

Commercial Mortgages Broker Portal

Navigation tips (Issue 1 – June 2016)

We've launched our new Commercial Mortgages broker portal.

After listening to your feedback, we've introduced a few additional functionalities to improve our service for you and your clients.

All of the key changes are highlighted in this handy guide. So next time you submit a mortgage case, you'll be able to make the most of what's new.

If you have any further questions, please call your Business Development Manager or 01733 404 518.

So what's changed?

- **New design.**
- **Improved user journey** – we've re-ordered some of the screens and you can now key a full application.
- **Additional information** – we've introduced some new entry fields so you'll be able to provide us with more information upfront.
- **Quick decisions** – the additional information will allow the system to make enhanced decisions online.
- **Enhanced service** – the new system provides additional functionality, which will enable us to bring you and your clients future product and service enhancements.

Getting started

- Access the new portal via the [existing URL](#)
- There is no change to your log in details
- Use your existing Aldermore Commercial username and password to log in.

Technical requirements

To access the broker portal you must have Internet Explorer Version 7 or above.



Users of Internet Explorer Version 8 will need to ensure that the site is displayed in 'Compatibility View'. To do this, click on the compatibility button between the web address and the 'Refresh' button at the top of your screen.

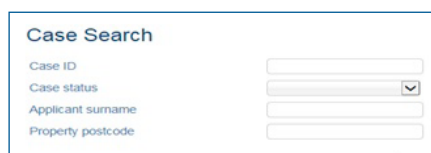
Using the Home Screen

The home screen of your portal contains the following features:

- **New enquiry/application** – to start a new enquiry, which once accepted you can convert to a Full Mortgage Application (FMA).
- **Case search** – to find enquiries and applications you have previously generated.
- **User profile** – where you can update your password, contact details and address.
- **Log out**

Case search

Search for previously submitted enquiries and applications, using Case ID, status, surname or security property postcode.



Notes



- **Remember** – this is the quickest and easiest way for you to send information to our underwriters throughout the application process.

Submitting a new enquiry

Employment details

- You will now input employment details for your clients.
- If you're submitting an application for a director of a limited company, you will need to select **'Employed'** and tick **'Yes'** under **'More than 25% share owner'**. Input the total of your client's salary and dividends as eligible income.

Employment Status

Employment status *

More than 25% share owner * Yes No

- If self-employed or a director with more than 25% shareholding, you will need to enter two year's income information.

Please provide your earned income from the company, with the most recent year first, please indicate if the most recent year is a projection

Earned income *	Year ending (mm/yyyy)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Retired applicants

- For retired applicants, select **'Retired'** from the drop down list (as seen above) and enter income as **'Other'** sources.

Employment Status

Employment status *

Sources of Income?

To see our policy on income [click here](#)

Sources of income * Yes No

Source *	Annual Amount *	Net monthly income *	Delete
<input type="text" value="Other"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Applicant commitments

Personal dwelling

- You will also be required to supply customer's committed outgoings.
- For homeowners with a mortgage commitment you can now enter this information into the system.

Residential Mortgages

Monthly residential mortgage repayment *

Residential mortgage balance outstanding *

Estimated value of current residential property *

- Where homeowners have no mortgage commitment, please enter the value of their personal dwelling.
- For applicants who live in rented accommodation, you will need to submit your client's rental commitments.

Mortgage/rent

Monthly rental payment

Personal commitments

We will also be capturing details of your client's personal commitments including:

- Other mortgages and secured loans (non buy-to-let)
- Overdraft
- Store/Credit Cards
- Loan and Hire Purchase
- Other non lifestyle commitments (see opposite)

Property details

- When capturing security details, where you have more than one property please add them as a **'Primary Security'** (and not original)
- You can now add up to 16 properties in the broker portal.

Primary Security

10 Ponsorby Drive, Peterborough, PE2 9RZ, United Kingdom

Purchase
Open Market Value: £300,000
Purchase Price: £320,000

Additional Security

No additional securities have been added to the application

Interest Only applications

- For all interest only applications we will now require an exit route and explanation.

Loan Details

Loan Purpose *

Loan Amount *

Total Security Value

Repayment Type *

Term *

Exit Route *

Dropdown options: Inheritance, Mortgage-Linked Investment, Other, Other Managed Investment, Pension Lump Sum, Revert to Capital Repayment, Sale of non-Property Assets, Sale of Other Residential Property, Sale of Security Property

Re-mortgage applications

- For re-mortgage applications we will require details of what the funds are being used for.
- More than one reason can be chosen and please ensure the amounts submitted match the loan amount.

Use of funds for the remortgage

Use Of Funds * Amount * Delete

Capital Raising - Business Purposes
Capital Raising - Other - Property Related
Capital Raising - Other - None Property Related
Debt Consolidation
Home Improvements
Redemption Costs
Transfer of equity
Outstanding Mortgage Balance

Purchase applications

- For a purchase we will require details of the source of deposit.
- More than one source can be provided and please ensure the amount equals the difference between the purchase price and the loan amount.

Source of deposit for the purchase

Source of Deposit * Amount * Delete

Savings
Equity
Builder Gifted
Vendor Gifted
Family Gifted
Inter Family Sale
Additional Borrowing
External Investment
Inter Company or Director Loan
Mezzanine Funding
Any Other

Part & Part applications

- When selecting our Part and Part product if you are looking to borrow the full amount on interest only (as the LTV against vacant possession is 60%) you now need to select **'Interest Only'** for the loan type.

Loan Details

Loan Purpose * Refinance

Loan Amount * £160,000

Total Security Value £300,000 LTV=53.33%

Repayment Type *

Term *

Dropdown options: Capital Repayment, Interest Only, Part and Part

Enquiry decision

- The system will make a decision based on the information input so far. If your enquiry is **'Accepted'** you can now proceed to a full application by clicking **'Proceed'**.

Decision Result

Case reference: Y0000043095

Decision: Accept

Submitting a full mortgage application (FMA)

Summary Screen

- For corporate applicants we require further details for the company and the associated individual/s, by selecting 'Provide Details' on the 'Applicant Summary' screen.

Further applicant details

- For individual applicants (and associated individuals to a corporate applicant) please provide contact details and further employment information.
- For a corporate applicant we will also request the accountant's details.

Applicant Summary

Applicant		Status
	Applicant Test One Ltd#01 3 Carleton Crest, Peterborough, PE4 6HF, United Kingdom	Company Details Complete Three Year Company Accounts Complete Company BTL Portfolio Complete Company Accountant Details Provide details

Director		Status
	Mr Test One#01 Director Test One Ltd#01 (Primary Contact) 10 Nicholas Taylor Gardens, Bretton, Peterborough, PE3 9JT, United Kingdom	Individual Details Complete Employment Complete Individual Financial Commitments Complete Individual BTL Portfolio Complete Contact Information and Employer Details Provide details

Valuation

- We will capture contact details to allow access to the property. If there is more than one property and more than one contact for access then please upload this information by adding a 'Note' to the case.

Arrangements to Access Property

Provide details for the valuer to gain access to inspect the property

Contact *

Contact Name *

Contact Telephone Number *

Please provide any additional information which will help the valuer to gain access

Solicitor details

- If you have the details of the acting solicitor you can now enter them here. Please note, they must have at least three partners.

Solicitor Details

Do you have solicitors details? No Yes

Applicant Solicitor Details

Solicitor company name

Postcode *

Direct Debit details

- Direct Debit details can be input ready for when the loan is set up.

Do you have your Bank details? * Yes No

Bank Details

Sort Code *

Account number *

Valuation fee payment

- We can now take the valuation fee up front too, enabling us to instruct the valuation once your application has been reviewed.

Do you wish to make the payment for the valuation fee at this stage? Yes No

Who is making the payment?

If you have any further queries about making the most of our new broker portal, don't hesitate to get in touch.

01733 404 518
aldermore.co.uk/cmportal