together.

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Unregulated Bridging – Submission Checklist

MBV Submission No.		**Case Manager Name**	
Application Name		**Tel No.**	

Key

Minimum Items Required before submission and Underwriter Assessment	✓	**Required, however can be provided by the borrowers Solicitors**	■
Required for a Full Pack Underwrite	✓	**Not Required**	×

Checklist

Documents noted on the checklist in purple are available to download through My Broker Venue.

Documents	Internal	External	Uploaded	Comments
Application Form *(Signed and dated)*	✓	✓	☐	
Proof of Name *(If fails Electronic ID check on MBV)*	✓	✓	☐	
Proof of Residency *(If fails Electronic ID check on MBV)*	✓	✓	☐	
Valuation Report / AVM *(Ensure valuation figures on MBV match reports and provide any surveyor recommended specialist reports)*	✓	✓	☐	
Solicitors Details *(To be completed in full on MBV)*	×	✓	☐	
Proof of Income *(In line with policy if bridge is serviced – see page 2)*	✓	✓	☐	
Gifted Deposit Form *(Required for all purchase applications)*	✓	✓	☐	
Corporate Structure Form *(For Limited Company Applications)*	✓	✓	☐	
Property Schedule	✓	✓	☐	
Purpose of Funds *(Detailed explanation, breakdown and evidence if requested)*	✓	✓	☐	
Referral Acceptance Email *(If referral was required)*	✓	✓	☐	
Tenancy Agreement *(If leased, and must be Signed & Dated)*	✓	✓	☐	
Letting Appraisal by Local Letting Agent / Sales Particulars *(If AVM used)*	✓	✓	☐	
EPC Certificate *(Must be valid, and required for all securities)*	✓	✓	☐	
Retained Bridge - Exit Route *(Explanation of exit and evidence)*	✓	✓	☐	
Electronic Disbursement Authority *(All applicants to sign – Also known as Telegraphic Transfer mandate)*	✓	×	☐	
Scottish Standard Security Title Search *(See page 2)*	✓	×	☐	
Explanation of Adverse	✓	✓	☐	
Confirmation Ground Rent, Service & Maintenance Charge *(Leasehold properties – payments must be up to date. Remaining lease term to be advised)*	✓	✓	☐	
HMO License *(Print out from council website confirming local rules)*	✓	✓	☐	
Mortgage Reference Questionnaire *(If 1st charge not showing on MBV Credit Profile report – must be on lenders headed paper)*	✓	✓	☐	
Lending Into Retirement explanation *(If applicable and if bridge is serviced)*	✓	✓	☐	
Building Insurance Schedule *(Security address, Policy No., Live Policy, Reinstatement Value)*	✓	■	☐	
Secured Redemption Figure & Undertaking to remove charge *(Must be on Lenders headed paper)*	✓	■	☐	
Consent in favour Together Commercial Finance Limited *(For 2nd charges only – must be on lenders headed paper)*	✓	■	☐	
Confirmation of Name *(If there are any variations for the applicant(s))*	✓	■	☐	
Solicitors Witness and Advice Certificate	✓	■	☐	
Original Loan Agreement / Legal Charge / Standard Security	✓	■	☐	
Direct Debit Mandate *(Only if the verification has failed on MBV – All applicants to sign)*	✓	■	☐	
Occupiers Consent *(If applicant residing in security)*	✓	■	☐	

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Internal or External Policy

Key

Applicable	✓	**Applicable -** Contact Wilson McKendrick or Mellicks Solicitors directly to obtain a standard security Title Search before submission. (Additional cost paid directly to Sols).	✓★
Applicable – Dual Rep can also be considered with Loan size <£500,000 for Residential Securities	✓◆	**Not Applicable**	✖

Solicitor Instruction - England & Wales Application in Personal Name(s)			
Transaction	Loan Limits	Internal	External
Purchase	N/A	✖	✓◆
Remortgage: Complex	N/A	✖	✓◆
Remortgage: Simple	≤ £300,000	✓	✖
	> £300,000	✖	✓◆
2nd Charge	≤ £300,000	✓	✖
	> £300,000	✖	✓◆

Solicitor Instruction - Scotland Application in Personal Name(s)			
Transaction	Loan Limits	Internal	External
Purchase	N/A	✖	✓
Remortgage: Complex	N/A	✖	✓
Remortgage: Simple	≤ £300,000	✓★	✖
	> £300,000	✖	✓
2nd Charge	≤ £300,000	✓★	✖
	> £300,000	✖	✓

Solicitor Instruction - England & Wales Application in a Corporate Entity			
Transaction	Loan Limits	Internal	External
Purchase	N/A	✖	✓◆
Remortgage: Complex	N/A	✖	✓◆
Remortgage: Simple	N/A	✖	✓◆
2nd Charge	N/A	✖	✓◆

Solicitor Instruction - Scotland Application in a Corporate Entity			
Transaction	Loan Limits	Internal	External
Purchase	N/A	✖	✓
Remortgage: Complex	N/A	✖	✓
Remortgage: Simple	N/A	✖	✓
2nd Charge	N/A	✖	✓

Affordability Requirements

	ICR (Interest Calculation Rate) for Leased Securities	TSDI (Total Secured Debt to Income) for Owner Occupied Securities or if ICR fails
Bridging - Serviced *(Commercial & Residential)*	ICR ≥120%	TDSI ≤50% Refer >50% - ≤60%
Bridging - Retained *(Commercial & Residential)*	N/A	N/A

Proof of Income

- Self Employed
  - Latest years tax calculation and corresponding Tax Year Overview, OR
  - Fully completed Accountants Certificate from an appropriately qualified accountant (see acceptable qualifications on our Accountants Certificate)
- Employed
  - Monthly – 2 out of the last 3 months payslips (consecutive may be requested)
  - Weekly – 4 out of the last 3 months payslips (consecutive may be requested)
- Private Pension
  - Latest payslip from pension provider, OR
  - Latest award letter from pension provider (dated within the last 12 months)
  - Latest P60 from pension provider

For further guidance, or to discuss any other forms of income please contact our support team on 0161 933 7101.