

Buy to Let Mortgage Terms Of Business Letter

This Terms of Business letter 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).

OUR SERVICES

The products we have arranged for you will not be kept under review, but **we may contact you in the future by means of an unsolicited promotion should we wish to discuss the relative merits of a product or service which we feel may be of interest to you.**

It is our normal company policy to work with all Mortgage Lenders and to provide you with information and product detail 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 selected, along with quotations, and we will confirm the outcome of our discussion with you in writing.

Our aim is to provide you with a first class professional and confidential service. Should a complaint arise, in the first instance please write to **Suzanne North** at **Grovelawn Limited** at the address shown or by telephoning us.

Grovelawn Limited, The Downs, Standlake, Oxfordshire OX29 7RJ. Tel: 0845 458 2633

We will normally obtain from you sufficient information about your personal circumstances to enable us to be in a position to obtain a quotation for you, and assist you in the application process.

DATA PROTECTION

You can be rest assured that we will keep all of your personal information private and confidential, even when you are no longer a customer, 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 on you.

In order to process your 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 parties. You also agree that this information may be transferred electronically, e.g. email and you agree that ourselves, or any such company, may contact you in future by any means of communication which we consider appropriate at the time.

OUR RELATIONSHIP

We normally derive our income from commission paid to us by Mortgage Lenders. We will disclose to you the amount of commission payable to us.

If we receive a commission or other form of benefit from another intermediary, we will inform you, but we will not tell you its amount unless you ask us to do so.

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.

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. Termination is without prejudice to any transactions already initiated which will be completed according to these terms of business unless otherwise agreed in writing. You will be liable to pay for any transactions made prior to termination and any fees outstanding.

This letter relates solely to Buy to Let Mortgages. Advice given on these products is not regulated by the Financial Services Authority and therefore you will not have any recourse under the Financial Services Ombudsman or Financial Services Compensation Scheme in respect of any future dispute resolution.

YOUR CONSENT

I have read the above terms and fully consent to the terms imposed and I authorise the transfer of information, on a confidential basis when warranted between any such third parties. I acknowledge that the Terms of Business Letter will come into effect from the date of issue. **I also confirm that I am happy to give Grovelawn Limited my express consent to contact me by telephone to discuss my financial affairs in future.**

***Customer
Name(s)***

***Customer
signature(s)***

Date of issue
