

Rome Tips & Tricks

Accessing a Colleague's Rome Profile

If you need to access a case or cases on a colleague's profile, we can arrange this for you. Please ask a Company Director/Principal to send an email authorising your access to named colleague's cases. This email can be sent to BOIBrokerRMTTeam@boi.com

Applications

Ways to reduce application journey time:

DRA – Demonstrated Repayment Ability

- It is important to clearly outline where the DRA to support the case is coming from when submitting your application.
- DRA is calculated over the past 6 months.
- Please also address any depletion in savings accounts as this will affect the DRA.
- Once off expenses e.g. for car / once off holiday can be added back to support DRA.
- We do not accept cleared car loans to support DRA. However, if there is a loan that issued for a once off event e.g. wedding / hospital expenses / home improvements , we can use these cleared facilities to support DRA.

House Hunter Applications:

- House Hunter Applications should be submitted for the maximum approval as House Hunters can not be reviewed again until the customer has secured a property.
- It should also be noted that Help to Buy cannot be used as part of funding for a House Hunter Application.

Funding

- Funding needs to be fully in place prior to submission.
- A breakdown should be included of the funding that is in place to cover balance of funds, legals and stamp duty. We would also like to see that there is surplus funding available for moving into property.
- Future Savings cannot be included in funding. If a gift is available this should be used for any shortfall in funding.
- Where a gift is being used we require the amount of the gift, name of the donor and their relationship to the applicant.
- When any changes are requested on an application, please ensure updated funding figures are clearly outlined.

Information/Amendment Requests

- Information relating to an application must be sent via case message on Rome. We cannot accept any information / requests for amendments via email.

Change In Proposal:

Please note that we need the information below, at a minimum, where a Change in Proposal is required:

- Address of Property:
 - Purchase Price:
 - Mortgage Amount:
 - Rate requested:
 - Term Requested
 - Funding:
 - Any further comments you would like to add?
- E.g. has a deposit been paid? Have there been any changes to customers employment/ salary/savings etc.

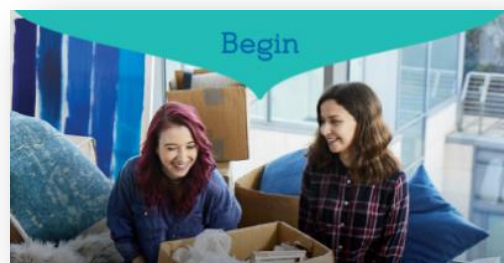
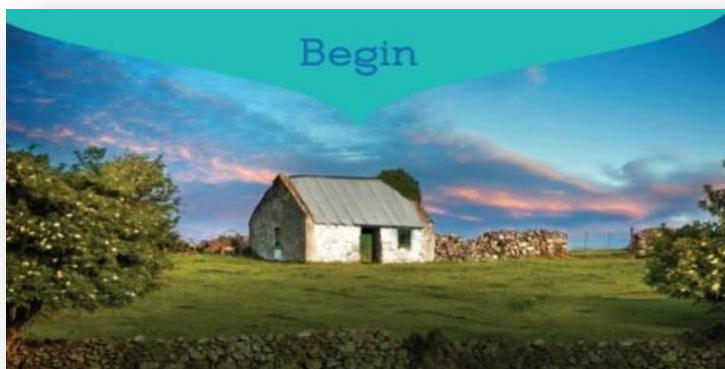
All of the above will help to speed up your applications and reduce delays caused by additional requests and clarifications from us.

Drawdowns

Valuation Check Pre-Drawdown

Please note the following information when preparing a customer's file for drawdown:

- Valuation Report over 4 months old - Short Valuation Report required prior to Drawdown.
- Valuation Report over 6 months old - Full up to date Valuation Report required prior to Drawdown.



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