

Residential - First Charge Checklist (for purchase and transfer of equity only).

Please complete this checklist when submitting your client's application for a First Charge purchase or transfer of equity.
Please use this guide in conjunction with the My Broker Venue checklist.

MBV Submission No.		Application Name	
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Submission checklist	
Application declaration form signed. All pages will be required at submission.	
Solicitor's details including firm, individual acting and email contacts. Solicitors must have a minimum 2 SRA partners and be registered with The Law Society.	
Valuation / AVM / Drive by – refer to the valuation and legal advice guide. New Build shared ownership – off plan valuations accepted.	
Fire Risk Assessment (if purpose built flat/maisonette) and EWS1 form. <i>EWS1 required where cladding is visible or FRA confirms requirement.</i>	
Right to Buy documentation / Full Section 125 document N.B all parties on the S125 must be named on the application. For leasehold securities we will require the full service charges and major works section of the document.	
Shared Ownership purchase. <i>Memorandum of sale must detail the % being purchased, price, monthly rent and service charges.</i>	
Sales particulars for all property being sold via the open market.	
Twelve month rent reference for all borrowers currently private, council or renting housing association.	
Mortgage reference for all mortgages and subsequent charges on the current security (transfer of equity only).	
Income proof: we will require proof of all income being used for the application. For more detailed requirements refer to the checklist within your application on MBV.	
Lending into retirement if aged 56+ at offer full pension evidence will be required. Complete the relevant information within the case and upload evidence. If <56 at offer "plausible evidence" required.	
Affordability Assessment Form (all pages): the same time and date stamp must be visible across all pages. All expenditure must be fully completed electronically and will be assessed for plausibility. Not required for ONS.	
Unsecured debt repayment: where debt will be paid as part of the transaction (via existing property sale, savings or as part of our transfer application) full creditor names need to be input into the affordability assessment form.	
Proof of Name: if the application fails EID (current passport, driving licence etc.) find a full exhaustive list of acceptable documents refer to the Underwriting guide.	
Proof of Address - Required if the application fails EID, or the applicant is a non-UK passport holder (Current driving licence, Utility etc.) for a full exhaustive list of acceptable documents refer to the Underwriting guide N.B the same document cannot be used for name and address and the full borrower forename and surname must be detailed.	
Proof of Permanent Right to Reside (if applicable) via online immigration confirmation or residency permit where an applicant is a foreign national, current passport will also be required.	
Land registry office copy or Scottish search and security from Wilson Kendrick (Transfer of Equity only).	
Freeholder confirmation of the amount of ground rent and service charge payable, plus confirmation that account is up to date or in arrears (Transfer of Equity only).	
Direct debit mandate - to be completed and passed on MBV or fully completed and signed paper document.	
Interest-only exit route information keyed into the system with the relevant evidence uploaded. NB: not generally accepted on Right to Buy and Shared Ownership applications.	



Get in touch.

For more information, get in touch with the team on **0161 933 7101**