

Packaging Guide

Residential and Buy-to-Let Mortgages

4 easy steps to submitting your client's mortgage application:

1. Submit a decision in principle (DIP) via the Broker Portal and if accepted proceed to full mortgage application (FMA)
2. Upload documents via the Broker Portal when the case goes to FMA (please refer to the handy checklist below)
3. Add a note to the case if you need to provide further information to support your client's application
4. An underwriter will review your application and contact you to confirm next steps.

TIP: Please be aware more information may be required at any stage. However, please do not attach any information that has not been requested. Any additional documents, even if not required, will be fully assessed and could delay your application.

TIP: You can see what is required to fully underwrite your application via the Broker Portal (Checklist items & notes). Please ensure you expand the checklist items in the portal as only three items are visible on the main screen.

TIP: When uploading documents the status in the Portal will not change until the documents have been reviewed by the underwriter. If you are unsure which portal you need to use for Buy-to-Let applications, please check with your BDM.

Submission Checklist	Residential/Buy-to-Let for Individuals		Buy-to-Let for Companies	
	Employed	Self-employed / Limited Company	Employed	Self-employed / Limited Company
Declaration form and Direct Debit		✓		✓
Asset and Liability Statement*		✗		✗
Valuation Fee (refer to fee scale on our website)		✓		✓**
Certified ID & Proof of residency		✓		✓
Payslips (latest 3 months) & P60	✓	✗	✓	✗
One of: SA302's & Tax year overview Tax returns* or Accounts*- certified latest 2 years or Accountant's reference* – latest 2 years	✗	✓	✗	✓
ASTs* / HMO licence*		✓		✓
Proof of deposit including full build up		✓		✓
BTL Portfolio including valuation, mortgage balance outstanding, rental income, mortgage payment and property address*		✓		✓

*May be requested where appropriate.

**Please use the option to pay the valuation fee in the portal. Please note, if you do not do this there will be a delay in instructing the valuation once the application is fully underwritten. If we are unable to proceed when the application is fully underwritten (prior to instructing the valuation) we will refund the valuation fee.

Aldermore

0333 321 1000
intermediaries.aldermore.co.uk

FOR INTERMEDIARY USE ONLY

Aldermore Bank PLC. Aldermore Bank PLC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. (Financial Services Register number: 204503). Registered Office: 1st Floor, Block B, Western House, Lynch Wood, Peterborough, PE2 6FZ. Registered in England. Company No. 947662. ARM297-0617-400391

Fast Track to an Offer

Residential and Buy-to-Let Mortgages

Applications we receive are sometimes delayed due to common packaging issues. To get your client's application to offer as quickly as possible, follow the hints and tips below when keying your client's application online and make sure you provide the key documentation we need:

TIP: All documents provided will be fully assessed. Additional documents not requested but submitted may delay the application.

TIP: The details shown on the documentation/evidence provided must match the details submitted on the application.

TIP: The applicant's name and address must match on all the documentation provided.

Proof of income – Employed		Proof of income – Self-employed applicants & Company Directors	
<p>For full details of acceptable documents, please download our Residential Mortgages Full Lending Criteria and search for <i>Acceptable income</i>.</p> <p>TIP: Payslips & P60:</p> <ul style="list-style-type: none"> • Must have pay date visible • Must show net pay and gross pay (incl. year to date) • Be latest payslips & P60 at the point of upload • Confirm declared bonus/overtime/commission • Match the name and address (if present) on the application • Show the employer's name and match the application 		<p>Last 2 years' SA302s and Tax Year Overviews These can be obtained instantly once registered online. If you need support please use our guide: HMRC Tax Calculation and Tax Year Overview Requirements</p> <p>Last 2 years' accounts from suitably qualified accountant may be requested by underwriter</p> <p>For guidance on this please download our Residential Mortgages Full Lending Criteria and search for <i>Accountants Qualifications</i>.</p> <p>SA100 (Tax Return) – may be requested by underwriter</p> <p>Business bank statements – may be requested by underwriter</p> <p>TIP: Please note, for significant income fluctuation, explanations along with supporting evidence/documentation will be required.</p>	
Proof of deposit	Proof of name and address	Bank statements (only if requested)	
<ul style="list-style-type: none"> • Bank/Building Society statements – normally showing 3 months' build-up, however we may request further statements/evidence • If the deposit is gifted by a family member, written confirmation of this will be required from the solicitor • Please note, sources of large lump sum deposits may require further explanation 	<p>For full list of acceptable proof of name and/or proof of address documents please download our Residential Mortgages Full Lending Criteria and search for <i>ID and Residence</i>.</p> <p>Please note, for proof of address, we cannot accept online bank statements or screenshots of bank statements.</p> <p>All documentation from this list must be certified.</p>	<ul style="list-style-type: none"> • Please include balance statements as well as transactions • Include the applicant's address, full name (or initials and surname) and match the application • Contain all consecutive pages • Be full months for the period requested • Show the full account number and sort code • Please ensure there are no redacted transactions 	