

## Innovation Financial Management Ltd - Commercial Buy to Let Mortgage Service

This document sets out how we will deal with you in the provision of services for your Commercial Buy to Let mortgage. Innovation Financial Management Ltd is authorised and regulated by the Financial Conduct Authority (FCA) for mortgage sales. A Commercial Buy to Let mortgage is where the borrower is acting by way of business and is not regulated by the FCA and therefore the provision of our service does not hold this additional level of consumer protection, unlike for residential mortgages.

We will however always act in your best interests when providing you with advice and source lenders from the market that are suitable to the requirements you disclose to us. When the preferred lender has been recommended, we will provide you with information about the product to ensure you understand your responsibilities and commitments to the lender, before proceeding.

Our aim is to provide you with a professional and confidential service that delivers the highest possible standards. However, there may be occasions where you feel this has not been achieved and should you wish to make a complaint about any aspect of the service we provide to you, you can do this by writing to Paul Hardingham, Innovation Financial Management Ltd, 95 High Street, Gosforth, Newcastle upon Tyne NE3 4AA or by telephoning us on 0191 2843723 where we will try to resolve your concern at the earliest time possible.

### OUR CHARGES

We will charge you a fee for the service we provide to you. The fee for this service is usually £295 payable on submission of the application form. During our discussion we will confirm with you how this will be collected.

### DATA PROTECTION

When we provide services to you we will need to gather information about your personal circumstances. The information you provide to us will be subject to the Data Protection Act 1998 (the "Act"). By signing this document you consent to us or any company associated with us processing, both manually and by electronic means, your personal data for the purposes of providing advice, administration and management.

"Processing" includes obtaining, recording or holding information or data, transferring it to other companies associated with us, lenders or statutory, governmental or regulatory bodies for legitimate purposes including, where relevant, to solicitors and/or other debt collection agencies for debt collection purposes and carrying out operations on the information or data.

In order to provide services to you we may be required to pass your personal information to parties located outside of the European Economic Area (EEA) in countries that do not have Data Protection Laws equivalent to those in the UK. Where this is the case we will take reasonable steps to ensure the privacy of your information.

Registered Address 95 High Street, Gosforth, Newcastle upon Tyne. NE3 4AA.  
Tel: 0191 2233514 Email: [info@innovateml.co.uk](mailto:info@innovateml.co.uk) Web: [www.innovateml.co.uk](http://www.innovateml.co.uk)

We may also contact you or pass your details to other companies associated with us to contact you (including by telephone) with details of any other similar products, promotions, or for related marketing purposes in which we think you may be interested.

The information provided may also contain sensitive personal data for the purposes of the Act, being information as to your physical or mental health or condition; the committing or alleged committing of any offence by you; any proceedings for an offence committed or alleged to have been committed by you, including the outcome or sentence in such proceedings; your political opinions; religious or similar beliefs; sexual life; or your membership of a Trade Union.

If at any time you wish us or any company associated with us to cease processing your personal data or sensitive personal data, or contacting you for marketing purposes, please contact The Data Protection Officer on 0191 2843723 or in writing at 95 High Street, Gosforth, Newcastle upon Tyne NE3 4AA.

You may be assured that we and any company associated with us will treat all personal data and sensitive personal data as confidential and will not process it other than for a legitimate purpose. Steps will be taken to ensure that the information is accurate, kept up to date and not kept for longer than is necessary. Measures will also be taken to safeguard against unauthorised or unlawful processing and accidental loss or destruction or damage to the data.

Subject to certain exceptions, you are entitled to have access to your personal and sensitive personal data held by us. You may be charged a fee (subject to the statutory maximum) for supplying you with such data.

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**YOUR CONSENT**

Please tick this box if you do not consent to us or any company associated with us processing any such sensitive data. Please note if you do tick this box we will be unable to process your mortgage or insurance application.

Please tick this box if you do not wish for us or any company associated with us to contact you for marketing purposes by e-mail, telephone, post or SMS. Please note if you do tick this box we will be unable to contact you when your mortgage product ends to review your options.

**We intend to rely on this document for the services we provide to you and request that you provide your agreement to the Charges and Data Protection sections above. For your own benefit and protection you should read these terms carefully before signing them. If you do not understand any point please ask for further information.**

**I / We confirm that I / we are acting by way of business in arranging this mortgage.**

**I / We have been made aware that Buy to Let mortgages entered into by the way of business are not regulated as a residential mortgage and therefore does not hold the additional level of consumer protection as for Consumer Buy to Let mortgages.**

**I / We have been made aware that if I am / we are in any doubt as to the consequences of this agreement not being regulated then I / we should seek independent legal advice,**

**You should seek separate legal and tax advice regarding your responsibilities of owning this type of property. Please note our service does not consider the suitability of you purchasing a Buy to Let property for business purposes.**

Client Name .....

Client Signature .....

Dated .....

Client Name .....

Client Signature .....

Dated .....