

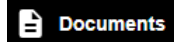
We want to give you some handy hints on how to reduce unnecessary delays in submitting your application with us. We want to make sure it's as simple and speedy as possible.

Submission of documents

When you submit your mortgage application only send us the documentation we have requested in the check list. All applications require proof of income. Only one document can be uploaded per requirement. You may need to merge into one document.

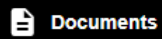
Document certification

All documents submitted are required to be certified. You can find the submission requirements on our portal under



Document templates

We provide document templates on our portal under



Documents

to help you submit the right documentation.

Proof of residency

All applicants must provide at least three years address history.

Use the postcode look-up to find the property in two clicks. The building/house name or number is required.

Proof of income (employed)

Proof of income is required on all applications. When you enter income make sure that you put in the annual basic salary.

All applicants must show the latest months' payslips or the last four consecutive weeks for buy to let. Three months of pay slips and P60 are required for residential. For the latest criteria guidelines check our website.

Proof of income (self-employed)

Proof of income is required on all applications. When you enter income make sure that you put in the annual basic salary.

All applicants must show a full year of accounts for buy to let and two years for residential. If accounts cannot be provided last year's SA302 or a tax calculation supported by HMRC tax year overview and signed by an accountant can be provided. For the latest criteria check our website.

Applicant details

Not completing your applicant's full name, address, date of birth and three years of address history, can result in no matches on the credit check.

Payment of fees

When progressing to full mortgage application make sure that you pay any fees at the same time as submitting. If you don't this could cause a delay.

Username and password

Password resets and username reminders can be done by clicking forgotten password/username on the login page of the portal.

For our portal user guide go to our website
document library and select guides.

www.foundationforintermediaries.co.uk

To discuss a case call us on

0344 770 8032