

UNDERWRITING TIPS TO HELP YOU GET IT RIGHT FIRST TIME



Age

- If lending past state retirement age, consider how the customer will manage this if they work in a manual role. Add your comments into the 'lending into retirement declaration'.
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Bank Statements

- Review bank statements prior to uploading to pre-empt any questions we may have around commitments, lump sums and/or unusual payments.
 - Adding notes via the portal to explain these will reduce time.
 - Send in any other statements to support transfers, as the audit trail must be provided to ascertain the source of funds.
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Costs

- Check for any monthly commitments such as Student Loans, maintenance payments etc that would not flag on the credit file.
 - Check and key any childcare costs at day one. Where there are dependants, and no childcare costs add a note with an explanation why.
 - If Capital Raising, provide a breakdown of what the additional funds being raised are for, e.g. Home Improvements approx. £50k.
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Details

- Before submitting your application, please check on the portal profile that we have your correct information e.g. phone number, address details, FCA number.

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- Provide email addresses to avoid delays, as may be required for references i.e. letting agents, employers (ideally HR or payroll) and ensure up to date telephone numbers.
- Make sure the Declaration, Income and Valuation fee (where applicable) have been uploaded – we won't look at the application until these are done.
- Don't use 'TBC' when keying application as this will result in delays. E.g. keying 'TBC' for employer's names, job titles, credit commitment providers etc, and email addresses being listed as 'tbc@tbc.com' or some sort of variation.
- Before submitting your application, please double-check that the customer's Direct Debit details are correct

Documents

- Only send us requested documents - e.g. do not send bank statements unless requested.
- Avoid uploading the same document multiple times and ensure that documents are uploaded in the right sections (eg passports under "ID" and not "employment").
- We can accept screenshots of documents – please ensure that these show all the required details, such as applicants name, account details, lender name etc.
- The customer declaration forms can be found on our website – we only need page 4. Ensure signatures match and are dated.

Foreign Nationals

- We can accept Foreign Nationals with EU pre-settled and settled status with the gov.uk share code.

Limited Company

- For Limited Company BTL check with companies house the application details match information held.
- For Limited Company BTL shareholding, ensure Directors hold 100% "A" shares.

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Notes

- Please add any information under the application 'note section' that you would like to bring to the attention of the underwriter. For example; complex income calculations, credit profile explanations.

Portfolio Landlords

- If a Personal BTL application, we only need to know about other properties owned in this personal name.
- If Limited Company BTL application, we only need to know about other properties owned in this Limited Company name.

Schemes

- For Shared Ownership and Help to Buy purchases in Wales, upload the appropriate confirmation that the customers have been accepted.
- For the Own New Rate Reducer mortgage scheme, upload the Letter of Acknowledgement (LoA), which is proof of eligibility for the scheme, and the Rate Reducer Illustration as part of Day 1 requirements.

Solicitors

Always check the solicitors before submitting

- **England and Wales:** They must have minimum 3 SRA approved managers and be CQS accredited.
- **Scotland:** Must have minimum 3 Scottish partners.
- **Northern Ireland:** Must have 3 Principles in Private Practice & part of Home Charter Scheme.

We do not have a panel of solicitors, chosen solicitors must meet the above criteria.