



Useful items for a Speedy Mortgage

We will initially send you a short questionnaire which we would ask you to complete in as much detail as possible, as this provides us with an excellent overview of you and your requirements from the outset. As part of the mortgage application process there are a number of important documents, we require from you and obtaining these as early as possible is vitally important for two key reasons. Firstly, it will help us have a full understanding of your situation meaning that we can provide you with the best possible advice. Secondly, it will ensure that once your mortgage application meets all the regulated compliance and FCA money laundering requirements, it will progress as smoothly as possible. Please note in most cases we can accept scans of documents unless specified below. Scans in PDF format are preferable to photographed documents. The information requested will be needed for each applicant.

Identification Documents

- Government issued photo identification documents i.e. a current Passport or Driving License.
- For non-UK nationals, your National Identity Card.
- These documents will need to be certified either by the post office or Solicitor. Our Advisers Phillip Clark, Russell Green and Chris Seward can certify your documents by prior arrangement.
- Please note if you have changed your name through marriage or deed poll, we will need the relevant supporting document.

Proof of Address.

- We will also need to verify your current/previous address/es, for the past three years, we will require:
- A utility bill with your name and current address on and dated within the last three months e.g., gas,
- electric, council tax or water bill. We cannot accept mobile phone bills for this purpose.
- If you do not have a suitable bill that we can use, we can accept a recent bank statement showing your full name and address.

Income Verification Documents

All lenders must verify the income levels disclosed to them, and this applies equally to employed, self-employed and retired applicants.

Employed Status

- Three months most recent pay slips and your most recent P60.
- Three months most recent bank statements showing your salary credits. This applies to all bank/building society/internet accounts held either individually or jointly. Bank statement must show your full name and address. Downloaded statement in PDF format is preferable.
- Details of any Pensions, Death in Service or other Employee benefits.
- For Fixed term contract workers, we will require a copy of your employment contract and evidence of continuous employment for the last 12 months.

Self-Employed Status

- Three years most recent signed accounts, some lenders will accept two years' accounts.
- Three years most recent SA302's and Tax Year Overview's which are requested from the HMRC or via your online HMRC/Government Gateway account.

- Three months most recent business bank statements
- If you also receive employed income e.g., a director's salary, you should provide the relevant documents listed within the employed income requirements above.

Retirement Status

If you are currently in receipt of any pension / annuity income, we will require:

- Three months most recent bank statements evidencing these payments. If the payments include anything other than your State Pension, then we would also require:
- Your most recent pension statement; or
- Your most recent P60.
- Details of any investment income.

Rental Income

If you receive income from a residential or commercial property/property. As a minimum we will require:

- Three months most recent banks statements evidencing receipt of rental payments; and
- Current tenancy agreements e.g., Assured Short hold Tenancy (AST).

Please also see notes for self-employed income.

Benefit Income

As a minimum we will require:

- HMRC tax credit award letter or DWP child benefit letter (all pages); and
- Three months most recent bank statements showing receipt of these payments.

Current Credit Commitments

In addition to your income, the lender will need to have a full understanding of your committed expenditure. We therefore require full details of all your current credit agreements which will include any:

- Credit Cards, Store Cards, Personal Loans, Secured Loans, Pay Day Loans (taken out in the last 24 months)
- Residential and Buy to Let Mortgages and any other credit commitments.

Monthly Expenses

We will also need to gather full details of your other committed expenditure including such items as:

- Cost of any existing mortgage/rent, all utility/rates bill.
- Cost of monthly food/socializing/hobbies etc.
- Childcare costs, school fees, maintenance payments etc.

Current Protection Arrangements

Please provide us with full details of your current protection arrangements, this should include:

- A copy of your current Buildings & Contents Policy.
- Details of any life insurance, critical illness cover or income protection policies you may have.
- Details of any employee benefits such as sick pay and death in service schemes.

Proof of Deposit

The requirements here will depend upon the source of the deposit. The most common sources of deposit and their associated documentary requirements are listed below. We will need a clear breakdown of the source of your deposit from an early stage of your application.

- **Personal Savings** – copy of three months bank statement showing the full amount of the deposit.
- **Gifts** – we will send full details to the applicant and the person gifting detailing lenders' requirements.

- **Sale of previous property** – full details of the property sold and bank statements showing receipt of the sale proceeds.
- **Inheritance** – full details of whom you received the inheritance from, their relationship to you and a copy of will, signed letter from solicitor, Grant of Probate, or letter from Executor.
- **Sale / maturity of investments** – full details of the investment(s) including a statement of maturity /encashment documenting the funds to be received and copy of the bank statements showing receipt of these funds.

Purchasing

If you are buying your first property, moving house, or buying an investment property we will require a full brochure of the property and a Memorandum of Sale or offer acceptance letter clearly showing the purchase price.

The better we prepare for your application the smoother the process will be so please help us to help you! In order to ensure your mortgage application progresses as smoothly as possible we will need the following documentation in original format.

One of the main reasons that clients are recommended to us and clients return to us is because of our excellent administration service we offer.

Normally the better we prepare for your application the smoother the whole process progresses speedily and smoothly. Please help us to help you! Thank you for your assistance.

Please visit the Useful Information section on our websites and view or download any of our guides that will help you through the whole mortgage process.

For more information or help please visit one of our websites or contact us

www.bristolmortgagesonline.com 0117 325 1511 email info@swmortgages.com

www.westonmortgagesonline.com 01934 442 023 email info@swmortgages.com

www.bathmortgagesonline.com 01275 584 888 email info@swmortgages.com

www.extermortgagesonline.com 01392 690 888 email info@swmortgages.com

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