgin Money in assessing your mortgage application.

Hints and tips for completing the form:

- Please make sure your name(s) is written in block capitals.
- Where more than one person is named on the mortgage application, the form should cover all parties. Joint expenditure should only be recorded once.
- A dependant for Virgin Money purposes is a person who is not on the mortgage but is supported financially by a party to that mortgage.
- Convert your 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 you are moving home, the declared expenditure must reflect the expected essential and regular expenditure associated with the new property.
- In the supporting information section, please include justification for the amounts quoted e.g. an estimate of council tax for a new property has been made through speaking with the current owner, or asking local council.
- 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 your living expenses. You must provide an accurate assessment of your outgoings.
- If you are aware of likely changes to any of these outgoings, you should include the new figures.
- An example form has been provided to assist you in completing the document.

**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.

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Estimate	Deducted from Salary	Supporting information
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### Section 2: Household & Communications

Estimate	Deducted from Salary	Supporting information
Council Tax	<input type="checkbox"/>	10 months @ £170
Utilities (Electricity, Gas, Water etc)	<input type="checkbox"/>	Monthly based on average of last two quarter's bills
Telephone, Internet & TV/Satellite	<input type="checkbox"/>	Mobile & Sky package
<b>Total £</b>		

### Section 3: Housekeeping

Estimate	Deducted from Salary	Supporting information
Food, Drink & Tobacco	<input type="checkbox"/>	Based on average of last 3 months
Clothing & Footwear	<input type="checkbox"/>	Based on average of last 3 months
<b>Total £</b>		

### Section 4: Childcare/Education

Estimate	Deducted from Salary	Supporting information
School/College/University Fees	<input type="checkbox"/>	Private tutor one night a week
Childcare (inc Childcare Vouchers)	<input checked="" type="checkbox"/>	Deducted from salary
<b>Total £</b>		

### Section 5: Car & Travel

Estimate	Deducted from Salary	Supporting information
Vehicle Tax/Insurance	<input type="checkbox"/>	£600 per year Insurance plus £360 per year Vehicle Tax
Vehicle Maintenance	<input type="checkbox"/>	Annual service & MOT
Fuel	<input type="checkbox"/>	For private mileage
Public Transport/Parking	<input type="checkbox"/>	Cost of monthly travel ticket
Travel Season Ticket	<input checked="" type="checkbox"/>	Deducted from salary
<b>Total £</b>		

### Section 6: Insurance, Pensions & Investments

Estimate	Deducted from Salary	Supporting information
Buildings & Contents	<input type="checkbox"/>	Based on current policy
Life Assurance	<input type="checkbox"/>	Policies being used as repayment vehicle for new mortgage
Private Pension	<input type="checkbox"/>	In company pension scheme
AVC/Company Pension Contributions	<input checked="" type="checkbox"/>	Company Pension, Union and charity donation deducted from salary
Household Insurances (Health, Boiler, Pet etc)	<input type="checkbox"/>	Private BUPA cover
<b>Total £</b>		

**Total Regular Monthly Expenditure** £

### Section 7: Maintenance/CSA

Payment

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Signature

Name

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