

Submission Form

1. Checklist

Packager name	<input type="text"/>	Case manager	<input type="text"/>
Date passed to TMW	<input type="text"/>		
Customer name	<input type="text"/>	Product	<input type="text"/>
Loan required	<input type="text"/>	Loan to value	<input type="text"/>
Property purchase price or value	<input type="text"/>	Are fees to be added?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Income	Applicant 1 total income	<input type="text"/>	
	Applicant 2 total income	<input type="text"/>	
	Total	<input type="text"/>	
Commitments per annum	Total annual commitments	<input type="text"/>	

2. Mandatory documents

Application form	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Equifax credit search	Yes <input type="checkbox"/>	No <input type="checkbox"/>
EID	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Proof of identity	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Proof of residency documents	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Additional proof of residency for non-UK passport holders (24 months proof of residency)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Proof of indefinite leave to remain if Foreign National	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Valuation report	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Property photographs	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Broker's registration form	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Direct debit mandate	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Supplementary declaration form	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3. Additional product specific documents

Proof of mortgage payments Mortgage statement, mortgage conduct on Equifax, mortgage reference	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Bankruptcy Discharge Certificate/CCJ Satisfaction Certificate/Satisfactory Conduct of IVA confirmation (please delete as appropriate)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4. Proof of income

Employment – Status	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Employment – Self Cert	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Latest payslip (if using basic salary) or	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Employment reference without income or	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Last 3 payslips (if using other income) or	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Telephone employment check by TMW underwriter	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Employment reference	Yes <input type="checkbox"/>	No <input type="checkbox"/>			

Self-Employment – Status

Qualified accountant's reference or Yes No

Inland Revenue agreed tax return Yes No

Self-Employment – Self Cert

Qualified accountant's reference or Yes No

SA300 / SA302 / SA310 or Yes No

Recent business bank statement or Yes No

If loan less than £250k and less than 80% and non-FTB, Self Cert dec only or Yes No

If loan less than £250k and over 80% and non-FTB, then telephone call to qualified accountant by TMW underwriter Yes No

5. Buy to Let

Monthly mortgage payment (at pay rate) £

Rental income confirmed by valuer £

Rental cover as a percentage (rental income must cover the monthly mortgage payment as per product guide) %

Buy to Let supplementary questionnaire provided Yes No

6. Additional Information

The Mortgage Works (UK) plc Registered in England number 2222856
Portman House, Richmond Hill, Bournemouth, BH2 6EP
Telephone: (0845) 45 45 800
www.themortgageworks.co.uk

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Member of the Portman Building Society Group

YOUR HOME MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE.