

together.<sup>®</sup>

# My Broker Venue:

Completing the Affordability  
Assessment



[mybrokervervenue.co.uk](http://mybrokervervenue.co.uk)

0161 933 7101

# Guide

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This guide will help you complete the 'Full Affordability Assessment' tile located inside each application on My Broker Venue.

This tile needs to be completed for any regulated Residential mortgage, Secured loan or Consumer buy to Let, where it does not meet ICR, before it can be submitted.

Our Affordability calculator will assess the applicant's income and expenditure against our Automated Affordability model. This uses Office of National Statistics data, combined with household demographic and location data.

## There are only two outcomes:

### Automated Pass

There will be no further information required from the applicant(s) and you will not have to provide line-by-line expenditure items. The applicant(s) do not need to sign a paper affordability assessment form.

### Automated Fail

You need to opt in to providing customer-stated expenditure. A full affordability assessment will be required and the customer will be required to sign this form to confirm their expenditure. This will be assessed by our underwriting teams as part of our standard process.

# Applicant income

## Employed applicants

- 1: Use the 'Payment period types' dropdown to indicate how often the customer is paid.
  - 2: Enter 'Net income' from three of the last five monthly/four-weekly/fortnightly payslips (or four of the last six weekly payslips).
  - 3: Tick the 'Zero hours' flag if the applicant is employed on a zero-hours contract. We'll need to see each payslip from the last six months.
  - 4: From the most recent payslip, enter the year-to-date gross income/tax/National Insurance/pensions, and the number of months/fortnights/weeks that this covers (the period should be long enough to evidence sustainability of the income).
- NB: The pay slips must not include any quarterly/half-yearly/annual bonuses. All net period fields must be completed as they are used to calculate an average value. If the applicants have overtime, shift allowances, commission, or monthly bonus, we can accept on the basis the income is regular and visible on all pay slips.

## Self-employed applicants

If the applicant is using their accountant to verify their income, use the following income figures supplied by the accountant (provided they are less than six months old) on an accountant's certificate.

# Applicant income

## Sole traders and partnerships

Use the figure detailed in profit after tax and NI (before deducting drawings) divided by 12.

## Directors and limited companies

Use the figure detailed in client's total income (dividends and salary) divided by 12.

If the accountant's figures are over six months old, the accountant should provide a projection which may be used instead.

If the projections are significantly higher than previous years, the accountant must explain why and what evidence they have seen to confirm this.

For applicants not using an accountant, we will accept two SA302 statements as proof of income; the most recent must be dated within the last 18 months.

To calculate the net monthly income:

1. Start with the total income declared for the year
2. Deduct Income Tax due for the year
3. Deduct National Insurance contributions for the year
4. Divide the remaining amount by 12 for the net monthly income, and enter this amount as the self-employed net monthly income

NB: If there are income sources other than Employment, Dividends or Self-employed income, contact your Relationship Manager to confirm the income source is acceptable.

# Applicant income

**Affordability outcome**

Please complete all areas of affordability by progressing through the screens using the 'Next' button below.  
The affordability outcome will be displayed on the final screen.

**Payments**

Monthly Payment	£684.61/pm
Stressed Monthly Payment	£884.15/pm

✔ Credit impaired? No

Applicant income
Credit Commitments
Monthly Household Expenditure
Summary

**Mr Ryan Ogden** Validate income ⓘ

In order to take advantage of income validation you will need to complete a credit search first

**Employed income**

Payment period types  
Monthly

**Total Net Monthly Income** (All net period fields must be completed for employed applicants as they are used to calculate an average value)

Month 1 ⓘ	Month 2	Month 3
£ Net period 1 0	£ Net period 2 0	£ Net period 3 0

Is this a zero hours contract?

£ Zero hours contract  
No

**Year to date**

£ Gross income 0	Number of periods (year-to-date) 0	£ Tax 0
£ Net ins 0	£ Pension 0	£ Other deductions 0

**Rental income**

£ Total Gross Monthly Rental Income 0	<b>Total annual taxable income</b>
	£ Total Annual Taxable Income including rental 0

**Mr Ryan Ogden- Additional Monthly Income**

Select Add

**Total assessable monthly income** £0.00

## All other income types

Please enter each applicant's net monthly income, based on the evidence that you have (e.g. award letters, bank statements, etc.).

When using bank statements to evidence benefit income, a minimum two proofs of each payment for benefits, pensions, rental income is required.

Progress to the next page by clicking 'Next'

# Credit commitments

Answer the three Credit History questions to determine whether the applicants are classed as ‘credit impaired’.

If you’re accredited with our Credit Reference Agency, the system will automatically populate these details for you. If not, you’ll need to enter the details manually.

## Credit History

In the last 2 years, has the applicant been 3 months in arrears on any Mortgage/Loan?

No

In the last 3 years, has the applicant been subject to a CCJ with the total value greater than £500?

No

In the last 3 years, has the applicant been subject to an IVA or bankruptcy order?

No

## Total mortgages and secured loans against all of the applicant’s properties

Enter all existing mortgages and/or secured loans, indicating whether they are to be repaid as part of the loan. Please ensure that the creditor’s details are entered correctly to allow for accurate disbursement of funds as appropriate.

### Total mortgages and loans secured against security address

Company name/ Creditor	Payment type	Mortgage type ⓘ	Original term (mths)	Start date (DD/MM/YYYY)	Arrears	Balance (approx)	Monthly payment	To be repaid
Add new mortgage or loan <span style="float: right;">+</span>								
					Arrears	Balance (approx)	Monthly payment	
Total mortgages/loans secured against security					£0	£0	£0	
Total to be repaid					£0	£0		
Total remaining						£0	£0	

We will use credit bureau data where available. However, you will need to enter the name of the provider, the payment type (C&I or Interest-Only) and whether the mortgage is residential or buy-to-let.

Where secured debt is being consolidated, the creditor’s name must be completed in the Affordability Assessment if the balance is to be repaid.

# Credit commitments

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## Credit/CCJs/Defaults/bankruptcies and IVAs

If you are accredited with our credit reference agency, the search will automatically populate the details for you. If you are not accredited, you will need to enter the credit details manually.

Where unsecured debt is being consolidated, the creditor's name must be completed in the Affordability Assessment if the balance is to be repaid.

For unsecured credit, we assume a default monthly payment value of 5% of the outstanding balance, except where a fixed-term agreement is in place and a lower contractual amount can be evidenced from the credit agency search.

If the credit item is a Default or CCJ with an outstanding balance, 5% will be taken at all times.

All unsecured credit will be taken into account, unless the applicants intend to consolidate them as part of the loan. Select the 'To be repaid' flag as appropriate.

If the applicant wishes to partially clear a credit item, amend the current balance next to the relevant creditor to the partial balance being repaid; mark this as being repaid. Add the same creditor as a new line item below with the balance to remain, indicate the monthly payment applicable. Ensure this is not marked as being repaid, so we can factor it into the affordability assessment.

We will automatically set to clear any IVAs or bankruptcies from the mortgage advance. Please refer all such cases prior to submission.

Progress to the next page by clicking 'Next'

# Household expenditure

Enter the number and ages of dependents aged 19 or above, and aged 18 or below. Enter any additional expenditure items that the applicant(s) are committed to. Additional expenditure includes anything not usually included in normal household expenditure, e.g. Pensions, Life Insurance, Pet Insurance etc.

Applicant income	Credit commitments	Monthly household expenditure	Summary
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**Basic household details**

Number and Ages of dependents aged 19 or above

Number and Ages of dependents aged 18 or below

Post Code:

Please provide any additional expenditure items below that the applicant(s) are committed to:

£ Childcare Costs/School Fees	£ Ground Rent & Service Charge Payment	£ Care Costs
£ Child/Spouse Maintenance Payment	£ Other Monthly Committed Expenditure	

## Automated expenditure

On pressing calculate, the system will assess the applicant(s) affordability against our automated expenditure model.

There are only two possible outcomes.

**Pass**

You don't need to provide customer-stated expenditure. You can save the assessment and exit as nothing further is required.

**Fail**

Our standard affordability process will follow and we will assess affordability based on applicant-stated expenditure.

# Household expenditure

<p><b>Automated affordability outcome</b></p> <p><span style="color: green;">✔</span> <b>Pass</b></p> <p>The maximum repayment based on our Automated Affordability assessment for this application is £8,067 We do not require you to complete Customer Stated Expenditure</p>	<p><b>Payments</b></p> <table border="1"> <tr> <td>Monthly Payment</td> <td style="text-align: right;">£667.11/pm</td> </tr> <tr> <td>Stressed Monthly Payment</td> <td style="text-align: right;">£864.68/pm</td> </tr> </table> <p><span style="color: green;">✔</span> Credit impaired? <span style="background-color: #c8e6c9; padding: 2px;">No</span></p>	Monthly Payment	£667.11/pm	Stressed Monthly Payment	£864.68/pm
Monthly Payment	£667.11/pm				
Stressed Monthly Payment	£864.68/pm				

<p><b>Automated affordability outcome</b></p> <p><span style="color: red;">✘</span> <b>Fail</b></p> <p>The application does not pass on our Automated Affordability Assessment. In order to proceed, you will need to opt in to providing Customer Stated Expenditure items below.</p>	<p><b>Payments</b></p> <table border="1"> <tr> <td>Monthly Payment</td> <td style="text-align: right;">£667.11/pm</td> </tr> <tr> <td>Stressed Monthly Payment</td> <td style="text-align: right;">£864.68/pm</td> </tr> </table> <p><span style="color: green;">✔</span> Credit impaired? <span style="background-color: #c8e6c9; padding: 2px;">No</span></p>	Monthly Payment	£667.11/pm	Stressed Monthly Payment	£864.68/pm
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To complete applicant-stated expenditure, click 'Use Stated Expenditure'

Print 
Use Stated Expenditure

Calculate 
Save & close

# Using applicant-stated expenditure

Enter all customer-stated household, quality of life, and additional expenditure items. When you have evidence (e.g. bank statements), monthly committed expenditure should be checked and cross-referenced for accuracy and completeness.

The calculator includes expected minimum values for some of the expenditure items, which will be compared with the expenditure declared

by the applicant. The system will display which value it is using for the calculations.

We recommend pressing the 'calculate' button once this section is completed to ensure all figures entered have been accounted for.

For securities in Scotland, water is included in the Council Tax, so deduct the customer's stated 'Water' expenditure from their 'Council Tax'.

The screenshot shows a web-based calculator interface with four tabs: 'Applicant income', 'Credit commitment', 'Monthly household expenditure', and 'Summary'. The 'Monthly household expenditure' tab is active. Under the heading 'Basic household details', there are three input fields: 'Number and Ages of dependents aged 19 or above' (dropdown menu showing 0), 'Number and Ages of dependents aged 18 or below' (dropdown menu showing 0), and 'Number of Cars' (text input field showing 0).

# Using applicant-stated expenditure

Basic Household Expenditure	Stated	Expected Min	Used Value
Shopping (including clothing) ⓘ	£ 0	£ 176	£ 176
Gas, Electric, Heating Fuels	£ 0	£ 70	£ 70
Water	£ 0	£ 28	£ 28
Car Expenses ⓘ	£ 0	£ 0	£ 0
Other Travel ⓘ	£ 0	£ 25	£ 25
Communication ⓘ	£ 0	£ 87	£ 87
Buildings & Contents Insurance	£ 0	£ 22	£ 22
Shared Ownership rent / Ground Rent / Service Charge	£ 0	£ 0	£ 0
Arrears	£ 0		
Council Tax	£ 0	£ 70	£ 70
Pension, Life Insurance, Mortgage Repayment Vehicle ⓘ	£ 0	£ 0	£ 0
<b>Basic Quality of Life</b>			
Entertainment & Recreation ⓘ	£ 0	£ 89	£ 89
<b>Additional Expenditure</b>			
Child Related Expenses ⓘ	£ 0	£ 0	£ 0
Costs for Medical / Care Assistance	£ 0	£ 0	£ 0
Other Expenses	£ 0	£ 0	£ 0
<b>Total Monthly Household Expenditure</b>	<b>£0</b>	<b>Total Uplifted</b>	<b>£462</b>

# Maximum Affordable Monthly Repayment

When using our Stated Expenditure model, My Broker Venue will generate a Maximum Affordable Monthly Repayment (MAMR) for the application. If the stressed monthly repayment is less than the MAMR, the mortgage will be approved based on the information provided.

Where an applicant is aged 56 years or older and the application takes them beyond their stated retirement age, or where the applicant is within 10 years of the agreed retirement age, a Maximum Affordable Monthly Repayment in Retirement (MAMIR) will be calculated. If the stressed monthly repayment is less than the MAMIR, the mortgage will be approved based on the information provided.

NB: Before the Lending Into Retirement tile can be completed you will need to obtain a current pension illustration from the customer (dated within the last 12 months) for any pension income they intend to use. The customer will need to obtain details of their estimated state pension by accessing GOV.UK, and provide evidence on submission.

The application should be referred with proof prior to submission.

✕
**Full affordability**

Mr Panayi

<div style="background-color: #e0f2f1; padding: 5px; border: 1px solid #ccc;"> <b>Maximum affordable monthly repayment</b> </div> <div style="background-color: #e0f2f1; padding: 5px; border: 1px solid #ccc; margin-top: 5px;"> <b>£1,034/pm</b> </div>	<div style="background-color: #e0f2f1; padding: 5px; border: 1px solid #ccc;"> <b>Customer stated affordability outcome</b> </div> <div style="background-color: #e0f2f1; padding: 5px; border: 1px solid #ccc; margin-top: 5px;"> <div style="display: flex; align-items: center;"> <span style="color: green; font-size: 0.8em; margin-right: 5px;">✔</span> <span>Pass - subject to Underwriting</span> </div> <p style="font-size: 0.8em; margin-top: 5px;">The application has passed our affordability assessment based on the data you have provided, however we may require further information to support this during Underwriting.</p> </div>	<div style="background-color: #e0f2f1; padding: 5px; border: 1px solid #ccc;"> <b>Payments</b> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="padding: 2px 5px;">Monthly Payment</td> <td style="text-align: right; padding: 2px 5px;"><b>£667.11/pm</b></td> </tr> <tr> <td style="padding: 2px 5px;">Stressed Monthly Payment</td> <td style="text-align: right; padding: 2px 5px;"><b>£864.68/pm</b></td> </tr> </table> <div style="background-color: #e0f2f1; padding: 5px; border: 1px solid #ccc; margin-top: 5px;"> <div style="display: flex; align-items: center;"> <span style="color: green; font-size: 0.8em; margin-right: 5px;">✔</span> <span>Credit impaired? <span style="background-color: #2c3e50; color: white; padding: 0 2px;">No</span></span> </div> </div>	Monthly Payment	<b>£667.11/pm</b>	Stressed Monthly Payment	<b>£864.68/pm</b>
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# Lending Into Retirement

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If any applicant is 56 or older, or their anticipated retirement age indicates they will reach retirement before the end of term, and they will be in retirement within 10 years of funding - forecasts of their income in retirement will be required.

The MAMR section will contain a warning message asking for additional information, which must be completed in the 'Lending into retirement (LIR)' tile; this will appear in the Affordability section of the Application Hub.



The information required to assess a Lending into Retirement case will be presented to you. Fill in the required data once the referral has been agreed. A coloured bar at the bottom of the LIR screen will indicate if the application is affordable or not.

Mortgages and secured loan monthly repayments which remain into retirement should be entered in the monthly secured credit field. Any monthly repayments on fixed-term credit (e.g. personal loan that will remain into retirement) should be entered in the 'Monthly unsecured credit (fixed-term)' field. Any revolving credit not being consolidated by our loan (e.g. credit cards) are assumed to remain and should be entered in the 'Unsecured credit balance (revolving)' field.

# Further assistance

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**Further information is available in the plans and ideal pack.**

**For further assistance please contact your BDM or call one of our Intermediary Telephony Specialists on 0161 933 7101.**

Together is a trading style of Together Personal Finance Limited.

Together Personal Finance Limited is registered in England and Wales - Company Registration Number 02613335. Registered office address:  
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Together Personal Finance Limited is authorised and regulated by the Financial Conduct Authority - Firm Reference No 305253.

