

Here's a list of original documents we need you to send us for your customer's application.

We may need more documents, depending on your customer's circumstances. We will let you know if we do.

MANDATORY Q - Must be completed for all applications

Are any of the applicants non-resident in Ireland or dual-resident (Ireland and another country)?

Yes / No
(Tick the appropriate box, below)

☐ ☐

For non-resident or dual-resident applicants only, if Yes to the above.

I/We confirm that the borrower has approached our office on their own accord and that no financial advice was given while abroad. There is no marketing campaign or direct advertising outside of the Republic of Ireland relating to cross-border lending.

Yes / No

Tick Yes to confirm the statement above or tick No to stop the application.

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Documents we need for this application

Applicant 1

Applicant 2

Fully-completed declaration form

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Photo ID (passport or Irish / UK driving licence)

Please ensure all 4 corners of passport or driving licence are clearly visible

For Applicants who hold a GNIB Visa, please supply supporting documentation underneath

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Proof of address (a utility bill or original / electronic financial institution statement, less than 6 months old)

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Proof of PPSN (Public Service card is not acceptable)

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Stamped salary certificate dated within the last 3 months

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Most recent 2 months consecutive payslips

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Most recent 6 months personal current account statements
(if account is not with Bank of Ireland)

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Most recent 6 months savings account statements showing build-up of funds
(if account is not with Bank of Ireland)

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BER Cert: For FTB and Mover (Property Specific)

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Applicant 1

Applicant 2

Additional documents that may be needed for your application:

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|--|--------------------------|--------------------------|
| ▶ Revenue employment detail summary – proof of 3 years' variable pay | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Separation / divorce agreement | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Account statement showing rental income / Revenue return / Chapter 4 | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Shared Equity Scheme approval cert / FHS | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Affordable housing scheme approval confirmation | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Help-to-buy approval, expiry date and amount documents | <input type="checkbox"/> | <input type="checkbox"/> |

Self-employed document requirements

- | | | |
|---|--------------------------|--------------------------|
| ▶ Last 2 years' certified / signed audited financial accounts (include the financial analysis template) | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Last 2 years' Form 11 submitted to Revenue | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Last 2 years' Revenue Notice of Assessments / Chapter 4 | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Last 6 months' business current account statements | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Written confirmation from accountant that the company's tax affairs are up to date
A Tax clearance certificate is not accepted | <input type="checkbox"/> | <input type="checkbox"/> |

Self-build document requirements

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|--|--------------------------|--------------------------|
| ▶ Architect's / Surveyor's / Engineer's initial report | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Planning permission reference number | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Initial valuation (based off plans) | <input type="checkbox"/> | <input type="checkbox"/> |

Tips & Reminders

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|---|--------------------------|--------------------------|
| ▶ Have you included the memo and calculator? | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Has repayment capacity been demonstrated in the last 6 months? | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Has funding been clearly demonstrated and necessary documentation provided? | <input type="checkbox"/> | <input type="checkbox"/> |
| Full details and forms can be found here: The Mortgage Store - Bank of Ireland. | <input type="checkbox"/> | <input type="checkbox"/> |

Advisor name:

Date:

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