



FINANCE IRELAND
Residential Mortgages

**Income & Expenditure
Form
(I&E)**

financeireland.ie

Information to help you with completing the Income & Expenditure Form (I&E).


PLEASE READ CAREFULLY

To complete the I&E, please use the Guide to completing a Standard Financial Statement published by the Central Bank and available at centralbank.ie/consumer-hub/consumer-guides.

PLEASE NOTE:


All the terms in **blue** are explained in **Appendix 1** available at the end of this document. Please refer to this Appendix as you complete the I&E.

Appendix 2 provides a checklist of all documents which may be required to complete your I&E. Please note we may request additional documents from you if necessary to the assessment of your I&E.

Section	This section asks for?	Tick when completed 
SECTION A My details	Details about your personal circumstances, your name, address, occupation and the number of people living in your household.	
SECTION B My mortgage	Details about your mortgage on your primary residence, that is, the residential property you occupy as your primary residence, or the only residential property you own. This section also helps you to better understand the key elements of your mortgage.	
SECTION C My monthly income	Details on all your monthly income.	
SECTION D My monthly household expenditure	Details of all your expenditure or outgoings, calculated on a monthly basis. Details of all expenses that may be incurred during the expected period of financial difficulty should be included in the I&E.	
SECTION E My monthly debt payments	Details about monthly amounts of all your other debt repayments (other than your mortgage repayment on your primary residence).	
SECTION F My other properties	Details on properties you own which are not your primary residence.	
SECTION G My other assets	Details of all other assets you own, either on your own or with someone else for example savings, cars, and shares.	
SECTION H Summary of your I&E	This section will help you to review the figures you inputted in sections B, C, D and E.	

Section A:

My details

	BORROWER 1	BORROWER 2
A1 Name		
A2 Correspondence address		
A3 Property address (if different to Correspondence Address)		
Please tick preferred contact method listed below: 		
A4 Home Telephone <input type="radio"/>		
A5 Mobile <input type="radio"/>		
A6 E-mail <input type="radio"/>		
A7 Marital status		
A8 Date of birth	DD/MM/YYYY:	DD/MM/YYYY:
A9 Total number of all persons in household		
A10 No. and age of dependants:	Dependant 1–Age: Dependant 2–Age: Dependant 3–Age: Dependant 4–Age:	Dependant 1–Age: Dependant 2–Age: Dependant 3–Age: Dependant 4–Age:
A11 Are any of these dependants in third level? If Yes, please provide the number of expected years remaining.	Yes <input type="radio"/> No <input type="radio"/> Remaining Years:	Yes <input type="radio"/> No <input type="radio"/> Remaining Years:
A12 Are any of these dependants or persons living in the household without being a dependant financially contributing to the household on a monthly basis?	Yes <input type="radio"/> No <input type="radio"/> If Yes, please include the monthly contribution in field C8.	Yes <input type="radio"/> No <input type="radio"/> If Yes, please include the monthly contribution in field C8.

Section A:

My details (continued)

		BORROWER 1	BORROWER 2
A13	Do any of these dependants have medical or care needs that have an impact on your financial situation?	Yes <input type="radio"/> No <input type="radio"/> If Yes, please include the monthly cost of any related medical expenses in field D4.	Yes <input type="radio"/> No <input type="radio"/> If Yes, please include the monthly cost of any related medical expenses in field D4.
A14	Are you currently employed?	Yes <input type="radio"/> No <input type="radio"/> If you are self-employed, please provide details:	Yes <input type="radio"/> No <input type="radio"/> If you are self-employed, please provide details:
A15	What is your current occupation? If you are unemployed or retired, please include your previous occupation.		
A16	Are you in permanent employment?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
A17	Name of current employer and your length of service		
A18	For what reason(s) are you having, difficulty meeting your mortgage and/or other debt repayments? Please tick all that apply. <input checked="" type="checkbox"/>	Unemployment <input type="radio"/> Reduced Income <input type="radio"/> Illness <input type="radio"/> Divorce/Separation <input type="radio"/> Bereavement <input type="radio"/> School/College Fees <input type="radio"/> Household bills <input type="radio"/> Other (Please specify) <input type="radio"/>	Unemployment <input type="radio"/> Reduced Income <input type="radio"/> Illness <input type="radio"/> Divorce/Separation <input type="radio"/> Bereavement <input type="radio"/> School/College Fees <input type="radio"/> Household bills <input type="radio"/> Other (Please specify) <input type="radio"/>
A19	How long do you expect these difficulties to continue? (If you are not in a position to answer this question, please contact your mortgage provider to seek support on how to answer this question)	0-3 months <input type="radio"/> 3-6 months <input type="radio"/> 6-12 months <input type="radio"/> 12+ months <input type="radio"/>	0-3 months <input type="radio"/> 3-6 months <input type="radio"/> 6-12 months <input type="radio"/> 12+ months <input type="radio"/>

Section B:

My mortgage

This section relates to the mortgage on your primary residence, that is, the residential property you occupy as your primary residence, or the only residential property in the State you own.

B1	Mortgage provider	
B2	Mortgage Account Reference Number(s)	
B3	Account reference of any other mortgage account(s) on your primary residence (for example top-up account)	
B4	Total outstanding mortgage balance (€) (do not include arrears). This total should include the balances of B2 and B3 (if applicable)	
B5	Estimated current value of primary residence (€)	
B6	Monthly mortgage repayments due (€)	H4
B7	Monthly mortgage repayments being paid (€)	
B8	Remaining term of mortgage	
B9	Current Interest Rate (%):	Is this rate fixed, or variable? Please select Variable for tracker rate. Fixed <input type="radio"/> Variable <input type="radio"/> Part fixed and part variable <input type="radio"/>
B10	Arrears balance (€) (if applicable)	
B11	Is your mortgage currently restructured ?	Yes <input type="radio"/> No <input type="radio"/>
B12	Do you have a Payment Protection Insurance policy?	Yes <input type="radio"/> No <input type="radio"/>

Section C:

My monthly income

If you face seasonal or irregular income, please engage with your mortgage provider for further assistance on completing this section. Please consult the SFS Consumer Guide on how to calculate monthly income.

		BORROWER 1	BORROWER 2	TOTAL €
C1	Gross monthly salary (for self-employed please refer to Revenue Form 11)			
C2	Net monthly salary (for self-employed please refer to Revenue Form 11)			
C3	Monthly social welfare benefits. Please list under rows C3 a, b and c.			
C3 (a)	Benefit (please specify)			
C3 (b)	Benefit (please specify)			
C3 (c)	Benefit (please specify)			
C4	Child Benefit			
C5	Mortgage Interest Supplement			
C6	Working Family Payment			
C7	Maintenance received			
C8	Other (please specify)			
C9	Monthly rental income (from other properties) (report figure from F5)			
C10	Monthly income from non- property assets (report figure from G7)			
C11	Total monthly income (sum of C2 to C10)			H1

Section D:

My monthly household expenditure – Guidance

The figures you include in section D are based on your household's individual circumstances. When calculating the average monthly cost for each of the expenses, you should seek to include the examples of items listed below in your figure for 'average monthly cost'. To calculate your monthly average costs consult the SFS Guide [centralbank.ie/consumer-hub/consumer-guides](https://www.centralbank.ie/consumer-hub/consumer-guides). You only need to include costs that are relevant to your household.

	Expense	Examples of items to include in average monthly cost figure
D1	Food	Groceries, takeaways and eating out (restaurants, cafés, canteens).
D2	Clothing	Clothes and footwear.
D3	Personal care	Personal hygiene, baby/infant costs and grooming items.
D4	Health	Medicines and medical visits and appointments.
D5	Household goods	Furniture, appliances, cleaning products.
D6	Household services	Bin charges, household repairs and maintenance, local property tax, management fees, TV licence, TV channels and streaming services, bank charges or fees.
D7	Communications	Phone (mobile and landline) and internet.
D8	Education	Uniforms, books, school/college/course fees and contributions, extracurricular activities and costs linked to 3rd level accommodation.
D9	Transport	Petrol, motor tax, NCT, vehicle repairs and maintenance, parking and tolls, public transport costs (including school transport), taxis, rental costs.
D10	Household Energy	Electricity and home heating.
D11	Insurance and Pension	Any type of insurance, including motor, home, health, mortgage protection, payment protection, income protection, life assurance, pension contribution, where not deducted from salary at source.
D12	Savings	Amount per month.
D13	Social inclusion and participation	Social events, sports and hobbies, special occasions such as Christmas or any religious holidays and birthdays, and other events or activities.
D14	Childcare	Cost per month.
D15	Rent	For example, in the case of separated borrowers, where one borrower is not living in the household and is paying rent for other accommodation.
D16	Other	Any other expenses not already captured. May include maintenance paid to spouse/child, costs associated with another property, elderly care, nursing home fees, carer fees, legal costs, children's/ teenagers' pocket money.

Section D:

My monthly household expenditure

Please read the guidance above before you fill in this section.

	Expense	Average Monthly Cost €	Arrears (where applicable) €
D1	Food		
D2	Clothing		
D3	Personal care		
D4	Health		
D5	Household goods		
D6	Household services		
D7	Communications		
D8	Education		
D9	Transport		
D10	Household Energy		
D11	Insurance and Pension		
D12	Savings		
D13	Social inclusion and participation		
D14	Childcare		
D15	Rent		
D16	Other (please specify)		
D17	Total Monthly Expenditure (sum of D1 to D16)		H2

If there is any additional information not captured above that may impact your monthly expenditure, please include here [you may also use this text box to explain a high level of costs for certain items above]:

Section E:

My monthly debt payments

Debt type	Monthly repayments		Remaining term	Total outstanding balance €	Arrears balance €	Provider	Purpose of loan/debt	Is this debt secured [Yes/No]	Is this debt currently restructured? [Yes/No]
	Due €	Being paid €							
E1 Court mandated debt (Please specify)									
E2 Credit union loan									
E3 Personal bank loan									
E4 Moneylending loan									
E5 Loans from family/friends									
E6 Hire purchase/PCP agreement									
E7 Credit card									
E8 Mortgage repayments on other properties (see F5)									
E9 Revenue Debt									
E10 Other debt (please specify)									
E11 Other debt (please specify)									
E12 Other debt (please specify)									
E13 Total (sum of E1 to E12)									H5

Section F:

My other properties (other than primary residence)

This section relates to properties you own or partially own which are not your primary residence. When completing this section, please ensure the following:

- The figures for monthly rental income and monthly expenditure should also be included in Sections C (My Monthly Income) and D (My Monthly Expenditure)
- The figures for monthly mortgage repayments due and being paid should also be included in Section E (My Monthly Debt Payments)

Property (include details below)	Property type	Ownership type	Estimated current value €	Loan balance €	Arrears balance €	Monthly rental income €	Monthly expenditure	Is this debt currently restructured? [Yes/No]	Monthly mortgage repayments		Mortgage provider	Is this property currently for sale? [Yes/No]
									Due €	Being paid €		
F1	1											
F2	2											
F3	3											
F4	4											
F5	Total					C9						E8

MY OTHER PROPERTIES (OTHER THAN PRIMARY RESIDENCE)	
Property	Date of purchase
1	
2	
3	
4	

Section G:

My other assets

	Asset Type	Original cost/ value €	Estimated current value €	Net monthly income	Please give any relevant details
G1	Savings/ deposits/current account				
G2	Shares				
G3	Redundancy payment(s)				
G4	Long-term investment (s) (for example, a pension fund)				
G5	Other investment(s)				
G6	Other assets (for example, vehicles, stock, machinery)				
G7	Total (sum of G1 to G6)			C10	

Please list all other liabilities, for example any guarantees given with respect to company borrowing or borrowing by a family member.

Section H:

Summary of financial situation (to be completed by the borrower)

H1	Total Monthly Income (C11)	
H2	Total Monthly Expenditure (D17)	
H3	Sub-Total (H1 minus H2)	=
H4	Monthly Mortgage Repayments Due (B6)	
H5	Other Monthly Debt Repayments Due (E13)	
H6	Total Surplus/Deficit (Take away H4 and H5 from H3)	=

Declaration

Protecting Your Information

Finance Ireland Residential Mortgages and its servicing partner, Pepper, will keep your information confidential and will only use this information for the purpose of assisting with the assessment of your financial situation in accordance with obligations under the EU General Data Protection Regulation, the Data Protection Acts 1988 to 2018 and any other laws which govern the use of your personal data. For more information on your rights under the Data Protection Law, see the Data Protection Commission's website at dataprotection.ie.

I/we understand that the information provided will only be used for the purpose of assisting with the assessment of my/our financial situation.

Finance Ireland Residential Mortgages and its servicing partner, Pepper, will use the information you have provided to search and share information with the Central Credit Register in line with the Credit Reporting Act 2013. The Central Credit Register will hold this information on a database which may be accessed by other financial institutions to help with applications for credit and for ongoing credit reviews.

I/we declare that the information I/we have provided is fully accurate and represents my/our financial situation and commit to informing Pepper if my/our situation changes.

Borrower 1

Signed: _____ Date: _____

Borrower 2

Signed: _____ Date: _____

NOTE: All parties to the mortgage are required to sign the I&E. Where parties to the mortgage have been issued separate I&Es, each party will need to sign and return the forms issued to them.

Appendix 1 - Glossary

Please find below useful guidance (terms explained and examples) to help you to complete your I&E.

SECTION A: MY DETAILS		
A2	Correspondence address	This address will be used for all correspondence relating to this I&E.
A10	Dependant	A person who financially relies on you.
SECTION B: MY MORTGAGE		
B11	Restructured	Select Yes if you have previously agreed with your mortgage provider to change the terms and conditions of your mortgage due to financial difficulties - for example reduced monthly payments.
SECTION C: MY MONTHLY INCOME		
C1	Gross monthly salary	Before tax and any other deductions at source.
C2	Net monthly salary	If you have a deduction from your salary at source for example for health insurance, pension, credit union or Revenue payments do not include them again.
C5	Mortgage Interest Supplement	If you were previously eligible for and receiving this payment under the Mortgage Interest Supplement scheme, you should now receive it as part of the Supplementary Welfare Scheme.
C8	Other	For example pension, room rent (for primary residence), grants, financial contribution from dependants. Please do not repeat any monthly income already covered under previous headings.
SECTION E: MY MONTHLY DEBT PAYMENTS		
	Secured	Select yes if a security for example a property, a vehicle or a guarantee is attached to the debt.
	Restructured	Select yes if you have previously agreed with your loan provider to change the terms and conditions of your loan due to financial difficulties for example reduced monthly payments.
E1	Court mandated debt	For example, fines, instalment orders, judgements.
E4	Moneylending loan	Typically small loans at a high rate of interest over a short period of time.
E6	Hire purchase/PCP agreement	Type of credit, often associated with car financing. Under a hire purchase (HP) agreement, you hire the car, pay an agreed amount usually in monthly repayments, and only become the legal owner of the car at the end of the agreement. The legal owner of the car is the finance company that gave you the money to buy the car and you cannot sell the car without the finance company's permission.
E7	Credit cards	Including credit cards linked to shops.

SECTION E: MY MONTHLY DEBT PAYMENTS (CONTINUED)		
E9	Revenue Debt	For example all arrangements you may have in place with the Revenue to pay taxes you were not in a position to pay fully.
E10 E11 E12	Other Debt	For example additional loans or credit cards, overdrafts, payment of arrears on utilities, Buy Now Pay Later or shop credit.
	Ownership Type	For example, sole or joint ownership. Where you do not 100% own a property, please state the % of the property that you do own.
	Monthly Expenditure	For example, upkeep, maintenance, property tax.
	Restructured	Select yes if you have previously agreed with your mortgage provider to change the terms and conditions of your mortgage due to financial difficulties for example reduced monthly payments.
SECTION G: MY OTHER ASSETS		
G2	Shares	For example, credit union shares, bank shares, employee share schemes.

Appendix 2

Please see below list of documents that may be required to support your I&E.

Please note we may request additional documentation if needed to assess your financial circumstances.

Section	Documentation needed to complete this section (You only need to provide the documents relevant to your individual situation with your completed I&E)	Tick when completed <input checked="" type="checkbox"/>
SECTION A My details	No document required to complete this section.	
SECTION B My mortgage	<ul style="list-style-type: none"> Your annual mortgage statement A statement from your mortgage provider showing the total left to pay on your mortgage A statement of mortgage payments or confirmation from your mortgage provider of the amount of monthly mortgage payment Your mortgage provider should be in a position to give you all the above information, so please engage with your mortgage provider. Print out showing current estimated value of your property 	
SECTION C My monthly income	<ul style="list-style-type: none"> Employee: proof of income in the form of recent payslips Self-employed: audited or certified accounts, business account statements, personal tax return or tax balancing statement, Revenue Form 11 Unemployed: most recent social welfare receipt for each social welfare payment received Retired: proof of receipt and amount of monthly pensions Proof of receipt of maintenance payments Proof of other income (see also Section F and Section G) Proof of monthly financial contribution received from dependants and/or non-dependants living in the household (for example bank statements). 	
SECTION D My monthly household expenditure	<ul style="list-style-type: none"> Recent Bills (electricity, gas/oil, internet, phone, mobile) Documents proving the amount spent on childcare and/or elderly care Proof of insurance (including motor, home, health, mortgage protection, payment protection, income protection, life assurance) and pension payments (pension contribution not deducted from salary at source) Proof of maintenance payments Proof of rent paid 	
SECTION E My monthly debt payments	<ul style="list-style-type: none"> Proof of any court payment due Statement related to any loans you have (credit unions, personal loans, credit cards, overdrafts, PCP/hire purchases) Statements should include the amount outstanding, the payments being made, the time left on each loan, the arrears balance, the reason for the loan 	
SECTION F My other properties	<ul style="list-style-type: none"> Print outs showing estimated value of your properties Statement from your mortgage provider showing the full amount left to pay on each mortgage Statement of arrears on your mortgage accounts Proof of rental income Statement of mortgage payments or confirmation from your mortgage provider(s) of the amount of monthly mortgage payment 	
SECTION G My other assets	<ul style="list-style-type: none"> Receipts and/or statements of purchase price for any asset Statement of current estimated value 	



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Finance Ireland Credit Solutions Designated Activity Company, trading as Finance Ireland, Finance Ireland Motor and Leasing, Finance Ireland Residential Mortgages, Finance Ireland Commercial Mortgages, Finance Ireland Agri, Finance Ireland Leasing, Finance Ireland Premium Finance and Polestar Financial Services, is regulated by the Central Bank of Ireland. Company registration number 549222.

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