

Banc Ceannais na hÉireann Central Bank of Ireland

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Bosca PO 559, Sráid an Dáma, Baile Átha Cliath 2, Éire PO. Box No 559, Dame Street, Dublin 2, Ireland



Mortgage Arrears – A Consumer Guide to Completing a **Standard Financial Statement**



Useful Resources/Links:

Central Bank Guide on the CCMA: Mortgage Arrears – A Consumer Guide to **Dealing with your Lender**

Central Bank of Ireland:

Money Advice & Budgeting Service

(MABS):

National Consumer Agency:

The NCA has a number of useful resources for households including budgeting information and budgeting tools. These resources provide money saving tips not only on financial products but also other household expenses such as utility bills, groceries, etc., go to www.nca.ie

www.keepingyourhome.ie is provided by the Citizens Information Board and the Money Advice and Budgeting Service (MABS).

Citizens Information:

Data Protection Commissioner:

Dept of Social Protection:

Financial Services Ombudsman:

Free Legal Advice Centres:

Irish Banking Federation:

www.centralbank.ie

www.mabs.ie

www.citizensinformationboard.ie

www.dataprotection.ie

www.welfare.ie

www.financialombudsman.ie

www.flac.ie

www.helpinghomeowners.ie

Contents

Introduction

Section 1 – Standard Financial Statement:

SFS - Section A: Account & Borrower Details

SFS - Section B: Your Monthly Income

SFS - Section C: Monthly Household Expendit

SFS - Section D: Your Current Monthly Debt

SFS - Section E: Property Assets (other than 1

SFS - Section F: Non-Property Assets

Section 2 – Checklist

Useful Resources/Links:

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

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	4
ture	5
t Payments	9
Primary Residence)	12
	13
	15

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17

Mortgage Arrears - A Consumer Guide to completing a Standard Financial Statement

Introduction

The purpose of this guide is to assist you with the completion of the Standard Financial Statement ('SFS') which your lender must use to obtain financial information from you under the Mortgage Arrears Resolution Process ('MARP') framework set out in the Code of Conduct on Mortgage Arrears ('CCMA'). The SFS will be used by your lender when assessing your case to decide whether or not to offer you an alternative repayment arrangement and what type of arrangement is appropriate to your circumstances.

The Central Bank of Ireland has also produced a consumer guide to the CCMA and the MARP. The guide, *Mortgage Arrears – A Consumer Guide to Dealing with your Lender*, is available on our website <u>www.centralbank.ie</u>.

Completing an SFS

Your lender must assist you to complete the Standard Financial Statement ('SFS') and may already have a lot of the information requested on their file. However, if you would like to complete the SFS yourself or to prepare in advance to complete with your lender, Section 1 of this guide should assist you when completing the SFS. It is important that you include all your basic living expenses in the SFS. You should fill out the form honestly and provide any documentation your lender asks for. If you do not, you can be classified as not co-operating with your lender and the 12 month waiting period (moratorium) for beginning legal action for repossession of your property will no longer apply to you.

In addition, Section 2 of this guide includes a checklist of the documents you should have that will assist with the completion of the SFS. Any documents you provide to your lender should be accurate and up-to-date and you should also make copies of the documents.

SECTION 1 – Standard Financial Statement

Section A: Account and 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.		A 1	Section A: Account Borrower Informat	t & Borrower Details ion:	This is an estimate only. You should look at real estate websites or the website of your local auctioneer to get the value of a
Г		1	A2 A3 A4	Mortgage Account Referer Outstanding Mortgage Ball Estimated Current Value o	ance (€)	similar property in your area, and enclose 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		A5 A6	Monthly Mortgage Repayn Correspondence Address	nents Due (€)	with this Financial Statement.
	mortgage agreement or any alternative agreement, such as		A7	Property Address if different to corresponder	nce Address Please indicate preferred contact method	
	monthly reduced repayments, agreed with your lender in writing.		A8	Home Telephone	contact method	
			A9	Mobile		
L		1	A10 A11	Work Telephone E-mail		
			A12	Marital Status	1	
			A13	Date of birth		

2

Section 2 – Checklist

The following is a checklist of the document of the SFS.

If you have any difficulty locating this information you should contact your creditors for details.

Section	A: Account & Borrower Details
\checkmark	If required, a statement from your mortgage
	to pay on your mortgage.
	to puy on your mongugo.
	Print out showing current estimated value of
	Print out snowing current estimated value of
	If required, a Statement of mortgage paymen
	your lender of the amount of monthly mortga
Section	B: Your Monthly Income
>	Proof of income in the form of 3 recent pays
	you are self-employed).
	Proof of receipt of maintenance payments (if
\checkmark	Proof of other income (see also Section E and
	×
Section	C: Monthly Household Expenditure
	4 Electricity or Gas/Oil bills / confirmation f
	average monthly cost (if applicable - see not
	2 Recent Phone Bills.
\geq	Any documents which verify the amount spe
	Elderly Care.
	Enderry Cure.
~	Due C. C.M. de company de chiere la company
\succ	Proof of Mortgage Protection Insurance
\succ	Proof of House Insurance
\rightarrow	Proof of maintenance payments (if applicable
\triangleright	Proof of rent paid (if applicable)
	(if applied of c)
a	
Section	D: Your Current Monthly Debt Payments
	Proof of any Court Payment Due (if applicab
\succ	Statement of loan from your credit union (if a
	• the amount outstanding,
	• the payments being made,
	 the payments being made, the time left,
	• the arrears balance,
	• the reason for the loan,
	 if there is payment protection insura
\triangleright	Statement of loan from your car / goods final
	including:
1	

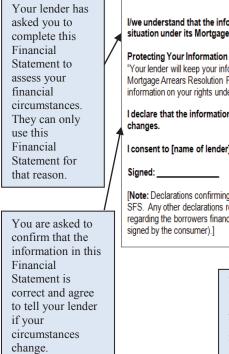
The following is a checklist of the documents you should have that will assist with the completion

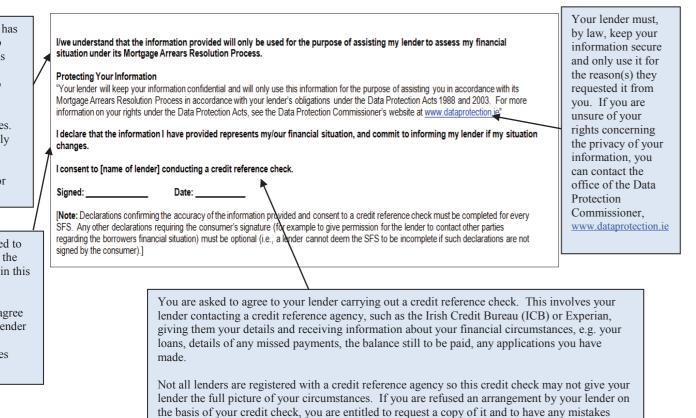
	Check (X) what you have
lender showing the total left	
C	
your property.	
ts or confirmation from	
age payment.	
~8~ P	
lips or a set of accounts (if	
fapplicable).	
applicable).	
d Section F)	
rom your supplier of your	
tes in Section C below).	
es III Section C below).	
ent on Childcare and / or	
<u></u>	
e)	
ble)	
applicable), including:	
ance in place.	
-	
nce provider (if applicable),	

corrected.

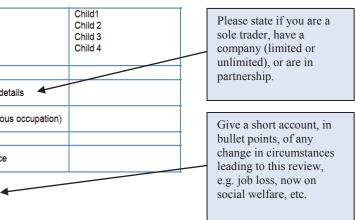
Declaration

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





Is there anyone else, other than your partner and	A14	No. and age of dependent children
children, living in	A15 ►	 Total number in household
the property with you?	A16	Employed Y/N; if self-employed give de
,	A17	Occupation (if unemployed give previou
	A18	In Permanent employment Y/N
	A19	Name of Employer & Length of Service
	A20	Reason(s) for Review/Arrears

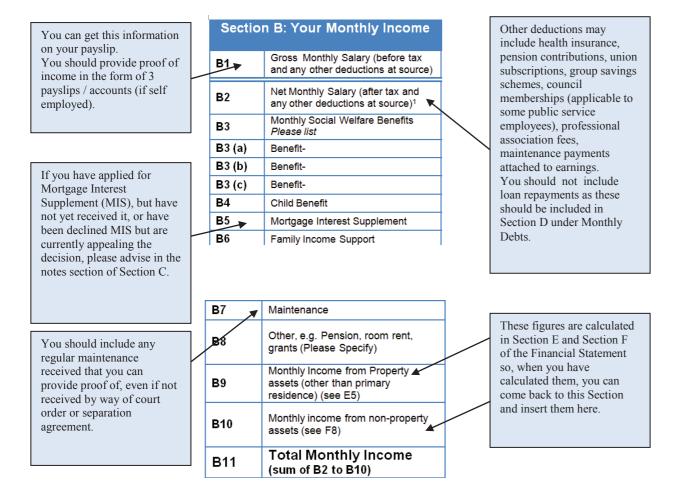


Section B: Your Monthly Income

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.
 weekly amount x 52
 12
- For the figure by 26 and divide by 12 $\frac{bi-weekly amount \ x \ 26}{12}$

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.



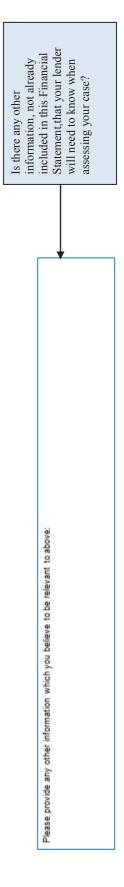
A Consumer Guide to Completing a Standard Financial Staten

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Section F: Non-Property Assets

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

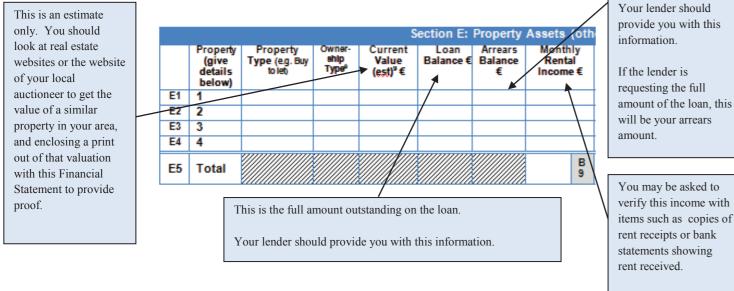
Give any details von feel	wight he relevant to wour	lender when they are	considering your assets.	Are they pledged as	security for a loan? Are	they jointly owned? Do	they have sentimental	value?			
	/ Assets	Please Give Any Relevant Details									
	Section F: Non-Property Assets	Original Cost/ Current Net Monthly Value(€) Estimated Value € Income								9 a	
		Asset Type (Savings/deposits/current account	F2 Shares	F3 Motor Vehicle (s)	E4 Redundancy Payment(s)	F5 Long-term investment (s)	F.6 Other investment(s)	F7 Other Assets (e.g., stock, machnery etc)	F8 Total (sum of F1 to F7)	
Include credit union charac		bank snares, emproyee snare schemes.			Any car you have is an asset.	If you have a car loan, you	should have included details	of same in Section D	Please refer to the car loan in	the "Relevant Details"	column.



A Consumer Guide to Completing a Standard Financial Statement

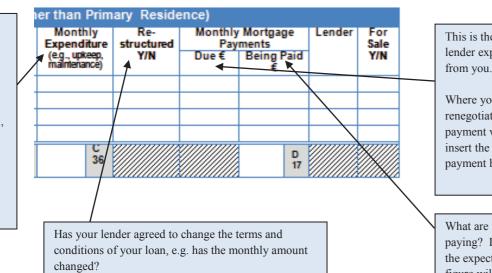
Section E: Property Assets (other than Primary Residence)

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.



You may also be required to verify this. You should keep receipts of any amounts spent on these

properties. Remember to make provision for any tax payments due, e.g., income tax on rent, non residential property tax, see www.revenue.ie for more information.



This is the amount your lender expects to receive Where you have renegotiated a reduced payment with your lender, insert the agreed reduced payment here. 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

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.

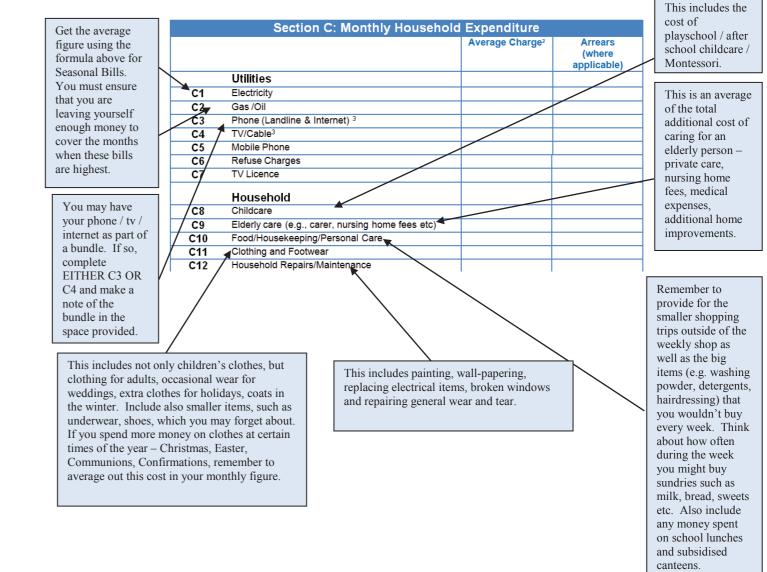
- weekly amount x 52 12

- 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. $\frac{bi-yearly}{24}$

Seasonal Bills

Some bills will vary depending on the time of year (e.g. your heating / fuel bill). You should 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.



Every 2 Weeks: multiply the figure by 26 and divide by 12. $\frac{bi-weekly\ amount\ x\ 26}{12}$ 12 Every 2 Months: multiply the figure by 6 and divide by 12. $\frac{bi-monthly\ amount\ x\ 6}{x}$

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.	 ▼ C13 C14 C15 C16 	Transport Costs Petrol Motor Insurance /Tax/NCT Rail/Bus/Taxi Costs (including school tra costs for children) Car Maintenance/Repairs	ansport	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.	C17 C18 C19 C20	Car Parking and Tolls Primary Residence Mortgage-re Costs Mortgage Protection/Endowment Premiu Payment Protection House Insurance		It is a condition of your mortgage that you have mortgage protection life assurance in place. If this has lapsed, you should have it re- instated.
	date to make for your nee	shop around close to your renewal sure you are getting the best price ds, <u>www.itsyourmoney.ie</u> provides nation for shopping around.		If the cost of this cover is high, you should shop around, <u>www.itsyourmoney.ie</u> provides useful information for shopping around.

Section D: Your Current Monthly Debt Payments – Continued

For calculations, see the introduction to this Section above.

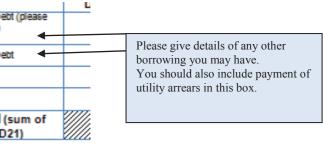
D18	Other De specify)
D19	Other De
D20	
D21	
D22	Total
	D2 to D

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
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.

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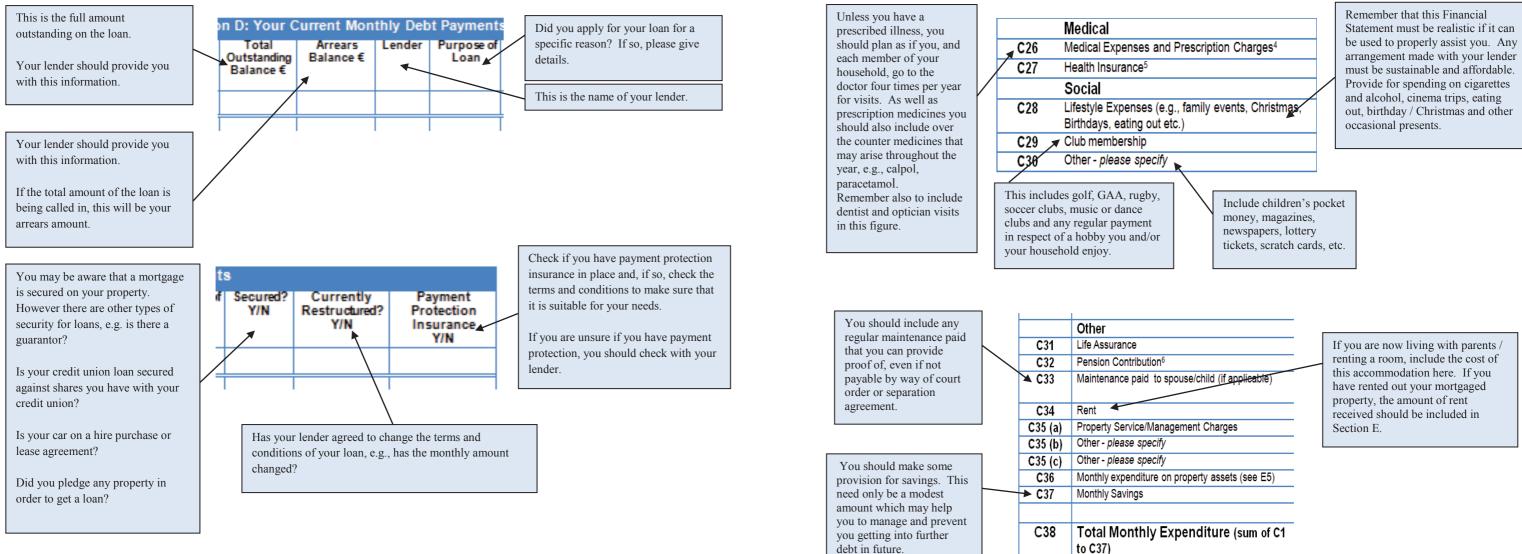


Section C: Monthly Household Expenditure – Continued

For calculations, see the introduction to this Section above.

Section D: Your Current Monthly Debt Payments - Continued

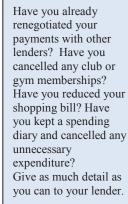
For calculations, see the introduction to this Section above.

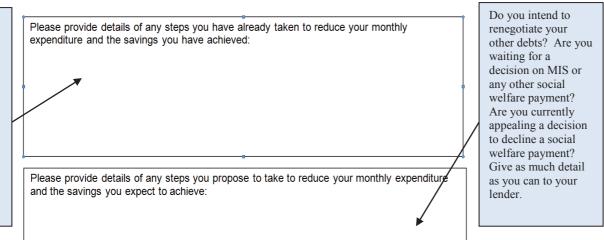


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Section C: Monthly Household Expenditure – Continued





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 amount x 52 12
- 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. Quarterly Amount \triangleright
- 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.

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, you should contact each of your lenders to request the relevant information if you do not already have it before completing the SFS.

	This is the amount your lender expects to receive from you.				
	Where you have previously renegotiated a reduced payment with your lender, insert the			Debt Type	Month Due 4
	agreed reduced payment here.		D1	Mortgage for Primary Residence	
			D2	Court Mandated Debt (Please Specify) ⁷	
I			D3	Court Mandated Debt	
	It is unlikely that you will have		D4	Credit Union	
	arrears on an overdraft unless		D5	Credit Union	
	you have agreed a specific payment arrangement with your		D6	Overdraft	
	lender. If this is the case, give		D7	Hire Purchase	
	details here.				
	This is a type of agreement (usuall (typically 3-5 years) and only own	-		-	-

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

> Weekly: multiply the weekly figure by 52 and divide by 12 to get your monthly total.

bi-weekly amount x 26 12 bi-monthly amount x 6 12 12

