

Appendix 1 – Glossary

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

Section A: My details		
A2	Correspondence Address	This address will be used for all correspondence relating to this SFS.
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	High cost credit loan / 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.
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.
Section F My other properties (other than primary residence)		
	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 all documents needed to support your SFS.

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 SFS)	Tick when completed
Section A: My Details	No document required to complete this section	[]
Section B: My Mortgage	Where your Primary Residence is <u>not</u> with Cabot Financial Ireland: 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 with 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	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	Recent Bills (electricity, gas/oil, internet, telephone landline, 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	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 Confirmation of any restructures on these loans and proofs of same	[]
Section F: My other properties	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	Receipts and/or statements of purchase price for any asset Statement of current estimated value	[]

Section A: My Details

		Borrower 1	Borrower 2
A1	Name		
A2	[Correspondence Address*]		
A3	Property Address (if different to correspondence Address)		
		<i>Please indicate preferred contact method</i>	
A4	Home Telephone		
A5	Mobile		
A6	E-mail		
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 Dependant 2 Dependant 3 Dependant 4	
A11	Are any of these dependants in third level education? [Yes/No] If Yes, please provide the number of expected years remaining.		
A12	Are any of these dependants financially contributing to the household? [Yes/No] If Yes, please include the monthly contribution in field C8.		
A13	Do any of these dependants have medical or care needs that have an impact on your financial situation? [Yes/No]		
A14	Are you currently employed? [Yes/No] If you are self-employed, please provide details.		
A15	What is your current occupation? If you are unemployed, please include your previous occupation.		
A16	Are you in permanent employment? [Yes/No]		
A17	Name of current employer and your length of service		

<p>A18</p>	<p>For what reason(s) are you having, or continuing to have, difficulty meeting your mortgage and/or other debt repayments?</p> <p>Please select all that apply.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Unemployment <input type="checkbox"/> Reduced Income <input type="checkbox"/> Illness <input type="checkbox"/> Divorce or Separation <input type="checkbox"/> Bereavement <input type="checkbox"/> School or University Fees <input type="checkbox"/> Household bills <input type="checkbox"/> Other <i>(please specify)</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> Unemployment <input type="checkbox"/> Reduced Income <input type="checkbox"/> Illness <input type="checkbox"/> Divorce or Separation <input type="checkbox"/> Bereavement <input type="checkbox"/> School or University Fees <input type="checkbox"/> Household bills <input type="checkbox"/> Other <i>(please specify)</i>
<p>A19</p>	<p>How long do you expect these difficulties to continue? <i>(This question does not apply in cases of bereavement and/or divorce/separation.)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> 0-3 months <input type="checkbox"/> 3-6 months <input type="checkbox"/> 6-12 months <input type="checkbox"/> 12+ months 	<ul style="list-style-type: none"> <input type="checkbox"/> 0-3 months <input type="checkbox"/> 3-6 months <input type="checkbox"/> 6-12 months <input type="checkbox"/> 12+ months

Section B: My Mortgage

This section relates to a 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.	<input type="checkbox"/> Fixed <input type="checkbox"/> Variable <input type="checkbox"/> Part fixed and part variable
B10	Arrears Balance (€) <i>(if applicable)</i>	
B11	Is your mortgage currently [restructured*] ? [Yes/No]	
B12	Do you have a Payment Protection Insurance policy? [Yes/No]	

Section C: My Monthly Income

		Borrower 1	Borrower 2	TOTAL €
C1	[Gross Monthly Salary*] (before tax and any other deductions at source) (for self-employed please refer to Revenue Form 11)			
C2	[Net Monthly Salary*] (after tax and any other deductions at source) (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)*] e.g. pension, room rent (for primary residence), grants, financial contribution from dependants.			
C9	Monthly Rental Income (from other properties) (see F5)			
C10	Monthly Income from non-property assets (see 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 enclosed above. 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	
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	
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 - Guidance

Guidance for completing this section is set out on the previous page. Please read this guidance before you fill in this section.

		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 D17)		H2

If there is any additional information not captured above that may impact your monthly expenditure, please include here [you may also use this textbox 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	[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 Loan									
E4	[High cost credit loan/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 may 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 *] (e.g. property rented out)	[Ownership Type*]	Estimated Current Value €	Loan Balance €	Arrears Balance €	Monthly Rental Income €	[Monthly Expenditure*] (e.g., upkeep, maintenance)	[Is this debt currently re- structured?]* 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												

My Other Properties (other than Primary Residence)

Property	Address	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 (e.g. 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	Less Total Monthly Expenditure (D17)	-
H3	Sub-Total (H1 minus H2)	=
H4	Less Monthly Mortgage Repayments Due (B5)	-
H5	Less Other Monthly Debt Repayments Due (E13)	-
H6	Total Surplus/Deficit (subtract H4 and H5 from H3)	=

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

I/We declare that the information I/we have provided represents my/our financial situation and commit to informing Cabot Financial Ireland if my/our situation changes.

Signed: _____ **Date:** _____

Signed: _____ **Date:** _____

Customer Consent – Special Category Data (Health - Related Information)

I/we have provided specific health-related information in the form above which I/we feel is relevant to manage my/our account. I/we understand that Cabot Financial Ireland & its client will only use this information to manage my/our account. I/we understand that Cabot Financial Ireland & its client will retain this information as part of managing my/our account, as Cabot Financial Ireland & its client are obliged to do under the Consumer Protection Code.

I/we hereby consent to Cabot Financial Ireland & its client to use my/our personal health information to manage my/our account.

Signed: _____ **Date:** _____

Signed: _____ **Date:** _____

Credit Reporting

We are required by law to ensure that the Central Credit Register is kept up to date and we report personal and credit information to the Central Credit Register.

Further information in relation to our disclosure of your personal data to the Central Credit Register can be found in our Privacy Notice noted below.

Using your Personal Data

In providing services to you, we need to process personal data about you. This involves asking you for specific personal data, processing this personal data and storing it for a period of time. An explanation of how your personal data is used in the provision of our services to you and your rights in relation to your personal data is set out in our Privacy Notice. If you would like a copy of our Privacy Notice, please contact us on 01 464 9000 or alternatively visit it at www.cabotfinancial.ie Cabot Financial (Ireland) Limited is regulated by the Central Bank of Ireland