

Your autacto Movies

For professional intermediary use only

Introducing your guide

We're delighted to welcome you to our panel of packaging partners at Together.

This 'how-to' guide is designed for partners who use MyBrokerVenue to submit business to Together, in particular:

- 1. Principals and individual brokers at partner firms who have recently been on boarded.
- 2. New starters at existing partner firms.
- 3. Partners seeking hints and tips for submitting business efficiently.

For professional intermediary use only





How to use your guide



Your guide is divided into chapters. Skip to the most relevant chapter by clicking on the links below.

- 1. Registering on MyBrokerVenue (MBV)
- 2. Setting up with 3rd parties
- 3. Creating a quote on MBV.
- 4. How to submit a referral.
- 5. Submitting and validating full cases.
- 6. Packaging and uploading cases.
- 7. Checking progress.



Registering on MuBrokerVenue (MBV) as a Company and Individual.

Registering on MyBrokerVenue

Here you'll find:

- Guidance for Principals
- Guidance for individual employees







FAQ <u>Home</u> About us Contact us

Login Username Password Forgotten your password? Login >

Register

Register for My Broker Venue now, it's quick and easy and gives you access to our product quote engine and online application.

Register



Tools and Tips

Gives you access to:

- Ouick quote calculator
- Product wizard
- Easy to use online application process
- Lending criteria
- Industry updates



Our products and services

- Specialist lenders
- Easy to do business with
- Personal service
- Many status profiles
- Flexible solutions



Get in touch

- Secured loans
- Mortgages
- Buy to let
- · Commercial lending
- Bridging finance

If you're registering for the first time.

Please click register.

Welcome to MyBrokerVenue.

This is where you log in.

together:

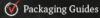
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Discover Chalk.



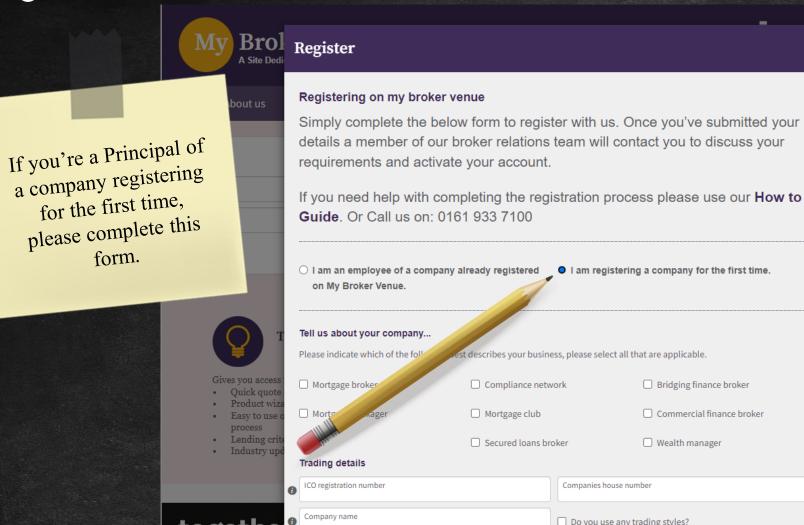
Find out more

Submission checklists









Company trading address

Building number

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on checklists

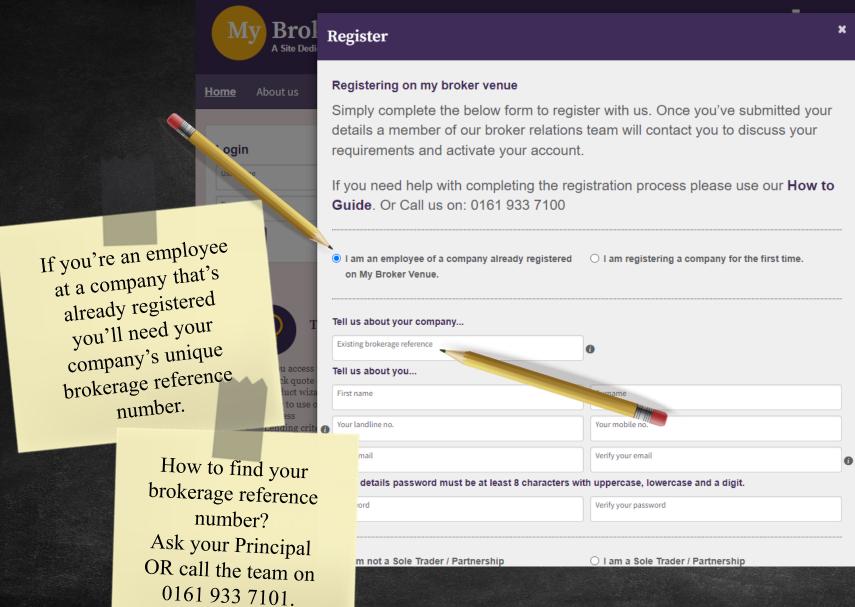
g Guides

☐ Do you use any trading styles?

Building name

You'll now be provided with your company's unique brokerage reference number





Please note:

quick and easy engine and on All employees seeking to submit or manage pipeline business with us will need to register **individually**.

Please don't share log-in details

et in touch

lendin

A member of our team will be in touch to verify your registration.

n checklist:

ing Guides

tips



Selling up with with

Get set up with third parties

Speed up your submissions by registering with the relevant people to help you instruct a case:

- Land Registry Search
- Hometrack for AVMs
- Our Panel Valuers in England and Wales
- Our Panel Valuers in Scotland







7

Chal

Essential info for England and Wales

- Land Registry Search www.landregistrysearches.com/
- For setting up AVMs you'll need to register with Hometrack www.hometrack.com/contact-us/
- For additional info on AVM criteria and valuations, read our

https://togethermoney.com/intermediaries/packager-product-guides

To submit business, you'll need to use and register with the following sites –

Bookmark them for easy access.

Our Panel Valuers



We have multiple valuation options available including **AVMs.** Find our full valuation criteria <u>here</u> Choose from different panel managers to help provide your clients with the best service:

For Residential with a value <£2m

VAS, Method and Pure

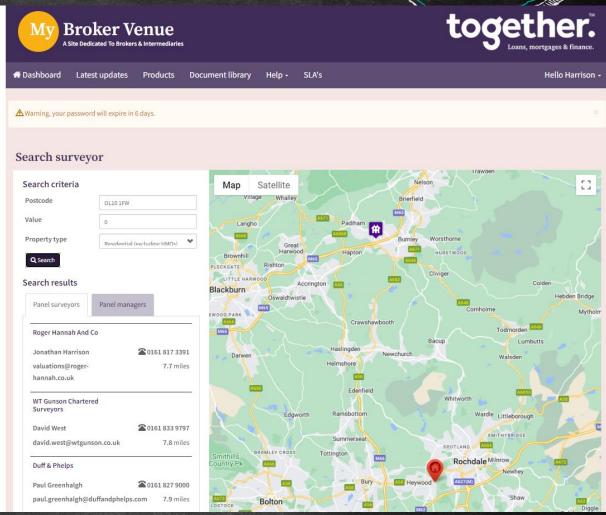
Commercial/ Semi Commercial/ Land/ Residential with a value >=£2m

VAS and Method



Tip: in the 'Help' section on MBV, you'll find our 'Search' function.
Use it to find your local valuer





Essential info for Scotland

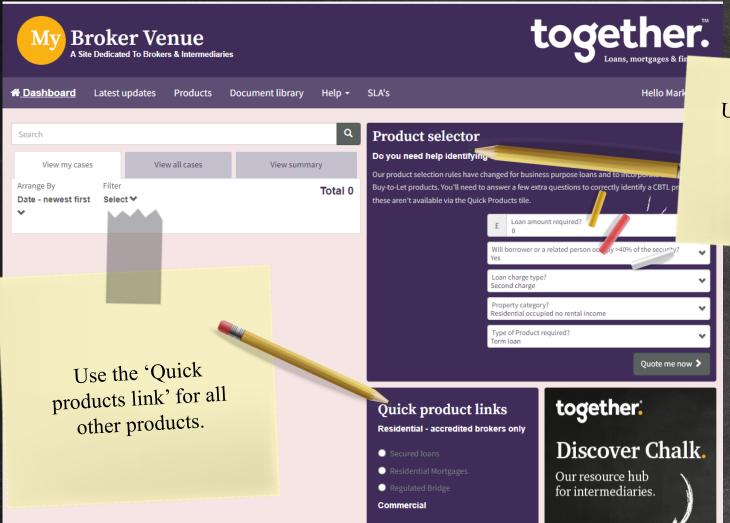
- Register with Wilson McKendrick Solicitors before instructing your client's case
- If you're registering with them for the first time, email them at search@wilsonmckendrick.co.uk
- Inform them that that you need to conduct searches on behalf of Together Personal Finance <u>or</u> Together Commercial Finance
- You'll then receive a brief application form to fill in
- Your registration will be complete usually within 24-48 hours.
- Please note Wilson McKendrick Solicitors can help with applications in a personal name (including capital raise/re-finance), Scottish security only, <u>under £300k</u> where there no changes to the land registry
- If your case is more than £300k, please refer to the Legal Guides on our webpage: https://togethermoney.com/intermediaries/packager-product-guides





creating a quote on MBV





Mortgages, loans and buy-to-let

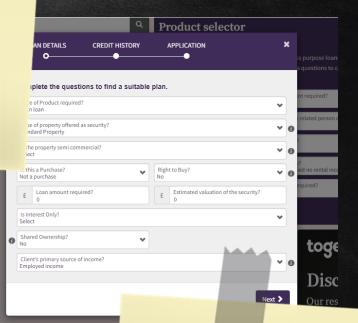
Homeowner Business Loan

Find out more

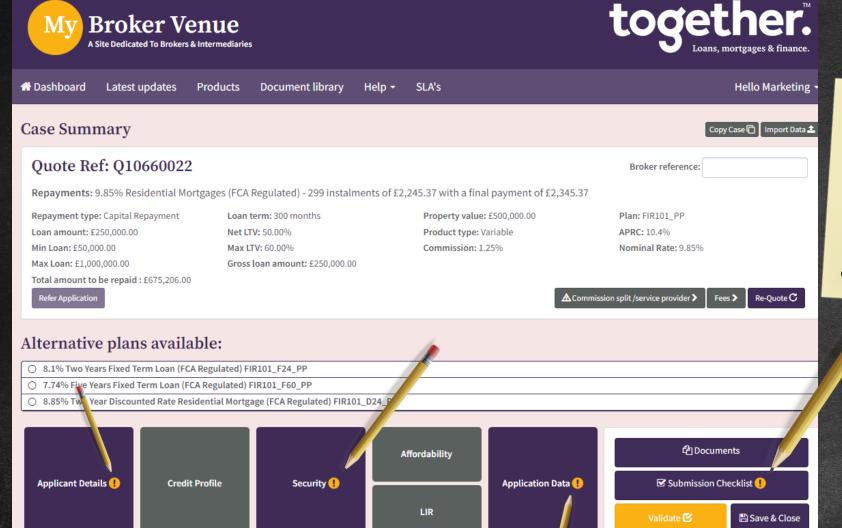
Submission checklists



Use the 'Product selector' for **CBTL only**.



Generate **a quote** by following the instructions here.
Then press 'Next'





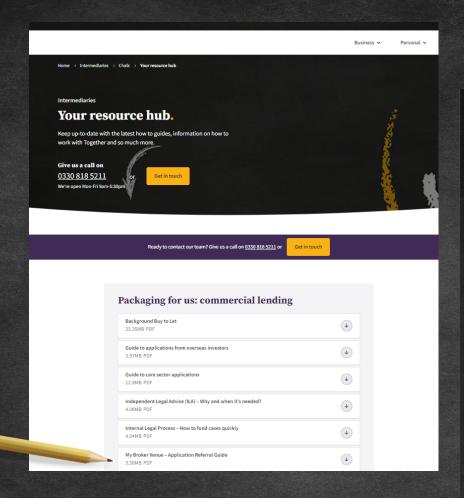
Work through the application chronologically until there are **no warnings** flagged and they're all ticked green (with the exception of affordability and LIR).

Upload a copy of the illustration.



How to submit

For help with handling referrals you can **download** a copy of the MyBrokerVenue **Application Referral Guide** from Chalk, our resource hub for intermediaries.





At the Chalk Face:

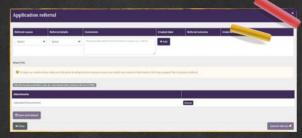
My Broker Venue

– Application Referral Guide



If the referral is for an Unregulated Bridge application, please contact your Business Development Manager or Support Team on 0161 933 7101. For all other products, please follow the below steps.

- Log into My Broker Venue with your login credentials. If you haven't previously logged in, please Register.
- Use either the 'Product selector' or 'Quick product links' to produce a quote.
- Click on 'Applicant Details' and add in the details of the applicant(s)*.
- Click on 'Credit Profile' and run a 'Credit search' for the applicant(s).
- To refer an application, click 'Refer Application'.
- 6 Complete the referral form.
 - a. Choose the 'Referral reason' and 'Referral details' from the drop-downs.
 - b. Write any supporting information in the commentary box
 - c. Select 'browse' to locate any applicable documents
 - d. Press 'save' and 'upload' to upload the document to the referral form
 - e. Add additional referral reasons if required.
 - f. If the applicant(s) is not a resident of the UK, please add their residential address into the 'Comments' section.



Once the referral form has been completed, click on 'Save and 'Upload' and 'Submit referral'

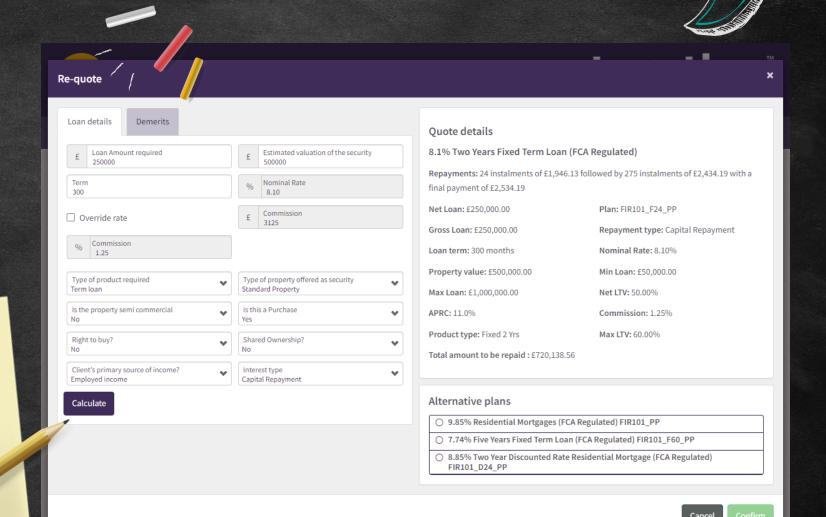


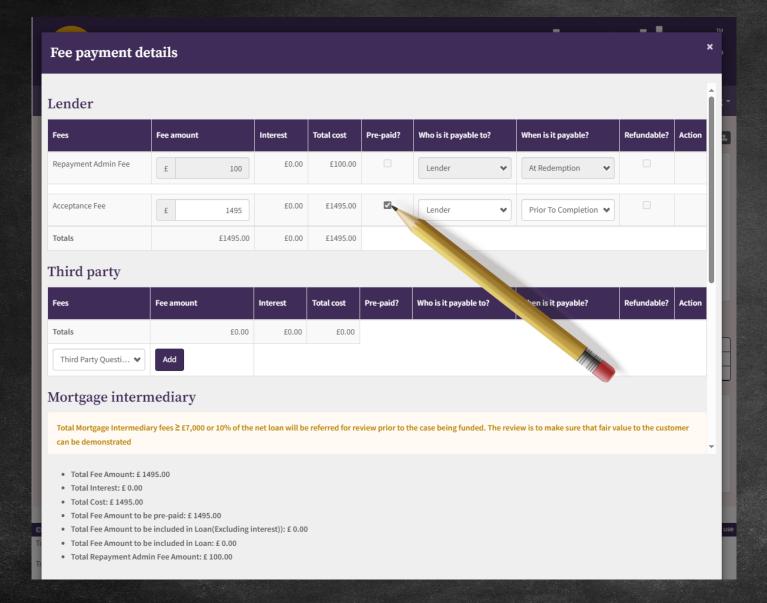
Submitting and validating full cases



You can make any **amendments** to your quote.

Please remember to press 'Calculate' after every change.

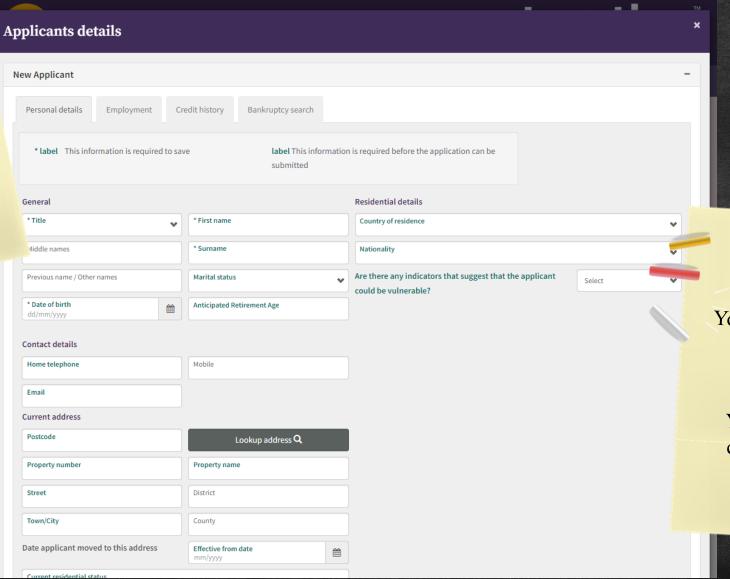






If your client wishes to add the **Lender Acceptance Fee** to their loan, please ensure that the prepaid box is UNTICKED.

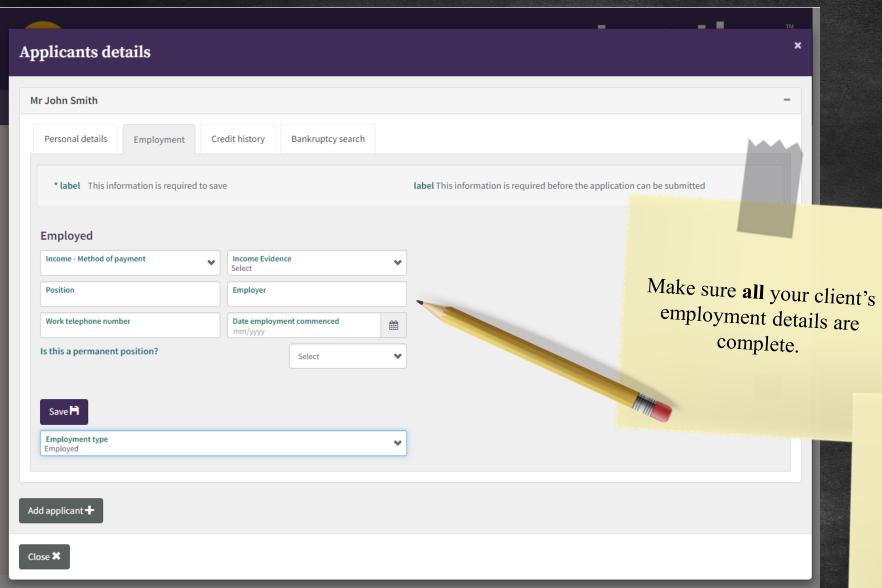
Please make sure you complete all mandatory fields featuring *bold green text.





Top tip:
You'll need to include the client's last 3 years' address history.

You'll only be able to credit search 2 years' address history.





This info will pull through to the full affordability assessment.



Time

Report

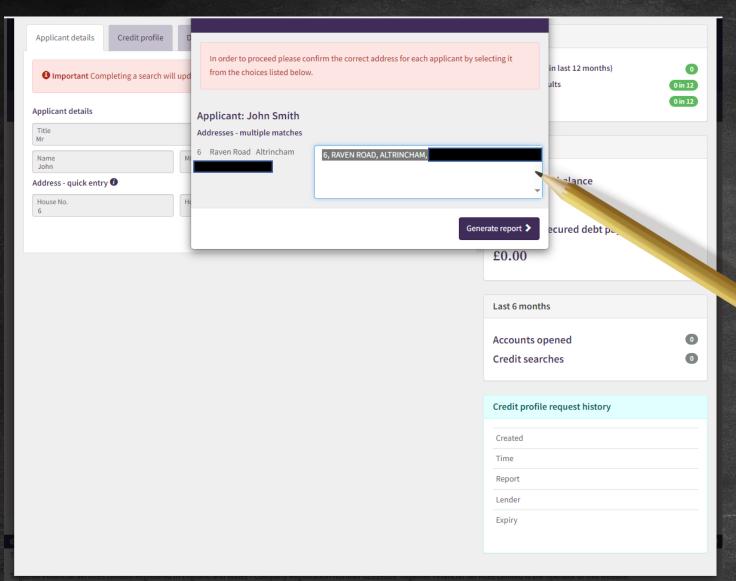
Expiry

• Important Completing a search will update the s All appl	nust notiny the applicant(s) of the following: olicants consent to a soft credit check being undertaken. A soft credit check is only visible to	ry serits (in last 12 months)
All appl	nust notiny the applicant(s) of the following: olicants consent to a soft credit check being undertaken. A soft credit check is only visible to	
Title proceed undertal as multi	pucans on their credit report and does not arrect their credit rating, it the applicants ed to a full application and this is submitted to us, then a hard credit check will be taken. A hard credit check will be visible to other lenders and may impact their credit rating,	g defaults
Address - quick entry House No.	nent and where requested, have been provided with a printed copy of the notice. Slicants have had the opportunity to review our customer Fair Processing Notice on our te.	cured balance
	○ No ○	ts opened
I and m only use increase and/or I acknow above, t		rofile request history

Make sure you
have your client's
permission to run
a credit search

Credit profile Summary Applicant details Credit profile Demerit summary Total demerits (in last 12 months) 1 Important Completing a search will update the selected product to reflect any new demerit information. Qualifying defaults Qualifying ccjs . The data has changed since your last search. Please make a new Equifax search. Applicant details Secured debt Date of Birth 01/01/1995 Middle name Surname Name Total secured balance Address - quick entry 10 00.02House Name Postcode House No. SW1A 2AA Credit search > Last 6 months Accounts opened **Credit searches** At this stage, we'll run a credit report Credit profile request history which is a 'soft Created

search'





Click and highlight
ALL of your client's
address before
generating the report.





Start date

(DD/MM/YYYY)

Arrears

Balance (approx)

Here you'll find the results of your client's credit search.

Arrears Balance (approx) Monthly payment

Total mortgages/loans secured against security

£0 £0 £0

Total to be repaid

Total remaining

£0 £0

£0 £0

Original term

(mnths)

Mortgage type 1

eo. satisfied CCJS/ Defaults/ Bankruptcies and IVAs

Payment type

Company name/ Creditor

1 IMPORTANT NOTE: Minimum repayment amounts may be applied to certain items to calculate the MAMR, therefore it is important to verify with the applicant the repayment amount being made to all credit types and amend accordingly.

Company name/ Creditor	Applicant	Туре	Balance (approx)	Monthly payment	To be repaid
Halifax	Kara Williams	∨ Credit Card	£	1500 £	50 No 🕶
				Add new Credit/ Unsatisfied CCJS/ Def	aults/ Bankruptcies and IVAs

Indicate with this dropdown menu if the loans will be repaid with proceeds of the new Together loan.

Monthly payment To be repaid

Add new mortgage or loan



ffordability outcome		Payments		
ease complete all areas of affordability by progressing through the screens u	sing the 'Next' button below.	Monthly Payment		£1347.22/pm
ne affordability outcome will be displayed on the final screen.		Stressed Monthly Payment		£1,453.93/pm
		Credit impaired? No		
Applicant Income Credit Commitments Monthly Household Exp	enditure Summary			
Miss Kara Williams Validate income 1 In or	der to take advantage of income valida	ation you will need to complete a cred	dit search first	
Employed income				Make sure you input your client's net income into the
Payment period types Monthly				client's net income into the
Total Net Monthly Income (All net period fields must be completed for employed a	pplicants as they are used to calculate an ave	rage value)	11111	relevant boxes using the
Month 1 1 Month 2				proof of income provided.
£ Net period 1	THE RESERVE OF THE PARTY OF THE	£ Net period 3		proof of medine provided.
Is this a zero hours contract?				
£ Zero hours contract v				
Year to date				
£ Gross income 0	Number of periods(year-to-date) 0		£ Tax	
£ Natins 0	£ Pension 0		£ Other deductions	
Rental income	Total annual taxable income			
£ Total Gross Monthly Rental Income	£ Total Annual Taxable Income includ	ding rental		

The application does not pass on our Automated Affordability
Assessment. In order to proceed, you will need to opt in to
providing Customer Stated Expenditure items below.

Automated affordability outcome

Lending into retirement

One or more applicants retire during the term of the loan. After completion of the Full

Affordability Assessment you will need to complete the Retirement Affordability Assessment tile

(LIR). For more information please refer to our guidance notes

If the term exceeds 114 months you will be required to provide additional evidence of income and affordability in retirement. For more information please refer to our guidance notes.

Payments

Monthly Payment £1347.22/pm

Stressed Monthly Payment £1,453.93/pm

Credit impaired? No

17.22/pm 53.93/pm

Next, the system will perform an automated affordability check. Should this **fail**, you have the option to re-run with your client's stated expenditure.

I details
dependents aged 19 or above
lependents aged 18 or below
ditional expenditure items below that the applicant(s) are committed to:
hool Fees

g Ground Rent & Service Charge Payment

g Other Monthly Committed Expenditure

IMPORTANT INFORMATION

On pressing calculate we will assess the applicant(s) affordability against our automated expenditure model. If the outcome of this assessment passes, we will not require you to provide us customer stated expenditure

If the outcome is a fail, you will have to 'opt-in' to providing customer stated expenditure by using the 'Use Stated Expenditure' button on this screen.

All stated expenditure must be evidenced.

Note: if committing to 'stated expenditure' you can't revert to a different affordability assessment

Use Stated Expenditure

Go to Chalk to
download and read
'MyBrokerVenue –
Affordability
Assessment' for extra
help

Chalk

This shows how much your client can **afford** on a monthly basis.

Car Expenses 1

Other Travel 🕖

Maximum affordable monthly repayment	Customer stated affordability outcome	Lending into retirement	Payments	
	Pass	One or more applicants retire during the term of the loan. After	Monthly Payment	£1347.22 /p
£2,287 /pm	The application has passed our affordability	Full Affordability Assessment you will need to complete the Ret Affordability Assessment tile (LIR). For more information please		£1,453.93 /p
	assessment based on the data you have provided.	guidance notes If the term exceeds 114 months you will be required to provide	additional evidence Credit impaired? No	
		of income and affordability in retirement. For more information guidance notes.		
plicant Income C	Monthly Household Expenditure	Summary		
ic household deta	nils			
er and Ages of depen	dents aged 19 or above			
0	~			
Number and Ages of depen	dents aged 18 or below			
0	•			
Number of Cars				
Basic household expe	enditure	State	d Expected min	
Shopping (including clothin	g) ①	£ 200	£2/	Be_{Sl}
Gas, Electric, Heating Fuels		£ 50	JS	
				exn

Be sure to complete your client's stated expenditure section based on their factual expenditure.

£0

£ 29



rackaging and uploading cases





Checklist

1 n order to submit this application, You'll need to provide all the items below. You will need to upload each item individually.

• Please ensure documents are correctly uploaded against the correct items listed. Uploading the same document multiple times, or bulk uploading against individual items will cause delays to this application. At this stage you only need to upload the documents listed below.

Submission Checklist

Checklist Item	Submission Method	Document(s)
Direct Debit Mandate	Upload	Browse
Estate Agent sales particulars	Upload	Browse
Applicant Declarations form	Upload	Browse
Full or Realtime Valuation. Please see our current criteria for our Valuation by-pass scheme	Upload	Browse
Printed Affordability Assessment Form signed by the applicant(s)	Upload	Browse Rrowse'
Proof of Name - Miss Kara Williams	Upload	Select 'Browse' Browse Check boxes' and 'Produce docs'
Proof of Address - Miss Kara Williams	Upload	Check boxes and the control of the c
Proof Of income - 3 Payslips within the last 5 months - Miss Kara Williams	Upload	Produce does

If one of our team have requested that you provide additional checklist items or you have a document unique to this application that you think we'll need,

Enter checklist name...

+ Add Other

Documents

	☐ Select all docs
	□ Blank documents
	•
orm	
Rent and Service Charge	Arrears
Authority	
uthority	
2	
tor to Witness Certificate	
rm	Make sure your 1
ı	Make sure your client
ry form	has completed all
ission checklist	documents BEFORE
	you upload them.
	Then hit submit
t	Authority uthority



Alternative plans available:

- 8.1% Two Years Fixed Term Loan (FCA Regulated) FIR101_F24_PP
- 7.74% Five Years Fixed Term Loan (FCA Regulated) FIR101_F60_PP
- O 8.85% Two Year Discounted Rate Residential Mortgage (FCA Regulated) FIR101_D24_PP



Do all your boxes—
with the exception
of affordability and
LIR—have a green
tick?

Once they're all green, press 'Validate' to submit.



Checking progress



Checking progress

Note: This application has been successfully submitted.

Case Summary

Submission Ref:

Product: Buy-To-Let Loan (Unregulated)
Plan: BTL101_F60_PP_RE

Repayments: 60 instalments of £483.44 followed by 59 instalments of £510.15 with a final payment of £805.15

Repayment type: Capital Repayment Loan term: 120 months Property value: £117,000.00

LTV: 32.95%

Loan amount: £35,000.00

Product type: Fixed 5 Yrs

Rate: 7.84%

Commission: £437.00





Email Updates

Case Tracking

Pre-Application	Application	\rangle	Underwriting	\rangle	Mandating	Funded
Key Events Completed		,		,		
✓ Funds requested	27/09/2024 16:08	Outstanding items verifi	ed	27/09/2024 14:46	✓ Se • Call completed	ecurity Call 27/09/2024 14:46
✓ Income approved	27/09/2024 13:57	Credit search approved		27/09/2024 13:57	✓ Valuation approved	27/09/2024 13:49
✓ Virus check	27/09/2024 10:49	Documents received		27/09/2024 10:49		

Switch to Application view



You can check progress
on this dashboard.
For new business your
case will be processed
within 48H.

Expect to hear from an underwriter in 72H

Chalk Talk

ove.

Get in touch!

Please contact our team on 0161 933 7101 for further support.

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