

TOP TIPS FOR PLACING A CASE

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GENERAL

Address history: We require all addresses that the applicant has resided at during the preceding 36 months prior to submission.

Capital raising: Please provide a breakdown of what the additional funds being raised are for e.g., Home Improvements approx. £50k, please ensure the correct breakdown of what the additional funds are being required for is stated, as per our portal questions.

Contact details: Ensure phone numbers and email addresses are up to date.

Declarations: Provide all pages of any declarations requested even if sending in revised declarations. Declarations provided must match the latest on our website and must not predate the application*.

Gifted deposits: If there is a gift on the application, please ensure all 4 pages are completed and returned by the donors with valid I.D. If the amount is £10,000+ please provide evidence of the available funds with the latest 1 month bank statement. If funds are coming from overseas, they must have been held in a UK bank account for over 3 months.

Proof of Residency: If you are providing proof of residency via a recent bank statement, please only upload the front page without any attached statements.

Screenshots: We can accept screenshots – please ensure that these show all the required details, such as, applicants name, account details, lender name.

Solicitors: Check the solicitors to meet our criteria prior to submitting.

- England and Wales - Must have a minimum 3 SRA approved managers and be CQS accredited. You can check this on the Law Society website.

- Scotland - Solicitors must have 3 partners.
- Northern Ireland - Solicitors must have 3 PPP's sols as they won't be CQS accredited.

TBC: Do not Key 'TBC' in boxes. For employer's names, job titles, credit commitment providers etc., and email addresses for employers/landlords being listed as 'tbc@tbc.com' or some sort of variation.

Unacceptable properties: For example complex lease structures or land registry not updated in the customer's name. For more details, please see our [Property Exclusions](#) document

Unusual details: If there is anything particularly unusual about the application which may not be obvious to the underwriter add a note when you submit the application to make this clearer.

* If you re-submit an application, a newly signed declaration will be required.

Contact us via:



0800 111 020

Option 1 and 2 for Sales support
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BANK STATEMENTS

Account Conduct: Please bear in mind the running balance on the account and look to see whether this would support an increase in mortgage payments e.g., are applicants making payments into a savings account which could support an increase.

Additional Payments: Additional payments that would not flag on the credit file, childcare, maintenance, student loans, regular standing orders. All these need to be factored and where applicable keyed prior to submission to save a potential affordability impact later in the mortgage process.

Creditors: Any payments to creditors that have not been declared e.g., DMPs, DCAs, etc.

Gambling: If bank statements show any excessive gambling the application will be declined.

Large lump sum deposits: Large lump sum deposits into accounts will be queried, and the origin of funds are to be evidenced e.g., if £50,000 has been transferred to a current account from a savings then we will require 3 months statements for both/all accounts.

Returned Direct Debits: Evidence that these payments have been made within the same month required and, in some instances, we will require an explanation as to why the initial payment was missed. Sometimes we can match this against the credit file so can see the lender has not registered this as a missed payment however where we cannot, we will require confirmation from the lender.

Self-Employed - Bank Statements: We always require the latest 3 months bank statements to evidence income credits in line with the latest SA302 figures and/or annual turnover on accounts. Please note that we only accept credits that directly link to the business i.e. if the business was beauty and you could see a payment that refers to a car / cleaning etc. we would not include this on the calculation.

When reviewing bank statements, we will review all information on the statements not just look for the reason they have been requested, e.g. requested to look for childcare but notice rent being paid to an agency rather than private landlord, we would then need to request a landlord reference.

Self-Employed - Cash Payments: Please note that if any of the self-employed income is paid in cash, we cannot accept this unless it can be evidenced as being paid into the business account. The cash credits would need to make sense in line with the applicant's nature of business and we would need to see regular evidence of deposits. This will be accepted on a case-by-case basis.

Self-Employed - Fluctuating Income: Fluctuating self-employed income may lead us to request further bank statements to give a better picture of income, we may require a further 3 months to have 6 months in total to review.

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DEPOSITS

Deposit Origin: Deposit must be held in a UK account for 3 months and we require 3 months statements to support.

Deposit Proof: Please sense check any bank statements which are to be uploaded for deposit proof. For example, if you have been provided with a savings account and all credits have come into said account from a further account in the applicant's name, we will need evidence of the secondary account so we can ascertain the source of the build up.

Deposit Type: Please ensure that when applications are submitted that the deposit type is correct. The deposit type would only be considered as 'savings' if the funds are from the SPVs own resources, if not it would need to be either declared as a director's loan, directors' gift or an intercompany loan.

Existing Property: If the deposit is coming from the remortgage of an existing property held, we will require a copy of the full mortgage offer to evidence this and evidence of the current mortgage balance secured on the property.

Gifted Deposit: When providing the gifted deposit please ensure that ALL of the pages of the declaration are uploaded to the applicant

Limited Company BTL: We will NOT accept any funds derived from a 3rd party or finance. The deposit funds must have originated via the SPV, the guarantors' personal resources, or from equity where a Director/Shareholder sells their individually owned property to the Limited Company. The equity can be provided as a Director's Gift or expressed as a Director's Loan. However, we can accept re-mortgages as the source of the deposit if they are in the company or directors personal names.

National Savings and Investments accounts:

When providing deposit from this source please also send a transaction list which will show the date and amount deposited.

Savings Accounts: If you have received a savings account which shows no credits into the account over the 3-month period this would not be supportive of regular savings, we would require further build up and/or evidence of where the balance has originated from.

Third-Party Loan: We will not accept repayment of a third-party loan as a source of deposit. Even if there are bank statements which show funds initially sent to the third party and then the funds being returned to our applicant.

Unsecured Lending: We will not accept any unsecured lending as source of deposit. I.e. personal loans, credit cards, overdraft balances etc.

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Bank account: Ensure bank account details for the direct debit payment are accurate.

Childcare: Check and key any childcare costs at day one. Where there are dependants, and no childcare costs add a note with an explanation why.

Council Consent: Provide Council Consent to Let on all Right to Buy remortgage applications within pre-emption at day one.

I.D: If forwarding I.D please ensure you certify it as a true copy of the original (needed if EID fails).

Other monthly commitments: Add in any other monthly commitments such as Student loan, maintenance payments, that would not flag on the credit file

Retirement age: If lending past state retirement age (and particularly aged 70), a Lending past State Retirement Age Declaration form is required. On the form, please give full rationale.

Shared Ownership: Provide the Shared Ownership Acceptance letter that details the full acceptance and terms.

Variable income: Do not solely rely on the average of the last 3 months variable income. If the P60s are not supportive, then we will use the P60 year to date figure, minus basic income to support affordability.

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Additional income evidence: If a non-owner occupier we may ask for additional income evidence unless they meet one of the below requirements:

- They own 4 or more BTL properties
- Their employer provides tied accommodation
- One applicant/director earns at least £40k a year
- They have at least 1 BTL property, which they have owned for at least 2 years

Bank account: Ensure bank account details for the direct debit payment are accurate.

Rental portfolios: We require landlords to complete a portfolio summary. We will need the [Limited Company Portfolio Summary](#) and if your client has a combination of other BTL properties in Other Entities, we will also require an [Other Entity Portfolio Summary](#).

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Bank Account Details: Ensure that the bank details entered to make mortgage payments belongs to the Limited Company. We cannot accept bank accounts relating to the individual guarantors on Limited Company BTL applications.

Limited Company applications: Brokers to input the company name and details as per Company House making note of any / all Capital letters: i.e. incorporated date / registered office and SIC codes etc.

Limited Company BTL applications: Please ensure that all parties to the application are named Directors for the SPV, and that this matches with Companies House.

Limited Company BTL Shareholding: The Directors must own a minimum of 80% shareholding of all shares (where alphabet shares are issued this must include 100% of A Shares). The maximum number of directors/shareholders is 4 as shown on the companies' house search. All Directors must be named on the mortgage and must provide a Personal Guarantee (PG).

Rental portfolios: We require landlords to complete a portfolio summary. We will need the Limited Company Portfolio summary and if your client has a combination of other BTL properties in Other Entities, we will also require an Other Entity Portfolio Summary.

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