

# Source of Funds Form

Sage Homes complies with the UK's anti money laundering regulations; therefore, we'll need you to confirm how you intend to fund your purchase.

If you're using savings to fund this transaction, we'll need evidence of where these funds originate. It may be necessary for us to conduct further checks with an identity verification agency to confirm your identity.

## Completing this form

- For us to continue with your application you must fully complete this questionnaire. Please make sure you complete all sections
- Please complete this form using capital letters and state your full name(s), including your middle name(s)
- Please remember to sign and date the form.

Thank you for taking  
the time to complete this form.

## Part 1:

# Personal and property details

Address of the property you wish to buy

Plot no:	
Postal address:	

### Applicant 1

### Applicant 2

First name:		First name:	
Middle name:		Middle name:	
Last name:		Last name:	
Date of birth:		Date of birth:	
Current home address:		Current home address:	
Occupation:		Occupation:	
Phone:		Phone:	
Email:		Email:	

### 1. What is the gross annual income of your household?

☐ Under £15,000
 ☐ £15,001 - £25,000
 ☐ £25,001 - £35,000
 ☐ £35,001 - £45,000

☐ £45,001 - £55,000
 ☐ £55,001 - £65,000
 ☐ £65,001 - £75,000
 ☐ £75,001 - £80,000

☐ £80,001 to £90,000
 ☐ £90,001+

**2. Household monthly take-home pay** £ \_\_\_\_\_  
(after deductions of tax and Nat. Insurance)

**3. Please specify your full amount of savings?** £ \_\_\_\_\_

**4. Please specify how much will be gifted?** £ \_\_\_\_\_

**5. What percentage share do you wish to buy?** % \_\_\_\_\_

**6. Have you ever had a County Court Judgement (CCJ)?**

☐

Yes (If yes, evidence of satisfaction required from the Court)

☐

No

**7. Do you hold UK/Irish nationality?**

☐

Yes

☐

No (If no, evidence of UK immigration status required)

**8. Please specify who will be the owner(s) of the property**

Full name: \_\_\_\_\_

Full name: \_\_\_\_\_

**9. Will you be acting under a Power of Attorney for the property purchase?**

☐

Yes (If yes, please provide)

☐

No

- Lasting Power of Attorney document (Property and Financial affairs only)
- Photo ID and proof of address for the donor
- If attorneys must act jointly, confirmation in writing that all agree with the course of action relating to the property purchase

## Part 2:

# Source of funding routeways

There are a number of ways (or 'routeways') to fund the purchase of your property. For each, we need to see slightly different information and evidence.

- Regardless of your chosen routeway, you'll need to have answered/provided evidence of everything listed in **Section A: Funding checklist**
- Then, once you've selected your routeway from the **Section B: Routeway options**, you'll need to answer/provide the evidence outlined in your **Section C: Chosen routeway checklist**
- If you select routeway A (Family contributions) or B (Gifts from third parties) you'll also need to complete **Section D: Gifor details table**

### Section A

#### Funding checklist

In all cases, please provide and complete:

- ☐ Mobile number + Email for all buyers
- ☐ Answered the above CCJ question for all buyers
- ☐ Provided evidence of UK immigration status - not right to rent or work (if applicable).
- ☐ Provided an explanation for any large amount(s) in bank statements submitted of £20,000 or above (if applicable)
- ☐ Completed the below gift table in section D (if applicable)
- ☐ Completed the appropriate routeway(s) as listed below
- ☐ Each buyer has signed and dated the form in Part 3

## Section B

### Routeway options

Please select your appropriate routeway depending on the method of funding. Depending on which method has been selected, we'll require the documentation listed in **Section C: Chosen routeway checklist**:

- ☐ A. Family contributions  
(If the total gift being gifted amounts to £30,000 or more)
- ☐ B. Gifts from other parties
- ☐ C. ISAs/Savings  
(if the total amount being used from savings amounts to £30,000 or more)
- ☐ D. Inheritance
- ☐ E. Trust funds
- ☐ F. Mortgage
- ☐ G. Proceeds from a property sale
- ☐ H. Other

## Section C

### Chosen routeway checklist

#### A. Family contributions<sup>1</sup>

**Only complete if the total gift being gifted amounts to £30,000 or more**

**Please complete the below gift table with the details of the giftor(s)**

- ☐ 1. Please complete the gift letter template (available on Sage's website) if the gift is being used to assist with the property purchase/deposit  
[www.sagehomes.co.uk/anti-money-laundering/](http://www.sagehomes.co.uk/anti-money-laundering/)
- ☐ 2. If the gift donor resides within the UK/EU/EEA, 3 months of **current** account statements are required from the gift donor and 12 months of **savings** accounts  
Where outside the UK/EU/EEA, 6 months of **current** account statements are required instead and 12 months of **savings** accounts, as certified by a solicitor or accountant in their own country of residence  
In **ALL** cases, please provide an explanation of any large transfers amounting to £20,000 or above
- ☐ 3. If gift donor is based outside the UK/EU/EEA please provide a black and white copy of each gifters' valid photograph drivers licence or passport as certified by a solicitor or accountant in their own country of residence

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<sup>1</sup>Parents, siblings, children, grandparents and spouses/civil partners only.

- ☐ 4. Evidence of source of funds being used for the gift. This can include bank statements, payslips, savings, inheritance, property sale, stocks and shares, remortgage etc
- ☐ 5. If the gift has already been transferred to buyer's bank account provide a bank statement showing the transfer from the gift donor account and a bank statement showing the transfer to the buyer's account
- ☐ 6. If the gift has not yet transferred provide a bank statement showing the monies in the gift donor account

## B. Gifts from other parties

Please complete the below gift table with the details of the giftor(s)

- ☐ 1. Please complete the gift letter template (available on Sage's website) if the gift is being used to assist with the property purchase/deposit.  
[www.sagehomes.co.uk/anti-money-laundering/](http://www.sagehomes.co.uk/anti-money-laundering/)

In writing please also provide:

- Reason(s) for the gift
- Relationship with the buyer
- How long known the buyer?
- Have you met the buyer face to face?

- ☐ 2. If the gift donor resides within the UK/EU/EEA, 3 months of **current** account statements are required from the gift donor and 12 months of **savings** account statements  
Where outside the UK/EU/EEA, 6 months of **current** account statements are required and 12 months of **savings** accounts statements instead, as certified by a solicitor or accountant in their own country of residence  
In **ALL** cases, please provide an explanation of any large transfers amounting to £20,000 or above

- ☐ 3. If gift donor is based outside the UK/EU/EEA please provide a black and white copy of each valid photograph drivers licence or passport as certified by a solicitor or accountant in their own country of residence
- ☐ 4. Evidence of source of funds being used for the gift. This can include bank statements, payslips, savings, inheritance, property sale, stocks and shares, remortgage etc
- ☐ 5. If the gift has already been transferred to buyer's bank account provide a bank statement showing the transfer from the gift donor account and a bank statement showing the transfer to the buyer's account
- ☐ 6. If the gift has not yet transferred provide a bank statement showing the monies in the gift donor's account

### C. ISAs/Savings

**Only complete if the total amount being used from savings amounts of £30,000 or more**

- ☐ 1. Customer Personal savings:
  - 3 months worth of current account bank/building society statements for all buyers
  - 12 months of savings account bank/building society statements to evidence a build up of savings.
  - In **ALL** cases, please provide an explanation of any large transfers amounting to £20,000 or more
- ☐ 2. Latest annual ISA statement or recent valuation of an investment ISA
- ☐ 3. Investment/endowment policy surrender/maturity/pension release: Letter from FCA regulated provider showing maturity or surrender
- ☐ 4. Evidence of pension release
- ☐ 5. A bank/building society statement showing the transfer to the buyer's account

### D. Inheritance

- ☐ 1. Letter from the executors responsible for distributing the inheritance evidencing customer's receipt of inheritance
- ☐ 2. If you are an executor of the Will and a beneficiary, evidence of grant of probate
- ☐ 3. A copy of the Will
- ☐ 4. If no Will has been left, a Letter of Administration
- ☐ 5. A bank/building society statement showing the transfer of inheritance to the buyer's account

### E. Trust funds

- ☐ 1. Trustee with primary responsibility for transaction and one other trustee to provide certified copy ID
- ☐ 2. A certified copy of the Trust document
- ☐ 3. A list of the beneficiaries (the latter not being required if the Trust document describes them as beneficial owners)

- ☐ 4. (Subject to the above) ID evidence of any beneficiary who has a specific interest in 25% or more in the capital of the trust property.
- ☐ 5. A bank/building society statement showing the account being credited with funds from the Trust

### F. Mortgage

Either:

- ☐ 1. Copy of the mortgage offer provided by the lender
- ☐ 2. Copy of the mortgage/agreement in principle provided by the lender

### G. Proceeds from a property sale

- ☐ 1. Memorandum of sale
- ☐ 2. Completion statement
- ☐ 3. TR1 or TP1 Land Registry document
- ☐ 4. A bank/building society statement showing the account being credited with funds from the property sale

### H. Other

Please specify below and provide evidence of source of funds:



Section D

Giftor details table

To be completed for routeways A and B only

Routeway A

Only complete if the total gift being gifted amounts to £30,000 or more

Routeway B

Complete in ALL cases

Giftor(s) Name:	Giftor(s) mobile number + Email	Evidence of gift, e.g. Bank statements/ house sale/inheritance	Gift letter completed, dated and signed?
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

## Part 3:

# Declaration

I / We

1. confirm that all the information supplied in, and supplemental to, this questionnaire is true, as any false information provided may lead to prosecution;
2. acknowledge a continuing duty to update Sage Homes with all changes relating to the finance of the purchase;
3. acknowledge Sage Homes' right to ask for further documentation and information in connection with the proposed purchase; and
4. acknowledge Sage Homes' right not to proceed with the transaction without giving reason(s).

Signed (1): \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed (2): \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

### Please note:

If you are jointly buying this home then you are **both** required to sign and date this form.