

Case Submission Form

Client Name:		Date:
Address:		
Client Reference No:		
Introducing Brokerage:	Contact Name:	
Contact Tel:	Contact Email:	

Please find enclosed the following document in support of the above mortgage application:

Mandatory Documents (Required in all Submission Packs to Lender)

<input type="checkbox"/> Application Form	<input type="checkbox"/> Valuation (Roll,H/Track,Dby, Full)	<input type="checkbox"/> App 1: Voters Roll/Proof of Res
<input type="checkbox"/> Mortgage Illustration (ESIS)	<input type="checkbox"/> Mortgage Bypass/BSQ/History	<input type="checkbox"/> App 2: Voters Roll/Proof of Res
<input type="checkbox"/> Credit Search (E-ID, PEP's, HMT)	<input type="checkbox"/> Multi-Dec Form (7 Dec's in 1)	<input type="checkbox"/> Affordability Report
<input type="checkbox"/> App 1: POID/Signature/E-ID	<input type="checkbox"/> App 1: Proof of Income	<input type="checkbox"/> Use of Funds Form
<input type="checkbox"/> App 2: POID/Signature/E-ID	<input type="checkbox"/> App 2: Proof of Income	<input type="checkbox"/> Land Reg / Scottish / Irish Search

Supplementary Documents (May be required in some Submission Packs, dependent on individual cases)

<input type="checkbox"/> Copy of Lease/Right to Buy Docs	<input type="checkbox"/> Consent to 2 nd Charge	<input type="checkbox"/> Marriage / Birth / Death Cert
<input type="checkbox"/> Specialist Valuation Reports	<input type="checkbox"/> 2 nd Charge Redemption Figure	<input type="checkbox"/> 1 st Mortgage Exit Strategy Letter
<input type="checkbox"/> Maximum Liabilities / DOP	<input type="checkbox"/> 2 nd Charge Payment Profile	<input type="checkbox"/> BTL's: Prop Letter, AST, CS, Mort
<input type="checkbox"/> Direct Debit Mandate/CT verbal DD	<input type="checkbox"/> Divorce Cert. / Deed of Sep.	<input type="checkbox"/> Waiver/Consent to Mortgage Form
<input type="checkbox"/> Customer Authority Form	<input type="checkbox"/> Post Benefit affordability letter	<input type="checkbox"/> Post Retirement Aff / Proof Pension
<input type="checkbox"/> Valuation Photos	<input type="checkbox"/> NI Legal Search Instruction	<input type="checkbox"/> 3 Month Bank Stats (Self-Emp)

Legal Obtained Documents (Completed by the Lender after Submission)

<input type="checkbox"/> OS1	<input type="checkbox"/> Bankruptcy Search	<input type="checkbox"/> Security call Speak-with
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Additional Notes (Details of any referrals / unusual case aspects / additional documents etc.)

Vulnerability Information - please detail if any vulnerability concerns have been identified during the sales process. Please ensure you have the customers explicit consent to share this information with us.

I confirm I have provided advice to the above named customer and, after completing a fact find on their current financial situation and assessing their demands and needs, I have recommended the loan as requested in the attached application. An accurate Mortgage Illustration document has been issued to them and I have enclosed a copy for the lenders files. Where a certified copy of a document has been submitted as part of the application, I can confirm that the original of each document has been seen by the authorised signatory on each copy.

Plan Name (I.E Status, Max LTV, Variable / Fixed product):			
Gross Mortgage Amount:	Term:	Rate:	%

Advisor Name: _____ Advising Company: _____

**** All sections of this form must be completed in full before Central Trust can work this application ****

