

# Intermediary

## Working together to get things *right first time.*

To Make life easier and to speed up the mortgage application process we have set standard requirements for all cases. We will **always** ask for the documents listed below and failure to submit these documents will result in processing delays.

Standard requirements can be scanned to us via our Document Upload facility. Please scan each document individually and label with the correct heading, this will ensure that we can identify and process all your documents quickly, saving time for you and your client.

Essential documents required in **ALL** cases for each mortgage applicant.

### Signed and Dated

**Mortgage Declaration** Please ensure you send all pages of the declaration, not just the signature page.

**Direct Debit mandate**

**Fully completed Identity Verification Certificate (IVC)** Always check if applicants have a middle name and include it.

### Evidence of Income

(Including pension income details where applicable)

**Employed** - In all cases the last 3 monthly or weekly payslips along with the most recent full months bank statement showing each applicant's salary credit. The statement must show the applicants name, address, sort code and account number.

**Self Employed** - The latest 3 years accounts prepared by an appropriately qualified accountant along with a full month personal bank statement showing the applicants name, address, sort code and account number. Please refer to the Intermediary Lending Criteria on Brokerpoint for a full list of acceptable accountant qualifications.

### Bank Statements

Latest full month bank statement showing each applicant's salary credit if in employment. In the case of applicants being Self Employed, the latest full months personal bank statement. Bank statements must include the applicants name, address, sort code and account number.

### Free text section

Please use the free text section at the bottom of the online application form to capture any information that you think might materially affect the case.

### Interest Only Mortgages

Evidence of a suitable repayment strategy is required for all interest only or part interest only residential applications. Please refer to the Mortgage Lending Criteria on Brokerpoint for full details of acceptable repayment strategies.

Where any element of the repayment strategy is downsizing from main residence the 'Interest Only Downsizing From Main Residence' form will need to be completed.

Once these documents have been assessed, Principality underwriters reserve the right to request further information. Failure to supply required information will result in a delay to the application. Our full mortgage lending criteria can be found at [www.brokerpoint.co.uk](http://www.brokerpoint.co.uk). If you are unsure of any of our processes or are unclear on any element of our criteria, please call Intermediary support on **0330 333 4021** for further guidance.

## Mortgage Submission Guide

*Building relationships*

**PRINCIPALITY**  
**BROKERPOINT**

