



Credit Updates and Reminders

As part of our commitment to supporting you throughout the process, we'd like to share a few credit updates and reminders.

These updates and reminders include the following:

- ❖ Pay Scale for Teachers Reminder
- ❖ Pay Scale for HSE employees Update
- ❖ Salary Cert Validity Reminder
- ❖ Irish Residency Permit Validity for New Applications Update

If you have any questions in relation to the below information, please contact your Relationship Manager.

Pay Scale for Teachers Reminder

In July 2025, The Mortgage Store updated our credit policy to allow income assessment at two points up the pay scale for teachers.

The process for applying this policy for this request is detailed below:

On submission of new applications or at Change in Proposal stage, we require the following information to be outlined in your Broker cover memo or in the CIP case message submitted on ROME:

- ❖ Highlight the current salary and current point on the salary scale on the salary scale document provided.
- ❖ Confirm the next two points on the salary scale, including the new salary at each point and the effective date of the increase.
- ❖ Confirm permanent employment status.
- ❖ Provide the start date of permanent employment.

The following documents are required to be uploaded to ROME to support the application of this policy:

- ❖ Payslips- Required in line with current process and will confirm the borrower's current point on the scale
- ❖ Salary cert- Required in line with current process. These will be provided by Dept of Education (date of increment is not required to be provided)
- ❖ A copy of the salary scale relevant to the borrower is required to be uploaded to the salary cert placeholder. Salary scales are available from the Department's website as well as teaching union websites (ASTI, TUI, INTO). The document should clearly highlight both the current salary and the salary at two points up.

These Documents should be uploaded when the application is submitted. They will not be conditioned as part of an Approval in Principle (AIP).

When the application is being input on ROME and you are seeking to use the two up pay scale income, this income figure should be input on the Applicant Income screen. If the applicant's current pay scale is input on ROME, the application will be assessed based on current salary.

The Department of Education have confirmed teachers are guaranteed to move up 1 point on their incremental salary scale in a 12-month period on their annual increment date, subject to normal continuation of satisfactory service.

The policy applies to permanent employees only regardless of length of service and any probationary period must be complete (except for internal transfer probation). Where a borrower will move one point up their pay scale after 12 months but within 24 months, this can be included in the assessment subject to standard verification requirements.



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Pay Scale for Teachers Reminder, continued:

Skipped increments

In limited circumstances, a borrower may advance three points on their salary scale within a 24-month period due to a skipped increment. Where this applies, the projected income increase occurring within that 24 month timeframe may be considered for assessment purposes.

Example scenario one:

A borrower's employment terms and conditions include provision for a skipped increment at Point four on the pay scale. At the time of application, the borrower is earning at Point two.

In Year one, the borrower progresses from Point two to Point three.

In Year two, the borrower advances from Point three to Point five, skipping Point four as per the employer's increment policy.

In this scenario, the income associated with Point five may be considered for assessment purposes.

Example scenario two:

At the time of application, the borrower is earning at Point three

In Year one, the borrower progresses from Point three to Point five, skipping Point four as per the employer's increment policy.

In Year two, the borrower progresses from Point five to Point six.

In this scenario, the income associated with Point six may be considered for assessment purposes.

The following conditions must be met for this policy to be implemented:

We will require written confirmation from the employer verifying that the skipped increment is permitted under the borrower's terms of employment. The borrower must also meet the criteria required for the accelerated progression to apply, e.g. employment commenced after a certain date.

Please note, this provision does not extend to cases where the borrower progresses three points as part of the standard salary scale movement over 24 month period.

Pay scale for HSE Employees Update

The Mortgage Store has been advised that the HSE will no longer provide a separate letter confirming a borrower's salary at two points up their scale. They will, however, include a link to the salary scale in the email sent to the borrower along with their salary certificate.

Updated process required by the Broker at time of application on ROME:

1. Request that the borrower forward the Broker the HSE salary scale link that accompanied their salary certificate email from the HSE HR department.
2. Using the borrower's payslip, locate the pay scale reference, scale point and basic salary.
3. Open the scale document via the link and locate the exact scale corresponding to the payslip reference. Identify the current point (which should match their current basic salary as per the payslip) and two points above the current point.
4. Screenshot/download/print the relevant page of the salary scale and clearly highlight the current point and two points up.
5. Upload the salary certificate, payslips and salary scale to ROME and outline the full details in your credit memo

In line with procedures, you must input the income on ROME as the two point up scale income to ensure the correct calculator outputs are received. If the applicant's current income is input on the Applicant Income screen on ROME, the application will be assessed on that basis.



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Salary Cert Validity Reminder

The Mortgage Store would like to remind you that salary certificates remain valid for 12 months from the date the document is completed for the majority of applicants. The Salary Cert must still be dated within three months at time of assessment. Please refer to the Document Validity table in Credit Policy for details on additional supporting documents that may be required where a CIP is requested.

Please note that while we aim to accept these for cases where possible, our Credit team can request an updated salary cert in certain circumstances, such as, but not limited to:

- ❖ The applicant's employer has made announcements in relation to redundancy since the applicant's initial application.
- ❖ Applicant would like to update their application to include a pay rise and do not have access to a payslip to verify their updated income.
- ❖ Applicant would like to utilise additional income such as bonuses which had not been previously assessed.

Irish Residency Permit Validity for New Applications Update

A key part of a mortgage assessment is confirming the borrower's ability to repay their loan over the full term, supported by evidence of stable, long-term employment and entitlement to reside and work freely in Ireland, as such, we require Irish Residency Permit (IRP) documentation upfront.

We have been made aware of a three month delay within the Department of Justice, Home Affairs and Migration with the processing of IRP renewals. A notice to employers is available on the Department website ([Notice to Employers regarding employees awaiting renewal of their IRP Card. - Immigration Service Delivery](#)) advising that where an IRP card has expired, there is a 12-week period whereby the card holder is legally permitted to remain in the state subject to the application providing proof that they applied for their renewal prior to expiry date of current card.

Due to this delay within the Department and to ensure we do not delay any customers in trying to secure a property, The Mortgage Store can confirm we now have the authority to accept IRP cards which are expired at time of application, provided they are accompanied by a confirmation email from the Department of Immigration that a renewal has been applied for. This is applicable to all countries except Russia and Belarus. Applicants from Russia and Belarus are citizens of sanctioned countries and are required to have a valid IRP at time of application and this is in line with Group Standards.

Approval in Principles will now issue on these cases subject to a renewed IRP being received prior to Loan Offer.