

# Abbey Mortgage Application Checklist

Make sure you use this checklist with every application.

Please note: we do NOT need to receive a copy of this with the application.

Santander is able to provide literature in alternative formats. The formats available are: large print, Braille, audio tape and PC disk. If you would like to register to receive correspondence in an alternative format please give us a call and ask for a 'Preferred Communication Request' form.

## Affordability Calculator on [www.abbeyforintermediaries.com](http://www.abbeyforintermediaries.com)

Have you:

1. Entered the **Income Types** correctly, as either **Primary income** or **Secondary income**?
2. Declared **commitments** correctly? We take 3% of a credit card balance or a stated higher amount into account when assessing monthly affordability. Monthly loan repayments should also be included, even if there is less than six months to run.
3. Checked any deductions on the payslip and included them?
4. Included any **ground rent and service charges** for any leasehold properties as a cost in the affordability assessment?
5. Checked the mortgage is affordable before completing the application on Introducer Internet?

## Introducer internet

Have you:

1. Taken the outputs from the affordability calculator and entered the **income** and **commitment details** correctly on the input screens. Remember to tell us where commitments are to be excluded.
2. Checked the **product code** you entered is:
  - currently on sale
  - available at the selected LTV
  - valid for the customer type, e.g mover, remortgage, loyal mover, first time buyer
3. If the product does **not** have a free valuation and/or the booking fee is **not** being capitalised that credit/debit card details have been provided.
4. Correctly input for each applicant their:
  - Full names
  - Date of Birth
  - Full addresses for the last 3 years

We can then easily trace the applicant on the Electors' Roll and/or with the Credit Bureau.

5. Recorded the number of **dependent children** only **once**? (If you include under each applicant this will duplicate commitments and reduce affordability).
6. Fully completed the **Employer's Address/ Accountant's Details/ 2 or 3 years Self Employed Figures**?
7. Used the **loan breakdown** section to highlight if a remortgage application has an element of debt consolidation?
8. Entered full details of any other existing mortgages not being repaid i.e. outstanding balance and current valuation?
9. Provided correct **Solicitor** details? Please note a list of local solicitors on our panel can be found on [www.abbeyforintermediaries.com](http://www.abbeyforintermediaries.com)
10. Completed the **DDM** in all cases?

## Have you recorded with in the Notes Section of Introducer Internet

1. The names and date of birth of any residents age 17 and over and whether they are financially dependent on the applicant?
2. A full breakdown of any **other Primary and Secondary income** (if Child Benefit/Child Tax Credit please confirm the mortgage will remain affordable when the benefit ends)?
3. How **Commitments to be Excluded** are to be repaid?
4. Any **Additional Capital Raising**?
5. Any **gifted deposit**? Refer to our lending criteria guide for full details.
6. Given full details if any **housing schemes** are in place, for example, Right to Buy, Shared Ownership etc?
7. Ensured full details of any **second, background or other properties** included in the application are detailed?

## Income evidence

Please ensure:

1. You use the '**Income evidence requirements guide**' on [www.abbeyforintermediaries.com](http://www.abbeyforintermediaries.com) to ensure that all evidence required is available and in the appropriate format.
2. That **payslips** are:
  - legible
  - meet the rules on page 4 of the income evidence requirements guide
3. That **bank statements** meet the rules on page 5 of the Income Evidence Requirements guide.
4. You provide full evidence of **Secondary income** where required.

## When supplying additional information

Please provide:

1. The **new Fax header sheet** to confirm you have the necessary documentation and the customer is eligible for the product code selected.
2. The **Rental Income Calculator output** if the applicants are not redeeming mortgage(s).
3. A **signed declaration** if a lender's or a landlord's reference is required – we do not accept employer's references.

These forms are available on [abbeyforintermediaries.com](http://abbeyforintermediaries.com) under literature – intermediary forms.

The following tools are on [www.abbeyforintermediaries.com](http://www.abbeyforintermediaries.com) to support you when submitting a full mortgage application:

- Lending Criteria Guide.
- How to Assess Affordability Guide.
- Income Evidence Requirements Guide.
- Affordability Calculator.
- Rental Income Calculator.
- Solicitor Panel Search.

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