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New Document checklist

We are delighted to share our new document checklist (attached to this email). This checklist has been recently reviewed and changed following your feedback.

It will be available on our website from next Tuesday 8<sup>th</sup> of July. All new applications submitted from Tuesday 8<sup>th</sup> of July should be submitted using this checklist. There will be a grace period for accepting the previous checklist until Tuesday 6<sup>th</sup> of August after which we will cease accepting the previous checklist.

Switcher Documentation Requirements (applies to straight switch applications only)

We have highlighted our switcher documentation requirements in the table below as a reminder to you. Note that our current credit policy for switchers in respect of LTV maximum requirements is 90%.

If you have any queries in respect of same, please contact your assigned Relationship Manager.

Document Type	Document Requirements
Income Verification	<ul style="list-style-type: none"><li>Fully completed Salary Certificate for all applications (Where variable pay is being used in the assessment, we may require Employment Detail Summaries detailing last 3 Years income)</li><li>1 Payslip</li></ul>
Self Employed	<ul style="list-style-type: none"><li>Most recent 2 years audited company accounts or 2 years Notice of Assessments if self –assessed.</li><li>Confirmation of Tax Affairs (tax clearance certificates are not acceptable)</li></ul>
Current account	<ul style="list-style-type: none"><li>6 months Personal and Business Bank statements</li></ul>
Savings Statement	<ul style="list-style-type: none"><li>No requirement for savings statements for switcher applications (May be needed for DRA if new repayments are higher/term decreased and/or funding for legal fees etc, at TMS discretion)</li></ul>
Personal Lending statements	<ul style="list-style-type: none"><li>If clear and satisfactory finance record is evident on Credit Bureau report (CRIF), no documents are required. The Mortgage Store, at its discretion, may request a statement if queries arise.</li></ul>
Annual Mortgage Statement	<ul style="list-style-type: none"><li>If clear and satisfactory finance record is evident on Credit Bureau report (CRIF), no documents are required. The Mortgage Store, at its discretion, may request a statement if queries arise.</li></ul>
CCR	<ul style="list-style-type: none"><li>An up-to-date CCR enquiry will be carried out by the lender to validate repayment commitments and confirm good track record in meeting existing mortgage repayments (and any other financial commitments) since account opening.</li></ul>



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Valuation Reports

Valuer’s office to be within 30km of security property

When arranging valuations on behalf of your customers, please ensure that when selecting a valuer that the Valuer’s office is within 30 km of the proposed security property.

Our panel of valuers should be aware of this requirement however, a reminder has been issued to the banks valuer panel to reiterate this.

Valuer’s Panel

Updated Valuer’s Panel on Broker Website

We have updated our Valuer’s Panel on our Broker Website.

As always please **refer to the current Valuer’s Panel** when selecting a Valuer for your customer’s applications.

Applications less than 12 months old - CIP process to apply

**Where a Change in Proposal is required and your customer has a valid application on ROME that is less than 12 months old, the Change in Proposal process should apply.**

We will not accept new applications where there is a valid application on ROME that is less than 12 months old.

Where a CIP is required on cases >12 months old, we will accept a new application on ROME.

Property Details

Properties in new Developments

When submitting new applications and Change in Proposal requests, where the security property is part of a new development, please ensure to specify which type of house is being purchased e.g. semi-detached House/ detached house/ duplex/ apartment etc.