



The Standard Financial Statement

Section A: Account & Borrower Details

This Section asks for details about your personal circumstances, your name, address, occupation and household.

This is the total amount left to pay on your mortgage. You can get this figure from your mortgage lender.

This is an estimate only. We suggest looking at websites such as www.myhome.ie, www.daft.ie or the website of your local auctioneer to get the value of a similar property in your area, and enclosing a print out of that valuation with this Financial Statement.

This is the amount of the mortgage instalment you are currently contracted to pay under your mortgage agreement or any alternative agreement, such as monthly reduced repayments, agreed with your lender in writing.

Borrower Information		Bor	
A1	Name		
A2	Mortgage Account Reference No.(s)		
A3	Outstanding Mortgage Balance (€)		
A4	Estimated Current Value of Primary Residence (€)		
A5	Monthly Mortgage Repayments Due (€)		
A6	Correspondence Address		
	Property Address (if different to Correspondence Address)		
Please put tick beside preferred contact method			
A8	Home Telephone		
A9	Mobile		
A10	Work Telephone		
A11	E-mail* (*Any correspondence via email is not secure. We recommend that you indicate at least one other method of contact.)		
A12	Marital Status		
A13	Date of birth	DD/MM/YY	
A14	No. and age of dependent children	Child 1	
		Child 2	
		Child 3	
		Child 4	
A15	Total number in household		
A16	Employed Y/N; if self-employed give details		
A17	Occupation (if unemployed give previous occupation)		
A18	In Permanent employment Y/N		
A19	Name of Employer & Length of Service		
A20	Reason(s) for Review/Arrears		

Is there anyone else, other than your partner and children, living in the property with you?

Please state if you are a sole trader, have a company (limited or unlimited), or are in partnership.

Give a short account, in bullet points, of any change in circumstances resulting in this review, e.g. job loss, now on social welfare

Section B: Your Monthly Income

This Section asks for details of all your monthly income, e.g. your wages, social welfare benefits, rent and any other type of income you might receive.

- If you receive your income on a weekly basis, multiply the weekly figure by 52 and divide by 12 to get your monthly total.
- If you are paid every two weeks, multiply the figure by 26 and divide by 12.

Do not include any irregular income, such as shift allowance, as any arrangement made on the basis of this Financial Statement must be affordable and sustainable and is expected to last at least 6 months.

You can get this information on your payslip.
We recommend that you provide proof of income in the form of 3 payslips / accounts (if self employed).

If you have applied for Mortgage Interest Supplement (MIS), but have not yet received it, or have been declined MIS but are currently appealing the decision, please advise in the notes section of Section C.

Other deductions may include health insurance, pension contributions, union subscriptions, group savings schemes, council memberships (applicable to some public service employees), professional association fees, maintenance payments attached to earnings.
We do not recommend that you include loan repayments as these should be included in Section D under Monthly Debts.

Borrower Information		Borrower 1	
B1	Gross Monthly Salary (before tax and any other deductions at source)		
B2	Net Monthly Salary (after tax and any other deductions at source) ¹		
B3	Monthly Social Welfare Benefits <i>Please list</i>		
B3(a)	Benefit-		
B3(b)	Benefit-		
B3(c)	Benefit-		
B4	Child Benefit		
B5	Mortgage Interest Supplement		
B6	Family Income Support		

You should include any regular maintenance received that you can provide proof of, even if not received by way of court order or separation agreement.

These figures are calculated in Section E and Section F of the Financial Statement so, when you have calculated them, you can come back to this Section and insert them here.

B7	Maintenance		
B8	Other, e.g. Pension, room rent, grants (please specify)		
B9	Monthly Income from Property assets (other than primary residence) (see E5)		
B10	Monthly income from non-property assets (see F8)		
B11	Total Monthly Net Income (sum of B2 to B10)		G1

Section C: Monthly Household Expenditure

This Section asks for details of all of your outgoings, calculated on a monthly basis. There may be bills or other outgoings that you pay weekly, every 2 weeks, every 2 months, quarterly, every year or every two years. To get the monthly figure you should:

- Weekly: multiply the weekly figure by 52 and divide by 12 to get your monthly total.
- Every 2 Weeks: multiply the figure by 26 and divide by 12.
- Every 2 Months: multiply the figure by 6 and divide by 12.
- Quarterly: divide the figure by 3.
- Every Year: divide the figure by 12.
- Every 2 Years: divide the figure by 24.

Seasonal Bills

Some bills will vary depending on the time of year (e.g. your heating / fuel bill). We suggest that you take an average figure for these bills over 6 months: add 3 Summer bills to 3 Winter bills and divide this figure by 6. Alternatively, if you have been with your supplier for more than a year, you could call them to get details of your average monthly use.

Remember to include details of any arrears as well as your average cost.

Get the average figure using the formula above for Seasonal Bills. You must ensure that you are leaving yourself enough money to cover the months when these bills are highest.

You may have your phone / tv / internet as part of a bundle. If so, complete EITHER C3 OR C4 and make a note of the bundle in the space provided.

This includes not only children's clothes, but clothing for adults, occasional wear for weddings, extra clothes for holidays, coats in the winter. Include also smaller items, such as underwear, shoes, which you may forget about.

If you spend more money on clothes at certain times of the year – Christmas, Easter, Communion, Confirmations, remember to average out this cost in your monthly figure.

	Utilities	Average Charge ²	Arrears (Where Applicable)
C1	Electricity		
C2	Gas/Oil		
C3	Phone (Landline & Internet) ³		
C4	TV/Cable ³		
C5	Mobile Phone		
C6	Refuse Charges		
C7	TV Licence		
	Household		
C8	Childcare		
C9	Elderly care (e.g., carer, nursing home fees, etc)		
C10	Food/Housekeeping/Personal Care		
C11	Clothing and Footwear		
C12	Household Repairs/Maintenance		

This includes the cost of playschool / Educate Together / Montessori.

This is an average of the total additional cost of caring for an elderly person – private care, nursing home fees, medical expenses, additional home improvements.

This includes painting, wall-papering, replacing electrical items, broken windows and repairing general wear and tear.

Remember to provide for the smaller shopping trips outside of the weekly shop as well as the big items (e.g. washing powder, detergents, hairdressing) that you wouldn't spend every week. Think about how often during the week you might buy sundries such as milk, bread, sweets etc. Also include any money spent on school lunches and subsidised canteens.

Section C: Monthly Household Expenditure – Continued

For calculations, see the introduction to this Section above.

Transport Costs			
C13	Petrol		
C14	Motor Insurance /Tax/NCT		
C15	Rail/Bus/Taxi Costs (including school transport costs for children)		
C16	Car Maintenance/Repairs		
C17	Car Parking and Tolls		
Primary Residence Mortgage-related Costs			
C18	Mortgage Protection/Endowment Premium		
C19	Payment Protection		
C20	House Insurance		

This is the petrol or diesel costs for personal use. If you are a taxi / van driver for your business, only include those personal travel costs not included in your accounts to determine your income.

The age of your car will determine the frequency of your NCT.

Do not include any costs associated with preparing your car for NCT as these come under Section C16.

Include the cost of annual service, valeting and repairs, replacing tyres etc.

We suggest that you shop around close to your renewal date to make sure you are getting the best price for your needs.

It is a condition of your mortgage that you have mortgage protection life assurance in place. If this has lapsed, we would strongly advise that you have it re-instated, as your lender may insist that it is in place before any new arrangement is in place.

Consider last year's costs as the basis for your calculation, this will give you a starting point. If you have children starting a new school year, or entering First Year or Fifth Year (in preparation for Junior or Leaving Certificate Exams), your costs will be higher. Discuss costs of books with the school. If unsure, add up last year's costs from September and divide by 12 to get a monthly average.

Education			
C21	Books		
C22	School/ College Fees		
C23	Uniforms		
C24	Extra Curricular activities (e.g. school outings)		
C25	Other (e.g. voluntary contributions)		

Only include those outings/ activities that are arranged through the school / college, such as swimming, art lessons, trips, dancing, etc.

Section C: Monthly Household Expenditure – Continued

For calculations, see the introduction to this Section above.

Unless you have a prescribed illness, you should plan as if you, and each member of your household, go to the doctor four times per year for visits. As well as prescription medicines you should also include over the counter medicines, e.g. calpol, paracetamol.

Remember also to include dentist and optician visits in this figure. It is reasonable to provide for one dentist visit and clean once per year and one visit to the opticians and lens change every two years.

Medical	
C26	Medical Expenses and Prescription Charges ⁴
C27	Health Insurance ⁵
Social	
C28	Lifestyle Expenses (e.g., family events, Christmas, Birthdays, eating out etc.)
C29	Club membership
C30	Other - <i>please specify</i>

Remember that this Financial Statement must be realistic if it can be used to properly assist you. Any arrangement made with your lender must be sustainable and affordable.

Provide for spending on cigarettes and alcohol, cinema trips, eating out, birthday / Christmas and other occasional presents. Reasonable costs such as these will be acceptable to your lender.

This includes golf, GAA, rugby, soccer clubs, music or dance clubs and any regular payment in respect of a hobby you and/or your household enjoy.

Include children's pocket money, magazines, newspapers, lottery tickets, scratch cards, etc.

You should include any regular maintenance paid that you can provide proof of, even if not payable by way of court order or separation agreement.

We advise that you make some provision for savings. This need only be a modest amount which may help you to manage and prevent you getting into further debt in future.

Research has suggested that a reasonable figure for contingencies is €1,085.

Other		
C31	Life Assurance	
C32	Pension Contribution ⁶	
C33	Maintenance paid to spouse/child (if applicable)	
C34	Rent	
C35	Property Service/Management Charges	
C35(b)	Other - please specify	
C35(c)	Other - please specify	
C36	Monthly expenditure on property assets (see E5)	
C37	Monthly Savings	
C38	Total Monthly Expenditure (sum of C1 to C37)	G2

If you are now living with parents / renting a room, include the cost of this accommodation here. If you have rented out your mortgaged property, the amount of rent received should be included in Section E.

Section D: Your Current Monthly Debt Payments

This Section asks for details of all of your debt repayments, calculated on a monthly basis. There may be debts that you pay weekly, every 2 weeks, every 2 months, quarterly, every year or every two years. To get the monthly figure you should:

- Weekly: multiply the weekly figure by 52 and divide by 12 to get your monthly total.
- Every 2 Weeks: multiply the figure by 26 and divide by 12.
- Every 2 Months: multiply the figure by 6 and divide by 12.
- Quarterly: divide the figure by 3.
- Every Year: divide the figure by 12.
- Every 2 Years: divide the figure by 24.

Each debt type is listed down the left-hand side of the sheet and you are asked to complete all boxes for each debt.

This Section also asks for more detail about the type of debts you owe, the total balances, the reason you took out the debt, whether you have come to an alternative arrangement with any of your lenders and whether you have Payment Protection Insurance in place. As there is a lot of detail, we suggest that you contact each of your lenders to request the relevant information before completing the Standard Financial Statement.

This is the amount your lender expects to receive from you.

Where you have renegotiated a reduced payment with your lender, insert the agreed reduced payment here.

It is unlikely that you will have arrears on an overdraft unless you have agreed a specific payment arrangement with your lender.

What are you currently paying? If you are paying the expected amount, this figure will be the same as the previous column.

If you are paying a different figure, it is the different figure that will be inserted here.

	Debt Type	Monthly Repayments		Remaining Term
		Due €	Being Paid €	
D1	Mortgage for Primary Residence			G4
D2	Court Mandated Debt ⁷ (please specify)			
D3	Court Mandated Debt			
D4	Credit Union			
D5	Credit Union			
D6	Overdraft			
D7	Hire Purchase			
D8	Store Card			
D9	Catalogue Debt			
D10	Credit Card 1			

This is the amount of time left under your loan agreement, regardless of any restructure, unless you have agreed a term extension with your lender. Your lender should provide you with this information.

This is a type of agreement (usually for a car) where you hire the goods for a period of time (typically 3-5 years) and only own the goods when the final instalment has been paid.

This type of agreement is also set up when accessing finance for goods directly with a store.

Section D: Your Current Monthly Debt Payments – Continued

For calculations, see the introduction to this Section above.

This is the full amount outstanding on the loan.
Your lender should provide you with this information.

Remaining Term	Total Outstanding Balance €	Arrears Balance €	Lender	Purpose of Loan	Secured? Y/N	Currently Restructured? Y/N	Payment Protection Insurance? Y/N

Did you apply for your loan for a specific reason? If so, please give details.

Your lender should provide you with this information.
If the total amount of the loan is being called in, this will be your arrears amount.

This is the name of your lender.

You may be aware that a mortgage is secured on your property. However there are other types of security for loans, e.g. is there a guarantor?

Is your credit union loan secured against shares you have with your credit union?

Is your car on a hire purchase or lease agreement?

Did you pledge any property in order to get a loan?

Remaining Term	Total Outstanding Balance €	Arrears Balance €	Lender	Purpose of Loan	Secured? Y/N	Currently Restructured? Y/N	Payment Protection Insurance? Y/N

Has your lender agreed to change the terms and conditions of your loan, e.g. has the monthly amount changed?

We advise that you check if you have payment protection insurance in place and, if so, that is the most suitable for your needs.

If you are unsure that you have payment protection, we advise that you get written confirmation from your lender.

Section D: Your Current Monthly Debt Payments – Continued

For calculations, see the introduction to this Section above.

	Debt Type	Monthly Repayments		Remaining Term
		Due €	Being Paid €	
D1	Mortgage for Primary Residence			G4
D2	Court Mandated Debt ⁷ (please specify)			
D3	Court Mandated Debt			
D4	Credit Union			
D5	Credit Union			
D6	Overdraft			
D7	Hire Purchase			
D8	Store Card			
D9	Catalogue Debt			
D10	Credit Card 1			
D11	Credit Card 2			
D12	Credit Card 3			
D13	Personal Loan 1 (please specify)			
D14	Personal Loan 2 (please specify)			
D15	Personal Loan 3 (please specify)			
D16	Loans from family/friends			
D17	Mortgage Debt on property other than primary residence (see E5)			
D18	Other Debt (please specify)			
D19	Other Debt			
D20				
D21				
D22	Total Monthly Debt (Sum of D2 to D21)			G5

For example, Debenhams, Marks & Spencers, Arnotts...

For example, Oxendales, Littlewoods...

Please give details of any other borrowing you may have.
You should also include payment of utility arrears in this box.

Section E: Property Assets (other than Primary Residence)

In this Section you are asked to give details of any other properties you own, whether on your own or with someone else and whether in Ireland or abroad.

This is an estimate only. We suggest looking at websites such as www.myhome.ie, www.daft.ie or the website of your local auctioneer to get the value of a similar property in your area, and enclosing a print out of that valuation with this Financial Statement.

	Property (give details below)	Property Type (e.g. Buy to let)	Ownership Type ^a	Current Value (est) ⁹ €	Loan Balance €	Arrears Balance €	Monthly Rental Income €	Monthly Expenditure (e.g., upkeep, maintenance)	Re-structured Y/N
E1	1								
E2	2								
E3	3								
E4	4								
Total							B	C	
							9	36	

Your lender should provide you with this information.

If the total amount of the loan is being called in, this will be your arrears amount.

This is the full amount outstanding on the loan.

Your lender should provide you with this information.

You may be asked to verify this income. We advise you to provide copies of rent receipts or bank statements showing rent received.

This is the amount your lender expects to receive from you.

Where you have renegotiated a reduced payment with your lender, insert the agreed reduced payment here.

You may also be required to verify this. This will be more difficult where spending less regular.

We advise you to keep receipts of any amounts spent on these properties. These receipts will also be required for your tax returns.

Remember to make provision for you any tax payments due e.g. income tax on rent, non residential property tax.

Current Value (est) ⁹ €	Loan Balance €	Arrears Balance €	Monthly Rental Income €	Monthly Expenditure (e.g., upkeep, maintenance)	Re-structured Y/N	Monthly Mortgage Payments		Lender	For Sale Y/N
						Due €	Being Paid €		
						B	C		
						9	36		

Has your lender agreed to change the terms and conditions of your loan, e.g. has the monthly amount changed?

What are you currently paying? If you are paying the expected amount, this figure will be the same as the previous column.

If you are paying a different figure, it is the different figure that will be inserted here.

Declaration

Before signing the declaration at the end of the Financial Statement, make sure that you understand its effect.

Your lender has asked you to complete this Financial Statement to assess your financial circumstances. They can only use this Financial Statement for that reason.

Your lender must, by law, keep your information secure and only use it for the reason(s) they requested it from you. If you are unsure of your rights concerning the privacy of your information, you can contact the office of the Data Protection Commissioner.

I/we understand that the information provided will only be used for the purpose of assisting permanent tsb to assess my/our financial situation under its Mortgage Arrears Resolution Process (where applicable) or/and to assess my/our financial situation for other debt restructuring.

Protecting Your Information

"permanent tsb will keep your information confidential and will only use this information for the purpose of assisting you in accordance with our Mortgage Arrears Resolution Process (where applicable) or/and other debt restructuring arrangements in accordance with permanent tsb's obligations under the Data Protection Acts 1988 and 2003. For more information on your rights under the Data Protection Acts, see the Data Protection Commissioner's website at www.dataprotection.ie"

I/we declare that the information I/we have provided represents my/our financial situation, and commit to informing permanent tsb if my/our situation changes.

I/we consent to permanent tsb conducting a credit reference check.

You are asked to confirm that the information in this Financial Statement is correct and agree to tell permanent tsb if your circumstances change.

Signed: _____ **Date:** _____

You are asked to agree to your lender carrying out a credit reference check. This involves your lender contacting a credit reference agency, such as the Irish Credit Bureau (ICB) or Experian, giving them your details and receiving information about your financial circumstances, e.g. your loans, details of any missed payments, the balance still to be paid, any applications you have made. Not all lenders are registered with a credit reference agency so this credit check may not give your lender the full picture of your circumstances. If you are refused an arrangement by your lender on the basis of your credit check, you are entitled to request a copy of it and to have any mistakes corrected.