



FOR INTERMEDIARIES

FAX to sales team: _____

Date: _____

Applicant's name	(1)	(2)
Application number (max 13)		

- **Before submitting the Full Mortgage Application (FMA), you must have all the required documentation available from your client(s) to support the case.**
- **You must comply with our Income Evidence Requirements Guide to ensure you have the appropriate proof of income available before submission.**
- **Failure to send this checklist and any required documents immediately after submitting the application will result in the case being rejected.**

I confirm:	
1. I have completed the Affordability Calculator and used the “calculated net income” and the “calculated monthly payment” outputs to enter into the Income and Commitment breakdown screen on Introducer Internet	<input type="checkbox"/>
2. Where a case does not meet Abbey’s Fast Track criteria, I will submit all the required documentation detailed in the Income Evidence Requirements Guide. We do not accept an employer’s reference as proof of income.	<input type="checkbox"/>
3. Where a case does meet Abbey’s Fast Track criteria, I will retain all the required documentation detailed in the Income Evidence Requirements Guide for 2 years from completion.	<input type="checkbox"/>

I confirm within the FMA on Introducer Internet, the following have been applied: <ol style="list-style-type: none"> 1. The product code is currently on sale and available at the selected LTV 2. The product code is valid for the customer type 3. If an exclusive product code is selected, I am eligible to use this product 4. Valid credit/debit cards details have been supplied (if required) 5. Correct solicitor details have been supplied 6. The ‘Notes’ section has been completed where: <ul style="list-style-type: none"> • Child benefit/Child tax credit is being used • Current income is made up of a number of different sources, so that we can easily see how Gross income has been calculated • The current address differs from the address to be remortgaged an explanation must be provided 	<input type="checkbox"/>
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I confirm that I will fax this checklist together with all the required documentation to my sales team immediately after the Full Mortgage Application has been submitted.	
Your name	
Your company	
Your signature	

If we do not receive all the required evidence your client’s application will be rejected