

Please note the £125 non-refundable administration fee and valuation fee must either accompany the application form or payment taken over the telephone from your customer to enable it to be processed.

A credit check will be undertaken on each applicant with the Society retaining the right to request further documentation thereafter.

ID & address verification

We are required to view documentary evidence to establish **(A)** applicants full name and **(B)** applicants current permanent address including postcode, before we can provide a mortgage. This applies to both new applicants and existing customers.

We will require either the original document or a certified copy of the document. We will accept copies certified by a UK Solicitor, FCA Authorised Financial Intermediary (registration number must be quoted), Chartered or Certified Accountant, Doctor, Police Inspector or senior officer, ministers of religion, teachers, hostel managers, nursing home managers and social workers.

The copy must be certified 'originals seen', dated and signed, giving the contact details of the person certifying the copies. If the document contains a photograph, it must be certified as providing a good likeness of the subject. One piece of identification is from both list A and list B below.

List A – Verification of Identity

- Full UK/EU passport
- UK driving licence (old style) or
- Photocard driving licence.
- Disabled persons card with photo and reference, not more than 10 years old.
- Shotgun Licence/Firearms certificate.
- Latest Tax Notice of Coding or document with NI Number (no more than 1 year old).

List B – Verification of Address (all items must show current address)

- Latest Bank Statement or Mortgage Statement
- Latest Council tax bill
- Driving licence if not used as evidence from list A
- Latest Tax Notice of Coding or document with NI Number (no more than 1 year old) if not used in list A
- Solicitors letter confirming house move (No more than 2 months old)
- Utility bill (no more than 3 months old)

Additional documentation required with all applications

- Proof of income, last 3 months payslips if employed, last 3 years self- assessment tax returns and last 3 years financial accounts if self- employed
- Last 3 months personal bank statements

BTL applications

- Proof of rental income, copy of AST or a letter from an ARLA letting agent
- Details of any existing property portfolio, property value/mortgage outstanding/monthly rental income and monthly mortgage payment
- Last 3 months bank statements showing rental income received
- Additional BTL declaration signed and returned

Limited company applications

- We require a copy of the Memorandum of Articles and Association showing that the company has the authority to raise a mortgage and hold freehold or leasehold estate.
- We require a copy of the Certificate of Incorporation
- Last 3 months business bank statements
- Latest 3 years financial accounts
- The Society will instruct its own solicitors to undertake the legal work on behalf of the society at the customers' expense

Acceptance criteria for solicitors

We will only accept solicitors who meet the following criteria:

- Must be a practise that has been established for a minimum of 10 years (where there have been mergers we must be satisfied that, where they were firms of a similar size, they both had a 10 year history or where it was a takeover that the larger firm meets the 10 year rule)
- The majority of the partners (i.e. greater than 50%) should have been fully qualified solicitors for a minimum of 5 years
- Where the solicitors acting are a branch of a firm that branch should have been established for a minimum of 5 years and the 'local' partner must have 5 years' experience. The firm must have a minimum of 4 partners with an equitable interest whether by way of partnership agreement or, in the case of a limited company, by way of a shareholding

Additional information

- The Society will not use licensed Conveyancers under any circumstances
- Any firm of two or more partners will remain acceptable provided that the person acting for the Society has CQS (Conveyancing Quality Scheme) status
- The Society will only instruct solicitors who are registered with the Solicitors Regulatory Authority (SRA) and this will be validated by a search of the SRA website

- All Solicitors are required by the SRA, their regulator, to hold minimum levels of PII. The SRA check this annually when renewing their practicing certificate and it should therefore never lapse. They are also required by the SRA to hold Run-off cover for 6 years. This covers against any claims that should arise after the firm has ceased trading
- The solicitors may not be subject to any disciplinary action from the Solicitors Regulatory Authority or similar