

Broker submission tips.

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When you submit a full mortgage application, you will be asked to provide additional documentation to complete the mortgage application process.

Identity

Acceptable documents

- Valid UK Passport
- Valid UK Driving Licence - Photocard (Full or Provisional)
- Valid Non UK passport or National ID Card
- HM Forces / Police Warrant Card
- Firearms certificate or shotgun licence
- Identity card issued by the Electoral Office for Northern Ireland
- HM Revenue & Customs correspondence - relating to current tax year.

Ensure that the documentation is:

- Valid and in date
- Certified as a true copy (and likeness if photo ID)
- Signed and dated by an approved certifier (FSA authorised introducer or a professional person covered by Anti Money Laundering Legislation (AML) with their name printed)

Residency

Acceptable documents

- Utility bill
- Full driving licence
- Bank or credit card statement
- Latest Council Tax bill
- Current HM Revenue & Customs demand or notice of coding

Ensure that the documentation is:

- Valid and in date (statements and utility bills must be no older than 90 days old)
 - Certified as a true copy (and likeness if photo ID)
 - Signed and dated by an approved certifier (FSA authorised introducer or a professional person covered by AML) with their name printed
- Evidence of residency may also be required during the three years preceding the date of the application and the list of acceptable documents also applies to this requirement.

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Right to reside

For applicants who are not UK and EU passport holders or do not have automatic permanent right to reside in the UK, please supply us with one of the following:

The applicant's passport confirming identity along with the stamped page confirming permanent right to reside in the UK. The passport number should be identifiable on both pages.

Letter from the Home Office confirming permanent right to reside

Income

Employed

For employed applicants please supply the following:

- Last three months computerised payslips and latest P60

If you are concerned that the documentation is of poor quality you can:

provide bank statements showing income being paid into the applicant's account for Aldermore to consider

Unacceptable documentation:

Hand written

Self employed

For self employed applicants please supply the following:

Last two years accounts, certified by an appropriately qualified Accountant

Last two years SA302s

Acceptable qualifications:

Institute of Chartered Accountants - England or Wales (ACA/FCA)

Institute of Chartered Accountants - Scotland (ACA/FCA)

Institute of Chartered Accountants - Northern Ireland (ACA/FCA)

Chartered Association of Certified Accountants (FCCA/ACCA)

Accounts provided by other Accountants should be accompanied by SA302's.

Pension

Official pension documentation from a known private pension provider

Last 3 months bank statements showing the amount drawn or the latest P60.

Trust fund

Last 12 months bank statements showing the amount drawn

Investment and rental income

Latest accounts or SA302

Deposit

When submitting applicants proof of deposit ensure that:

Evidence is provided in the form of bank or building society statements or pass book

Any documentation provided is supplied in its original form without any kind of blanking out or alteration

The documentation shows that sufficient funds are available and how the deposit has been built up

Any lump sum transactions are explained

Gifted deposit

In cases of a family gifted element of deposit, a letter must be provided by the Solicitor acting in the mortgage transaction confirming that the gift is non-repayable and that no charge will be registered on the security property as a result of the gift.

Solicitors

Acting solicitors should be:

England and Wales

Registered with the Law Society of England and Wales.

You can check this by following the link:

www.lawsociety.org.uk/find-a-solicitor

Minimum of four partners

Hold the Conveyancing Quality Scheme (CQS) accreditation

Registered on the Aldermore panel

Scotland

Registered with the Law Society of Scotland. You can check this by following the link:

www.lawscot.org.uk/wcm/lssservices/find_a_solicitor

Minimum of three partners

Registered on the Aldermore panel

Fees

Completion and electronic transfer fees can be added to the loan. Where fees are added they will be excluded from the LTV calculation but will be included in the affordability assessment. Fees added to the loan will attract interest over the mortgage term.

Specialist reports

Following receipt of a valuation report, we may require specialist reports to be obtained in accordance with the valuer's recommendations.

Ensure that any reports are obtained from organisations that are appropriately qualified or registered in line with Aldermore's requirements.

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