## **Standard Financial Statement for use with MARP**

The Standard Financial Statement (SFS) is designed to help you to set out your current financial circumstances. The completion of the SFS is a serious undertaking but the SFS will enable us to work with you to determine the most appropriate and viable option for your mortgage repayments.

It is important to fill out the SFS fully and accurately and to provide any relevant documentation that we may need to assess your situation. The checklist below outlines the required documentation and is provided to help you to ensure that you have all the information required.

You will need to gather all the relevant information and documents so that you can write down all the money you have coming in and going out each month and complete an SFS. (How you calculate your monthly income and spending is further explained in the following explanatory notes).

As part of the SFS you will have to provide information on your current income, expenses and other amounts you owe and any assets you own. It is important that you include all of your living expenses. You should also ensure that you are maximising your income, including what social welfare entitlements, if any, you may be eligible for such as Mortgage Interest Supplement (see www.keepingyourhome.ie).

Your completed SFS along with the backup documentation relating to your case will be used to decide whether or not an alternative repayment arrangement is necessary and, if so, what type(s) of alternative repayment arrangement(s) appropriate to your circumstances can be made available.

If an alternative repayment arrangement is not offered to you, we will give you a reason for that decision in writing. You will have the right to appeal that decision; you may appeal to us initially.

If you require further information, you can avail of support material available through a number of sources including:

**Citizens Information** 

www.citizensinformation.ie

Money Advice and Budgeting Service (MABS)

Helpline: 0818 072000 (Mon to Fri 9am -8pm)

www.mabs.ie

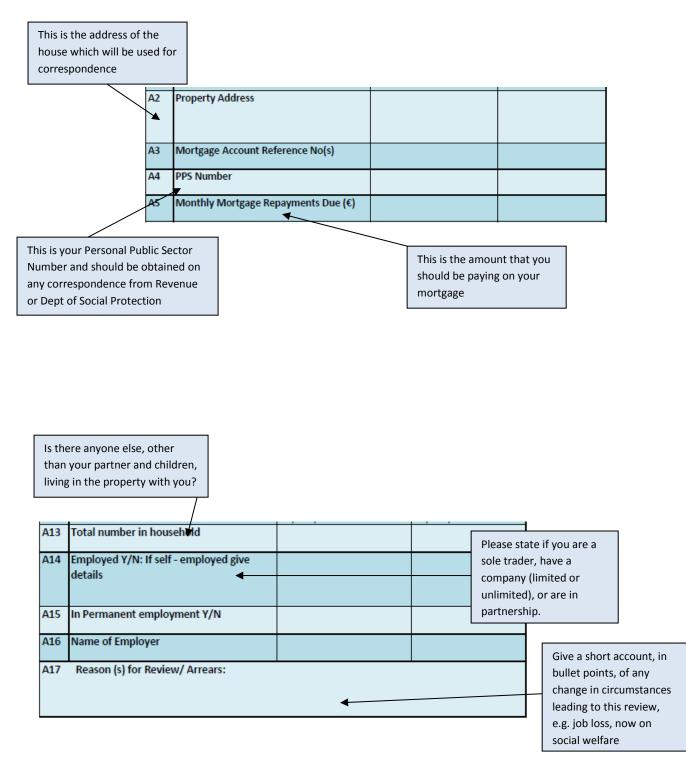
## Checklist

Section	A: Account & Borrower Details	Check (X) what you have
$\triangleright$	Statement from your local authority showing the total left to pay on	
	your mortgage.	
$\succ$	Print out showing current estimated value of your property.	
$\succ$	Statement of mortgage payments or confirmation from your local	
	authority of the amount of monthly mortgage payment.	
Section	B: Your Monthly Income	
$\succ$	Proof of income in the form of 3 recent payslips or a set of accounts (if	
	you are self-employed).	
$\succ$	Proof of receipt of maintenance payments (if applicable).	
X		
	Proof of other income (see Section E and Section F)	
<b>C</b> 11		
	C: Monthly Household Expenditure	
$\succ$	4 Electricity or Gas/Oil bills / confirmation from your supplier of your	
	average monthly cost (if applicable – see notes in Section C below).	
>	2 Recent Phone Bills.	
	2 Recent Phone Blils.	
$\rightarrow$	Any documents which verify the amount spent on Childcare and / or	
	Elderly Care.	
$\succ$	Proof of Mortgage Protection	
$\succ$	Proof of House Insurance	
$\triangleright$	Proof of maintenance payments (if applicable)	
$\succ$	Proof of rent paid (if applicable)	
Section	D: Your Current Monthly Debt Payments	
$\checkmark$	Proof of any Court Payment Due (if applicable)	
$\succ$	Statement of loan from your credit union (if applicable), including:	
	<ul> <li>the amount outstanding,</li> </ul>	
	<ul> <li>the payments being made,</li> </ul>	
	$\circ$ the time left,	
	• the arrears balance,	
	<ul> <li>the reason for the loan</li> </ul>	
	<ul> <li>if there is payment protection insurance in place.</li> </ul>	
~	Statement of loop from your our / goods finance are identificantly the	
	Statement of loan from your car / goods finance provider(if applicable), including:	
	<ul> <li>the amount outstanding,</li> </ul>	
	<ul> <li>the payments being made,</li> </ul>	
	<ul> <li>the payments being made,</li> <li>the time left,</li> </ul>	
	<ul> <li>the time tert,</li> <li>the arrears balance,</li> </ul>	
	<ul> <li>the difference,</li> <li>the reason for the loan</li> </ul>	
	<ul> <li>if there is payment protection insurance in place.</li> </ul>	

>	Statement from your bank showing the amount outstanding on your overdraft (if applicable).	
>	Statement from your store card provider showing the amount outstanding (if applicable).	
	Statement from your catalogue provider showing the amount outstanding (if applicable).	
À	Statement from each of your credit card providers showing the amount outstanding.	
~	<ul> <li>Statement from your personal loan provider (if applicable), including: <ul> <li>the amount outstanding,</li> <li>the payments being made,</li> <li>the time left,</li> <li>the arrears balance,</li> <li>the reason for the loan</li> <li>if there is payment protection insurance in place.</li> </ul> </li> </ul>	
>	Details of any other debts you may have.	
Section	E: Property Assets (other than Primary Residence)	
>	Proof of estimated value of your properties (if applicable).	
~	Statement from your local authority showing the full amount left to pay on each mortgage (if applicable).	
>	Statement of arrears on your mortgage accounts (if applicable).	
>	Proof of rental income (if applicable).	
>	Statement of mortgage payments or confirmation from your local authority of the amount of monthly mortgage payment.	
Section	F: Non-Property Assets	
~	Receipts and/or statements of purchase price for any asset.	
>	Statement of current estimated value.	
>	Statement of income from any asset.	
L		

### Section A: Account & Borrower Details

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



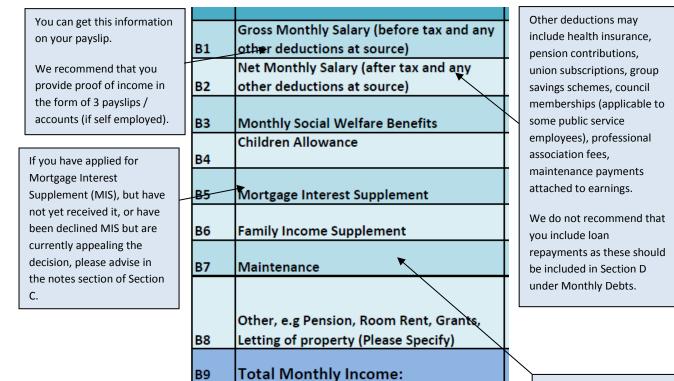
### Section B: Your Monthly Income

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. 
   <sup>weekly amount x 52</sup>
   12
- If you are paid every two weeks, multiply the figure by 26 and divide by 12.
  <u>bi-weekly amount x 26</u>

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

### 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. weekly amount x 52 12

12

- Every 2 Weeks: multiply the figure by 26 and divide by 12.  $\frac{bi-weekly\ amount\ x\ 26}{2}$ 12
- bi-monthly amount x 6 > Every 2 Months: multiply the figure by 6 and divide by 12.
- > Quarterly: divide the figure by 3.  $\frac{Quarterly Amount}{3}$
- > Every Year: divide the figure by 12.  $\frac{Yearly amount}{12}$
- Every 2 Years: divide the figure by 24.  $\frac{bi-yearly}{24}$

### 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.

You may have internet as par complete EITH a note of the b provided.	rt of a b IER C3 C	undle. If so, IR C4 and make			for Season are leaving	erage figure using tl al Bills. You must e yourself enough m nen these bills are h	nsi Ior	ure that you ney to cover the
	-	have annual bills calculate you Utilities:	ır mon	thly bill by dividing by 12	Average Charge	Arrears (where Applicable)		
	C1 C2 C3 C4 C5 C6 C7 C7 C10 C10 C11 C12	Electricity Gas /Oil Phone (Landline & Internet TV / Cable Mobile Phone Refuse Charges TV Licence Household: Childcare e.g creche Elderly care (e.g carer, nurs Food/Housekeeping/Person Clothing and Footwear Household Repairs/Essentia	ing ho nal Ca	re 🔻				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.
<ul> <li>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.</li> <li>If you spend more money on clothes at certain times of the year – Christmas, Easter, Communions, Confirmations, remember to average out this cost in your monthly figure.</li> </ul>				This includes the cost of playschool / after school childcare / Montessori.		shopping trips ou well as the big ite detergents, hairo spend every wee during the week such as milk, bre	uts em dre ek. yo ad t o	ide for the smaller ide of the weekly shop as as (e.g. washing powder, essing) that you wouldn't Think about how often ou might buy sundries , sweets etc. Also include n school lunches and s.

### Section C: Monthly Household Expenditure – Continued

For calculations, see the introduction to this Section above.

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.

_		under S	se
	$\searrow$	Transport Costs:	
	C13	Petrol	
	C14	Motor Insurance / Tax / NCT 🖌	
	C15	Rail/Bus/Taxi Costs (including school transport costs)	
	C16	Car Maintenance / Repairs	
	C17	Car Parking and Tolls	
			_

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

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

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) as well as in the exam year itself, 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:					
C18	Books					
C19	School / College Fees					
C20	Uniforms	-				
C21	Other e.g. voluntary contributions, school outings					
	Medical:					
C22	Medical Expenses and Prescription Charges					
C23	Health Insurance					

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.

Section C: Monthly Household Expenditure – Continued

For calculations, see the introduction to this Section above.

We suggest that you	$\langle \rangle$							
shop around close to								
your renewal date to		Other:						
make sure you are getting the best price	C24	Property Service / Managem	ent Charges					
for your needs, using	C25	House Insurance						
websites such as	C26	Contents Insurance						
www.itsyourmoney. ie, www.insure.ie or	C27	Life Assurance						
www.123.je etc.								
www.iiibhe etc.	C28	Club Membership such as Sp	orts Clubs					
	C29	Pension Contribution						
	C30	Maintenance paid to spouse	/ child (if applicable)					
	C31	Local Property Tax						
	You st	nould include any regular	This includes golf, GAA, rugby, soccer					
		enance paid that you can	clubs, music or dance clubs and any					
		le proof of, even if not	regular payment in respect of a hobby					
		le by way of court order or	you and/or your household enjoy.					
	separa	ation agreement.						

# What steps has been taken or propose to be taken to reduce expenditure e.g renogotiated loans etc:

\*NOTE - Evidence may be requested by the Mortgage Support Unit in

Have you already renegotiated your payments with other lenders? Have you cancelled any club or gym memberships? Have you reduced your shopping bill? Have you kept a spending diary and cancelled any unnecessary expenditure?

Give as much detail as you can.

### 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. weekly amount x 52 12
- Every 2 Weeks: multiply the figure by 26 and divide by 12.  $\frac{bi-weekly\ amount\ x\ 26}{1}$
- bi-monthly amount x 6 > Every 2 Months: multiply the figure by 6 and divide by 12.
- Quarterly: divide the figure by 3. Quarterly Amount
- Every Year: divide the figure by 12.  $\frac{Yearly amount}{12}$
- Every 2 Years: divide the figure by 24.  $\frac{bi-yearly}{24}$

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

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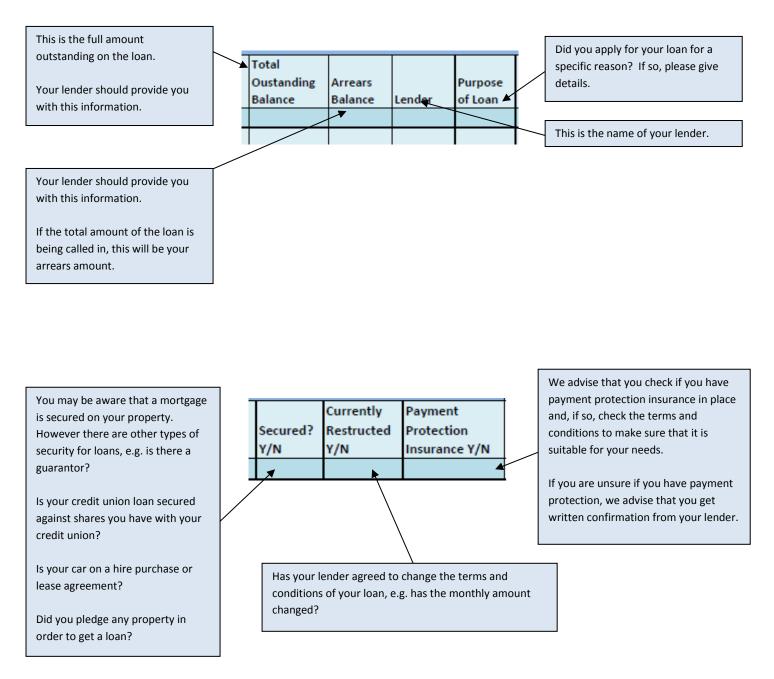
This Section also asks for more detail about the type of debts you owe, the total balances, the reason you took out the debt, whether you have come to an alternative arrangement with any of your lenders and whether you have Payment Protection Insurance in place. As there is a lot of detail, we suggest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

Th:								
Ini	s is the amount your local							What are you currently paying? If
aut	hority expects to receive					Remainin	g	you are paying the expected
fro	m you.		Debt Typ	)e	Monthly Repayments	Term	Ŭ	, , , , , ,
	,	-						amount, this figure will be the
		_	<u> </u>		Due Being Paid		_	same as the previous column.
Wr	iere you have previously	~	Martana	-	7			
rer	egotiated a reduced	D1	Mortgag	e		+	_	If you are paying a different figure
pay	ment with your local	D2	Credit Union (1)					If you are paying a different figure,
aut	hority, insert the agreed							it is the different figure that will be
red	luced payment here.	D3	Credit Ur	nion (2)				inserted here.
100							ΓĻ	
		D4	Overdraf	ft			$\Gamma$	
It is unlikely that you will have		D5					1I	This is the amount of time left
arr	arrears on an overdraft unless		Hire Pure	hase			1	under your loan agreement,
VOI	you have agreed a specific							, ,
, , ,								regardless of any restructure,
payment arrangement with								unless you have agreed a term
your local authority. If this is								extension with your lender.
the case, give details here.								
								V I I I II 'I
	This is a type of agreement (usually for a car) where you hire the goods for a period of time							Your lender should provide you
								with this information.
	(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.

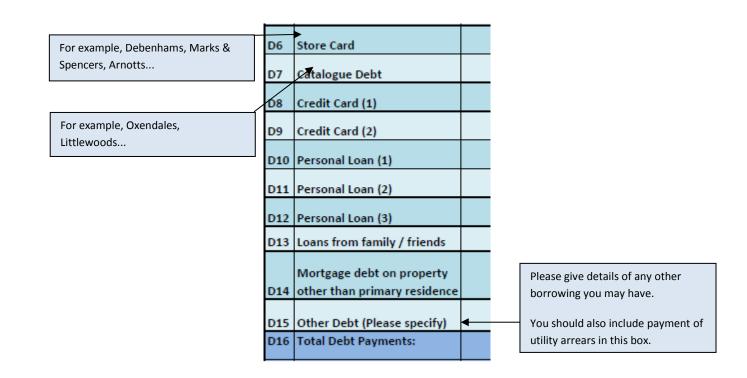
### Section D: Your Current Monthly Debt Payments – Continued

For calculations, see the introduction to this Section above.



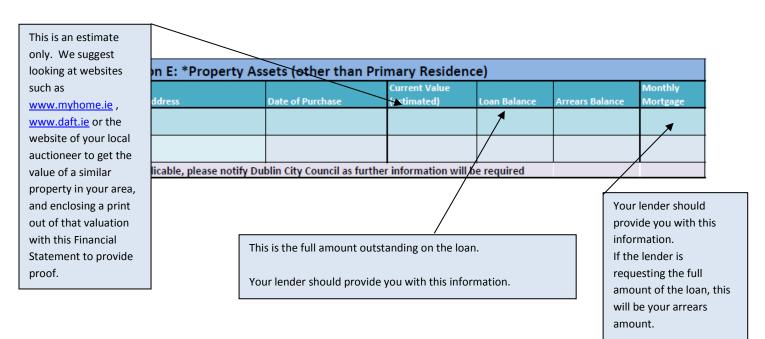
### Section D: Your Current Monthly Debt Payments - Continued

For calculations, see the introduction to this Section above.



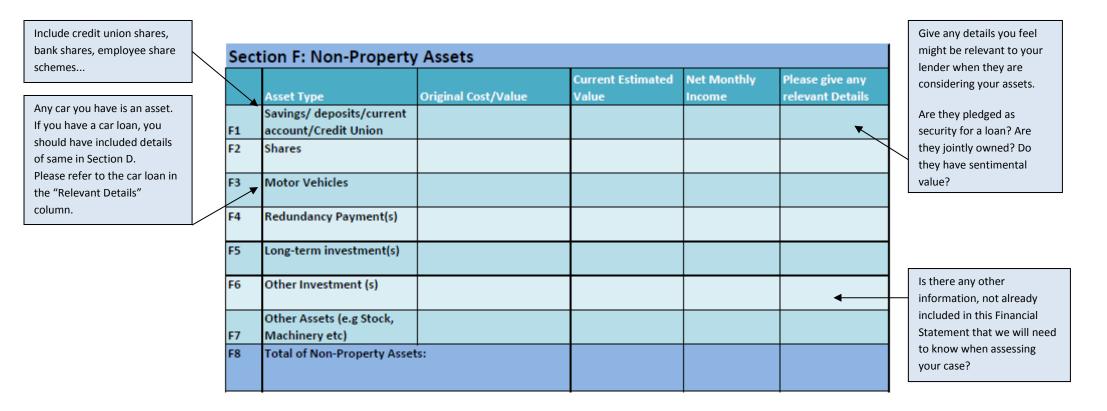
Section E: Property Assets (other than Primary Residence)

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.



### Section F: Non-Property Assets

This Section asks for details of all other assets you own, either on your own or with someone else. This includes savings, cars, shares etc.



### **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

u/w. situ Prot "Yo acco	ation under its Mortgage Arrears Resolution Proce tecting Your Information: our lender will keep your information confidential a ordance with its Mortgage Arrears Resolution Proc	only be used for the purpose of assisting my lender to assess my financial ess. and will only use this information for the purpose of assisting you in cess in accordance with your lender's obligations under the Data n on your rights under the Data Protection Acts, see the Data Protection	Your local authority must, by law, keep your information secure and only use it for the reason(s)					
I de situ The	Commissioner's website at www.dataprotection.ie" I declare that the information I have provided represents my/our financial situation, and commit to informing my lender if my situation changes. The local authority may from time to time make searches against you on the records held by credit reference agencies. When							
You are asked to confirm that the information in this Financial you	de. The local authority may also provide informatic nner in which the Account is conducted. Where gra viously reported by your local authority to credit re ase note that if you do not consent the local author I have the right at any time to request from any cre he Data Protection Act 1988 (as amended or re-end I (for which they may charge a small fee) and to have	vill keep a record for a period (usually for a year) that the search has been ion to credit reference agencies concerning this application and the anted before 2009, your loan and repayment details will not have been reference agencies. For this the local authority requires your consent. brity may not be able to consider your applications redit reference agency a copy of any "personal data" within the meaning macted from time to time) that such a credit reference agency holds about ave inaccuracies in that information corrected. reference searches against me/us. I/We oknowledge that such credit	concerning the privacy of your information, you can contact the office of the Data Protection					
correct and refe	reference agencies will record that such a search has been made and disclose that fact to their members for a period of at least one year. I/We also authorise the local authority to provide information concerning this application and the conduct of the Account to credit reference agencies.							
circumstances L co change.	onsent to [name of lender] conducting a credit nature of Borrower (1)	Date:						
Sigi	nature of Borrower (1)	/ Date:						

You are asked to agree to the local authority carrying out a credit reference check. This involves the local authority contacting a credit reference agency, such as the Central Credit Register (CCR) 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 the local authority the full picture of your circumstances. If you are refused an arrangement by the local authority on the basis of your credit check, you are entitled to request a copy of it and to have any mistakes corrected.

The local authority is obliged to report on your loan going forward.