

## Mortgage Applications



## Helping you help us

## **Broker application checklist**

We want to make sure that we provide outstanding customer service.

It is important that you provide us with the documentation that we need to assess your client's mortgage application. To help you to help us please complete and attach this checklist to the front of each application when Packaging.

It may be necessary for us to return applications without assessment if any of the documents required below are not supplied at the outset. Given the International nature of our clients we recognise that various types of documentation can be supplied to satisfy our requirements. If you are unsure about the documentation we need please call us to discuss.

As part of our commitment to protect existing and potential new customers from the risks of fraud and to ensure we comply with our legal obligations under the relevant money laundering legislation, there is a requirement to verify the identity of applicants for ALL new accounts that are opened. If you are unsure of our customer identification requirements please call us.

The documents needed to assess a mortgage application are:

Completed mortgage application form	Tick to confirm enclosed
All sections of the application form have been fully completed.	
Where information is not applicable, then 'N/A' has been entered.	
Full 3-year address history supplied.	
Any previous name detailed (e.g., maiden names or other known names).	
Income, Expenditure, Assets, and Liabilities details completed in full.	
Details of all properties currently owned provided, including any to be remortgaged or sold.	
Additional information supplied with a supporting file note, if applicable.	

Documents required to verify client income	Tick to confirm enclosed
Employer reference letter. Our template must be followed.	
Latest 3 months consecutive payslips.	
Latest 3 months consecutive bank statements for all active accounts worldwide, including digital banks.	
Latest 1 month credit card statement for all active cards worldwide.	
Evidence of all savings and investments.	
Latest mortgage statement for any mortgages held.	
Latest loan statement for any loans held.	
Tenancy agreement where rent is being paid.	
Evidence of any other financial commitments (e.g., evidence of school fees paid).	
Source of deposit to be highlighted and gift declaration if applicable.	
Other information/considerations	Tick to confirm enclosed
Large transactions seen on bank account statements have been explained.	
All documents provided in English or professionally translated.	
All regular transactions have been disclosed on the application form.	

Additional comments/notes	

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Security required. Over 18s only. Calls may be recorded.

YOUR HOME MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE.

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