

# Broker Case Submission List for Residential

Applicant's Name

Broker Contact Number

Broker Contact Name

Broker Email Address

**PLEASE NOTE:** Items in **BLUE** are minimum submission requirements

Document list	Requirement	Yes	No	N/A	Comments
<b>Case Explanations</b>	Explanation for Arrears/CCJs/Defaults				
	Explanation for affordability post benefits ceasing if applicable				
	Lending into retirement explanation if applicable				
<b>Credit Search</b>	Proof of residency - if applicants are not on the voters roll				
	Check CAIS for 1st mortgage information - bypass if <2 months arrears				
<b>Purpose of Loan</b>	Explanation re purpose of loan - further evidence required if the cash out exceeds £50,000				
	Statements for all credit being cleared including BACS details				
Direct Debit Mandate	Signed by account holder - must be one of the borrowers				
<b>ID</b>	Valid Passport, Driving Licence or Voters Authority Certificate				
<b>Income</b>	Employed income - 3 most recent payslips				
	Pension income - refer to Packaging Guide				
	Benefit income - refer to Packaging Guide				
	Self-employed income - refer to Packaging Guide				
Debt Management Plan (DMP)/ Individual Voluntary Arrangements (IVA)	Schedule of debts				
	Redemption statement including undertaking to remove charge if applicable				
	Monthly payment				
	Confirmation 12 months payments made				
Occupiers Waiver	Required for all occupiers over the age of 17, witnessed by independent 3rd party (excluding Scotland)				
<b>Full Valuation</b>	Spring/Quest form, dated within 3 months, completed by approved valuer				
	5 photos - front and rear elevation, street scene, kitchen and bathroom				
	Minimum value £100,000				
	Refer specialist reports and retentions to an underwriter				

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Drive by report	Spring/Quest form, dated within 3 months, completed by approved valuer				
	2 photos - front elevation and street scene				
	Minimum value £100,000 up to £1,000,000				
	Maximum 65% LTV and £100,000 gross loan				
	Refer specialist reports and retentions to an underwriter				
AVM	Dated within 3 months				
	Minimum confidence level 5 - max gross loan of £75,000 and LTV up to 65%				
	Minimum value of £100,000 up to £1,000,000				
Redemption Figure - 1st Mortgagee	Required if LTV exceeds 75% or the existing 1st charge is being repaid				
Redemption Figure - 2nd Mortgagee	Undertaking to remove charge upon receipt of funds				
	Sufficient expiry date for funds to clear				
Building Society Questionnaire (BSQ) - if bypass not eligible	Payment profile covering last 12 months				
	Confirmation of interest rate, remaining term and repayment type				
Consent to Register/Deed of Postponement (DOP)	Consent in favour of Spring Finance Ltd if required. If conditional, arrears will be cleared from the loan advance				
	If DOP required - ensure loan amount and date of charge matches Land Registry entries				
	BACS details - if arrears are being cleared				
Source of Funds	1st charge applications - where the property has recently been purchased/acquired. Underwriter to confirm additional requirements				
Background Mortgages	Copy of current signed AST confirming property address and rental income				
	Credit search(es) completed on all properties				
Land Registry/Scottish Search	One and the same letter if name differs, along with supporting evidence and authority to amend the registry if applicable				
	Marriage certificate - if land registry needs to be updated to reflect married name				
	Name variations - change of name deed or proof of other name				
	Leasehold properties - ensure a minimum 75 years remaining on the lease at the start of the loan. Refer is less than 55 years at the end of the loan				

Comments