

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.
- 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.

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- 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
- Provide details of any financial dependents including child care costs where applicable, and names of any third parties over the age of 18 who will reside in the security upon completion.

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.
- If an applicant is renting via an agency, provide a rental statement evidencing the last 12 months rent, where this is not possible provide the landlord's contact details so we may request a reference. Where a rental statement or landlords reference are not available the last 12 months bank statements may be considered.

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

- Landlord clients are permitted to hold a total of 20 mortgaged properties, with a maximum total borrowing limit of £5m (including the subject property coming to Kensington). This applies to mortgages on buy to let properties that are owned solely, jointly by applicants or through Limited Companies. Our maximum lending limit to an individual (or joint applicants) is £2m combined across Residential and Buy to Let mortgages (inclusive of fees). We apply a total loan to value cap at 80% across a customer's total portfolio (regardless of size).
- We require landlords to complete a portfolio summary. We will need either: **Personal Portfolio summary** or **Limited Company Portfolio summary**. If your client has a combination of other BTL properties in Other Entities, we will also require an **Other Entity Portfolio Summary**.

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.