

Unregulated Bridging – Submission Checklist

| | | | |
|--------------------|--|-------------------|--|
| MBV Submission No. | | Case Manager Name | |
| Application Name | | Tel No. | |

Key

| | | | |
|--|---|-------------------------------------|---|
| Min Items Required: Prior to submission and Underwriter Assessment | ✓ | Required for a Full Pack Underwrite | ✓ |
| Required, however can be provided by the borrowers Solicitors | ■ | Not Required | ✗ |

Checklist

Documents noted on the checklist in purple are available to download through **My Broker Venue** or the **Together Money Website**.

| Documents | Internal | External | Upload | Comments |
|---|----------|----------|--------|----------|
| Application Form (Signed and dated) | ✓ | ✓ | | |
| Proof of Name (If fails Electronic ID check on MBV) (Passport required on all purchases) | ✓ | ✓ | | |
| Proof of Residency (If fails Electronic ID check on MBV) | ✓ | ✓ | | |
| Valuation Report / AVM (Ensure valuation figures on MBV match reports and provide any surveyor recommended specialist reports) | ✓ | ✓ | | |
| Schedule of Works (Ensure a full break down of costings and completion timescales are included) | ✓ | ✓ | | |
| Planning Permission (confirmation the relevant permission are in place) | ✓ | ✓ | | |
| Solicitors Details (To be completed in full on MBV) | ✗ | ✓ | | |
| Proof of Income (In line with policy if bridge is serviced – see page 2) | ✓ | ✓ | | |
| Direct Debit Mandate (Only if the verification has failed on MBV – All applicants to sign) | ✓ | ✓ | | |
| Deposit Form (Required for all purchase applications, located on Together Website) | ✓ | ✓ | | |
| Purpose of Funds (Detailed explanation, breakdown and evidence if requested) | ✓ | ✓ | | |
| Corporate Structure Form (Applications with Complex Ltd Co. Structures only) | ✓ | ✓ | | |
| Referral Acceptance Email (If referral was required) | ✓ | ✓ | | |
| Tenancy Agreement (If leased, and must be Signed & Dated) | ✓ | ✓ | | |
| Letting Appraisal by Local Letting Agent / Sales Particulars (If AVM used) | ✓ | ✓ | | |
| EWS1 / Fire Risk Assessment (Flats with Cladding) (Both documents required) | ✓ | ✓ | | |
| EPC Certificate (Must be valid, and required for all securities) | ✓ | ✓ | | |
| Exit Route (Explanation of exit and evidence) | ✓ | ✓ | | |
| Electronic Disbursement Authority (All applicants to sign) | ✓ | ✗ | | |
| Scottish Standard Security Title Search (See page 2) | ✓ | ✗ | | |
| Explanation of Adverse | ✓ | ✓ | | |
| Confirmation Ground Rent, Service & Maintenance Charge (Leasehold) (Internal Sols: Evidence of payments and must be up to date.) (Internal Sols: Freeholder details – full postal address, email address and contact number) (External Sols: Payments and must be up to date) | ✓ | ✓ | | |
| Mortgage Reference Questionnaire (If 1 st charge not showing on MBV Credit Profile report – must be on lenders headed paper) | ✓ | ✓ | | |
| Lending Into Retirement explanation (Serviced Bridge) | ✓ | ✓ | | |
| Building Insurance Schedule (Security address, Policy No., Live Policy, Reinstatement Value) | ✓ | ■ | | |
| Secured Redemption Figure & Undertaking to remove charge (Must be on Lenders headed paper) | ✓ | ■ | | |
| Confirmation of Name (If there are any variations for the applicant(s)) | ✓ | ■ | | |
| Solicitors Witness and Advice Certificate | ✓ | ■ | | |
| Original Loan Agreement / Legal Charge / Standard Security | ✓ | ■ | | |
| Occupiers Consent (If applicant residing in security) | ✓ | ■ | | |

Internal or External Policy

Key

| | | | |
|--|----|-----------------------|---|
| Applicable: Contact Wilson McKendrick / Mellicks Solicitors / Gilson Gray directly to obtain a standard security Title Search before submission. (Additional cost paid directly to Sols). | ✓★ | Applicable | ✓ |
| Applicable: Dual Rep can be considered on Residential securities with Loan size <£500,000 | ✓◆ | Not Applicable | ✗ |

| Solicitor Instruction - England & Wales Application in Personal Name(s) | | | |
|--|-------------|----------|----------|
| Transaction | Loan Limits | Internal | External |
| Purchase | N/A | ✗ | ✓◆ |
| Remortgage: Complex | N/A | ✗ | ✓◆ |
| Remortgage: Simple | ≤ £300,000 | ✓ | ✗ |
| | > £300,000 | ✗ | ✓◆ |
| 2nd Charge | ≤ £300,000 | ✓ | ✗ |
| | > £300,000 | ✗ | ✓◆ |

| Solicitor Instruction - Scotland Application in Personal Name(s) | | | |
|---|-------------|----------|----------|
| Transaction | Loan Limits | Internal | External |
| Purchase | N/A | ✗ | ✓ |
| Remortgage: Complex | N/A | ✗ | ✓ |
| Remortgage: Simple | ≤ £300,000 | ✓★ | ✗ |
| | > £300,000 | ✗ | ✓ |
| 2nd Charge | ≤ £300,000 | ✓★ | ✗ |
| | > £300,000 | ✗ | ✓ |

| Solicitor Instruction - England & Wales Application in a Corporate Entity | | | |
|--|-------------|----------|----------|
| Transaction | Loan Limits | Internal | External |
| Purchase | N/A | ✗ | ✓◆ |
| Remortgage: Complex | N/A | ✗ | ✓◆ |
| Remortgage: Simple | N/A | ✗ | ✓◆ |
| 2nd Charge | N/A | ✗ | ✓◆ |

| Solicitor Instruction - Scotland Application in a Corporate Entity | | | |
|---|-------------|----------|----------|
| Transaction | Loan Limits | Internal | External |
| Purchase | N/A | ✗ | ✓ |
| Remortgage: Complex | N/A | ✗ | ✓ |
| Remortgage: Simple | N/A | ✗ | ✓ |
| 2nd Charge | N/A | ✗ | ✓ |

Affordability Requirements

| | Interest Calculation Rate (ICR) Leased Securities | Total Secured Debt to Income (TSDI) Owner Occupied Securities or if ICR fails |
|--|--|--|
| Bridging - Serviced (Commercial & Residential) | ICR ≥120% | TDSI ≤50% Refer >50% - ≤60% |
| Bridging - Retained (Commercial & Residential) | N/A | N/A |

Proof of Income

- Self Employed
 - Latest years Tax Calculation and corresponding Tax Year Overview, OR
 - Fully completed Accountants Certificate from an appropriately qualified accountant
(See acceptable qualifications on our Accountants Certificate)
- Employed
 - Monthly: 2 out of the last 3 months payslips (consecutive may be requested)
 - Weekly: 4 out of the last 3 months payslips (consecutive may be requested)
- Private Pension
 - Latest payslip from pension provider, OR
 - Latest award letter from pension provider (dated within the last 12 months)
 - Latest P60 from pension provider

For further guidance, or to discuss any other forms of income please contact our support team on 0161 933 7101