

# Submission Guidance

## Residential Mortgages

When submitting a Residential mortgage application follow these four simple steps to help us to get your client's case underwritten as quickly as possible:

**Step One:** Submit a decision in principle (DIP)/enquiry via the Broker Portal

**Step two:** Use the tables below to determine the documentation that our underwriters will require based on the circumstances that apply to your application

### Standard Requirements – These are required in every application

Category	Evidence required
Evidence of Income	<b>If the applicant is employed or is a contractor paid by an Umbrella Company:</b> <ul style="list-style-type: none"><li>· Last month's <b>payslip</b> prior to application (subject to YTD figure evidencing a minimum of 3 months)</li><li>AND</li><li>· Latest <b>P60 OR March year-end payslip</b> (to evidence total earnings for previous year)</li></ul>
	<b>If the applicant is self-employed/a limited company:</b> <ul style="list-style-type: none"><li>· 2 years <b>HMRC Self-Assessment Tax Calculations (SA302)</b></li><li>AND</li><li>· <b>Tax Year Overview information</b> issued by HMRC</li></ul>
Declaration Form and Direct Debit	<ul style="list-style-type: none"><li>· A <b>Declaration form and Direct Debit Mandate</b> will be provided which must be completed</li></ul>

### Additional Requirements – These are required only if the circumstances apply to your application

Circumstances	Evidence required
If the deposit is NOT a family gift or equity from the sale of the applicant's current property	<ul style="list-style-type: none"><li>· <b>Bank or Building Society Passbook</b></li><li>OR</li><li>· <b>Bank Statement(s)</b> showing sufficient funds and at least 3 month's build-up</li></ul>
If the applicant is in contract employment	<ul style="list-style-type: none"><li>· Original or certified copy of the current and previous <b>contracts</b></li></ul>
If the applicant is using retained profit as part of income verification	<ul style="list-style-type: none"><li>· Latest <b>2 years submitted accounts</b> for business</li></ul>

**Step three: Proceed to Full Mortgage Application (FMA) and upload the documentation** against the checklist items in the portal.

**Step four:** Providing you have met the submission guidelines **an underwriter will assess the application**, look to instruct the valuation and will contact you to confirm next steps. Failure to provide the information up front may slow down the production of the offer.

# Aldermore

Your home may be repossessed if you do not keep up repayments on your mortgage.

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