



packaging manual

April 2007

Helpline:
0870 803 1565

Contents

INTRODUCTION	4
OUR CONTACT INFORMATION	7
1. GENERAL LENDING CRITERIA.....	8
1.1. Confirmation of Identity - Acceptable Documentation.....	8
1.2. Maximum/Minimum Mortgage and Minimum Valuation.....	8
1.3. Mortgage Fees	8
1.4. Mortgage Terms Maximum/Minimum	9
1.5. Repayment Methods	9
1.6. Acceptable Mortgage Purposes (remortgages)	9
1.7. Residency Criteria	10
1.8. Applicants that we are unable to help	10
1.8.1. Ex Pats – how we can help	11
1.8.2. Foreign Nationals- how we can help.....	11
1.8.3. EU Nationals - how we can help	11
1.9. First Time Buyers	12
1.10. Our Policy on Interest Rates	12
1.11. Our Early Repayment Charges	12
1.12. Housing Benefit.....	12
1.13. Vendor Gifted/Builder Deposits.....	12
1.14. Right to Buys	13
1.15. Buy-to-Let and Let-to-Buy	14
2. INCOME AND COMMITMENTS.....	14
2.1. Income.....	14
2.2. Minimum Income (Full status cases only).....	14
2.3. Financial Commitments.....	15
2.4. Debt Ratio Calculation (DRC)	15
2.5. Acceptable Income Definitions.....	16
3. APPLICANT(S) STATUS/EMPLOYMENT/REFERENCES/ ADVERSE ..	18
3.1. Credit Referencing/Searches	18
3.2. Proof of Residency	18
3.3. Adverse Credit Information	19
3.3.1. Mortgage Arrears	19
3.3.2. Bankruptcy and IVAs.....	19
3.3.3. County Court Judgements	19
3.3.4. Defaults	19
3.3.5. Previous Repossessions.....	19
3.4. References - what we need to see	20
3.4.1. Current Mortgage Lender References	20
3.4.2. Landlord References	20
3.5. Contract Employment.....	21
3.6. Self Employed	21
3.6.1. Self Employed – Full Status	21
3.7. Employed	22
3.7.1. Employed – Full Status	22

4.	ABOUT THE PROPERTY.....	23
	4.1. Geographical Limits.....	23
	4.2. Properties we are Unable to Lend on <i>and</i> Restrictions.....	23
	4.3. New Builds or Properties Built in the Last 10 Years.....	24
	4.4. Valuations.....	24
	4.5. Buildings Insurance.....	26
	4.6. Application (Valuation Fees) - our Standard Scale.....	27
	4.7. Our Valuation Panel.....	27
	4.8. Stage Payments.....	27
5.	SOLICITORS.....	28
6.	CHECKLIST.....	29
	APPENDICES.....	32
	APPENDIX 1 – Accountant’s Reference Request.....	33
	APPENDIX 2 – Employer’s Reference Request.....	35
	APPENDIX 3 – Previous Employer’s Reference Request.....	36
	APPENDIX 4 – Present/Previous Lender’s Reference Request.....	37
	APPENDIX 5 – Present/Previous Landlord’s Reference Request.....	38
	APPENDIX 6 – Pension Reference Request.....	39
	APPENDIX 7 – IVA Reference.....	40
	APPENDIX 8 – Concrete Homes.....	41
	APPENDICES 9 & 10 Submission and Proof of ID Form.....	45

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PACKAGER SUPPORT HOTLINE 0870 8031565

INTRODUCTION

Welcome to our packaging manual. At UX Mortgages we are striving to provide you the intermediary with a winning combination of not only market leading products but also a quality service. This packaging manual has been designed with the aim of assisting you in the preparation of a good quality packaged case for underwriting by UX Mortgages.

You will know that quality of packaging can often mean the difference between the failure and success of a mortgage application and can significantly influence the time to offer.

In this manual you will find details of our lending criteria as well as our packaging requirements. It has been designed to provide you with the technical information you need to fully package mortgage applications for UX Mortgages.

Please feel free to call and discuss cases with our sales support team or our Underwriting Team on 0870 8031565.



IMPORTANT

WE ARE OBLIGED TO CONSIDER ALL INFORMATION THAT YOU SEND US. For example, if you send in bank statements for the purposes of proof of residency – we are obliged to consider all information on the statements when underwriting the case



IMPORTANT - Package Submission

When submitting your packaged case, please ensure that the items from the list below are included;

Fully completed and signed application Form
Credit Searches covering a full three year address history for all applicants (including all linked addresses)
Original or Original Certified Copies of Proof of Residency (if not on voters roll) See 3.2
Original or Original Certified Copies of Proof of Identification. See 1.1
Valuation Report on UX Mortgages form
Employment references (depending on product criteria)
Accountants Certificate (depending on product criteria)
Lender references (depending on product criteria)
Landlord references (depending on product criteria)
Explanation from applicant(s) for any Bankruptcy or IVA
Application Submission Form (for non-Infinity application forms*) (Appendix 9)
Customer Identity Form (Appendix 10)

* Please ensure your generic application form is approved by UX Mortgages **prior** to use

Application Submission Form (Please refer to Appendix 9)

- To ensure we gather all the information required by us to meet FSA rules, this form must be fully completed and submitted with all **non-ux** application forms.
- This form must be fully completed and signed by the intermediary responsible for the sale.



Any variation to the loan amount/term or product from the original form must be supported by a NEW form or separate written confirmation.

Customer Identity Form (Please refer to Appendix 10)

- Due to Money Laundering Regulations, UX Mortgages has introduced a Customer Identity form which should be completed by the introducing intermediary. In those instances where the advice has been given on Non-face-to-face basis the Customer Identity form can be completed by the authorised packager
- The Money Laundering Regulations require an FSA registered intermediary to collect documents that prove the identity of mortgage applicants and documents that provide evidence of their address

OUR CONTACT INFORMATION

Packager Support Hotline

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1. GENERAL LENDING CRITERIA

(Please check individual products for any variations)

1.1. Confirmation of Identity - Acceptable Documentation

It is a requirement that we check the identity of our customers. Please see below for a list of acceptable documents:

(Required on all files and products)– Originals or Original Certified black & white Copies

- Current valid (signed) full Passport
- Current Full UK Driving Licence*
- Current Provisional Photo-card UK Driving Licence*
- Current Police Warrant Card (with photo ID)
- Current HM Customs and Excise Card (with photo ID)
- Current Firearms Certificate
- Latest Inland Revenue Tax Notification (original)
- Latest Inland Revenue Tax Assessment statement of account (original)
- Known Employer ID Card (where card style is known to staff) – with photo ID
- State Pension or Benefit Notification letter (original)
- EU residential permit issued by the Home Office (original)

***Please ensure that all counterparts are included**



1.2. Maximum/Minimum Mortgage and Minimum Valuation

- Minimum Valuation is £75,000 for portfolios, and £40,000 for single BTL applications.
- Minimum loan is £25,001.
- Maximum loan £1,500,000. (£500,000 per property)

The advance will be based on the purchase price or valuation amount which ever is the lower. If the application is a RTB, sitting tenant purchase, close family sale i.e. father to son then the valuation figure can be used if higher than the purchase price.

APPLICATION TYPE	MAXIMUM LTV (plus fees)
Buy-to-let Properties	85%

1.3. Mortgage Fees

- Completion Fee – please see current rate guide
- Telegraphic Transfer Fee £40
- Fees can be added to or deducted from the loan depending on the product required. See product guide.

1.4. Mortgage Terms Maximum/Minimum

- Minimum term 5 years
- Maximum term 30 years
- Leasehold properties 35 years unexpired at end of mortgage term



The mortgage must be repaid by the applicant(s) 75th birthday. Plus we will require information about a borrower's ability to repay the loan if retirement is within the early years of the mortgage term.

1.5. Repayment Methods

- Capital and interest
- Endowment
- Interest only (This can include PEP, ISA, Endowment or Pension)
- Part repayment/part interest only



Life cover and repayment policies do not need to be assigned. However, UX Mortgages always recommends that the applicants ensure that they have the appropriate protection/insurance policies in the event of accident, sickness, unemployment and death and an appropriate repayment vehicle to repay any interest only part of the loan in full at maturity.

1.6. Acceptable Mortgage Purposes (remortgages)

- Any legal purpose (including RTB's) will be considered except capital injection into a new business.
- Full details of any capital raising must be disclosed on the application form.
- We will remortgage ex right-to-buy properties (excluding flats and maisonettes) within pre-emption, so long as the application is made within the final year of pre-emption.
- Capital raising for business purposes will only be considered with an Accountants Certificate if the business has been trading for a minimum of 12 months and is currently considered solvent.
- Infinity Mortgages will consider "day 1" re-mortgages provided we have written details of the transaction confirming the purchase price and the outstanding debt from the acting solicitors. No capital raising will be allowed as we will only consider a £ for £ re-mortgage of the bridged capital advance.

1.7. Residency Criteria

Buy-to-Let Mortgage Applications

- The mortgage is only available for properties that are being rented out under an Assured Shorthold Tenancy agreement with a term not less than 6 months and not greater than 12 months.
- UX Mortgages can accept remortgage applications from other lenders from day 1 of their purchase; however if the remortgage is within 2 months of the original purchase, capital raising will not be permitted and we will only consider a pound-for-pound remortgage.
- UX Mortgages will consider multiple occupancy on buy-to-let applications up to 75% LTV. A property will be classed as having multiple occupancy if there is more than one resident having their own Assured Shorthold Tenancy (AST), their own bedroom and sharing communal areas i.e. Bathroom, kitchen and living room.
- UX Mortgages will not lend on a freehold security that consists of *more than one* self-contained unit. Acceptable for example, would be a four bedroom detached family house with one kitchen, one bathroom, one lounge etc with four students renting a bedroom each and sharing communal areas, bathroom, kitchen and living rooms. We would expect each student to have a separate AST. Or if all on the same AST please note that for legal reasons there can be *no more than four* students. Infinity will not lend on any property with *more than one* self contained dwelling unit other than the traditional understanding of a granny annex
- Properties above/adjacent to commercial premises will be considered on a **case-by-case** basis up to a maximum LTV of 75% providing that the commercial unit is not for leisure, entertainment or industrial purposes i.e. offices may be acceptable. For new builds this is more flexible as many new build developments incorporate gyms, wine bars, shops etc on the ground floor. Please refer any cases that fall in this category.

1.8. Applicants that we are unable to help

- Those under 21 years of age (buy-to-let only)
- Employees or principals and the immediate family (mother, father, daughter or son) of registered introducers/packagegers or where there is any close link. This includes circumstances where the firm is either wholly or partly owned by the introducer, packager or introducing broker
- Those found guilty of defrauding any lender or insurance company

- Non UK taxpayers (unless ex patriots)
- Those currently serving a prison sentence or awaiting trial
- Applicants with diplomatic immunity
- Previously responsible for leasehold security involving forfeiture of lease
- Applicants without a UK bank account
- Applicants who cannot demonstrate an ability to repay the advance
- Suspected of damaging a previously mortgaged security
- Applicants without a valid work permit or statutory ability to be employed
- Applicants with prior convictions for dishonesty
- Applicants in receipt of Housing Benefit within the last three months from the date of application

1.8.1. Ex Pats – how we can help

- Do not have to be a UK taxpayer to be an acceptable applicant
- Must provide a copy of their employment contract
- Are acceptable for buy-to-let only, except where one half of a married couple works abroad and the other party lives at the security address.
- Proof of residency at the borrower(s) overseas address dated within the last three months.

1.8.2. Foreign Nationals- how we can help

- All applicants should have been living and working in the UK for at least the last 12 months. The exception are those employed by HM forces or a recognised international company and are able to provide at least 12 months proof of residency.
- They must have a right to stay in the UK by way of a “Right to reside” or “Indefinite leave to remain” stamped inside their valid passport.
- Where UX Mortgages is unable to acquire evidence of credit conduct, it will be necessary to acquire sight of three months consecutive active bank statements.
- The Joint Money Laundering Steering Group guidelines state that additional confirmation of the applicant’s identity be sought from another reliable source. Mortgage Offers must therefore be conditioned for the acting solicitor to confirm that satisfactory identification has been provided.

1.8.3. EU Nationals - how we can help

- Must also supply proof of residency for 1 year.
- Nationals of Poland, Lithuania, Estonia, Latvia, Slovakia, Hungary and the Czech Republic must register with the Home Office under the “Worker Registration Scheme” and hold a workers registration certificate i.e. they have to be

self-sufficient. UX Mortgages requires sight of the relevant certificate when considering applications from nationals of these countries.

- Existing employment and residence criteria must also be satisfied.

1.9. First Time Buyers



The applicant will be considered a first time buyer if the primary applicant has not been party to a mortgage within the last 2 years.

1.10. Our Policy on Interest Rates

- All our mortgages will be charged at the relevant product margin *plus* the London Interbank Offered Rate (“LIBOR”). Borrowers will pay interest in two components – LIBOR plus a pre-determined, non-variable margin. LIBOR will be set quarterly, 1st March, 1st June, 1st September and 1st December. The new rate shall be applied to determine the amount payable by the borrower from the first day of the next calendar month.
- For completed customers, interest will be charged in arrears on a daily rate/monthly rest basis.

1.11. Our Early Repayment Charges

- Please refer to our current product guide for details

1.12. Housing Benefit

- If an applicant has been in receipt of Housing Benefit which has subsequently ceased **we will require proof** that the last 3 rent/mortgage payments have been met in full and on time by the applicants.

1.13. Vendor Gifted/Builder Deposits

- **UX Mortgages will accept a maximum 15%** deposit from a builder registered with the NHBC for new-build property
- **10% vendor gift** providing the valuer has been aware of any incentives when conducting the valuation.
- **UX Mortgages will request a copy of the reservation document from the builder/ developer to confirm the purchase price and that property is being purchased with a discount or cash back.**



Please see section 4.4 (valuations) re the valuer’s instruction of builders gifted deposits

- Please note in such cases UX Mortgages will use the valuation figure only for mortgage purposes

- *Proof of deposit will not normally be required.* However, UX Mortgages may request proof of deposit where the amount exceeds the perceived financial circumstances of the applicant(s).
- **Gifted deposits are acceptable where the applicants are purchasing at a reduced purchase price as a sitting tenant or from a close family member** provided Deed of Gift insurance is applied to the loan (incorporated within Title Insurance policy).
- Parental gifts are acceptable as a means of deposit provided that the parents register *no security in the property*. A letter confirming the gifted amount from the parents will be required.
- In order to comply with Money Laundering Regulations UX Mortgages reserves the right to query any transaction and request further clarification.

1.14. Right to Buys

- We will not lend on flats or maisonettes
- We will re-mortgage ex right-to-buy properties (excluding flats and maisonettes) within pre-emption, so long as the application is made within the *final* year of pre-emption.
- Capital raising is allowed for any legal purpose, with the exception of capital raising for a new business.
- Title Insurance must be applied to all right to buy applications.

Incentive/Scheme Type	Maximum Assistance	Examples where may be used
Builder Gifted Deposit	Up to 15%	New builds only, the builder must be NHBC, Zurich, Premier Guarantee registered or with an architects certificate. An example is where the purchase price and the value of a property is £100,000 the builder will gift the 15% deposit to the purchaser on completion (no money changes hands). Title Insurance will be required.
Vendor Discount	Up to 10%	Where the vendor of the property offers a discount to the purchase price. An example is where the purchase price and the value of a property is £100,000 the vendor will gift a maximum of 10% back to the purchaser on completion (no money changes hands). Title Insurance will be required.
Purchase at undervalue	Up to £5,000	If a client is buying a second hand property below market value, we can lend up to the scheme maximum of the market valuation. In this situation we can lend up to 100% of the purchase price plus £5000, subject to the maximum borrowing still being no more than the scheme maximum. For example on a purchase price £100,000, property valued at £125,000 with a maximum LTV of 85% the lending would be £105,000. Title Insurance will be required.
Family Discount and Sitting Tenants	Unlimited	The applicant(s) can purchase at a discount to the purchase price. Please note it is conditional that Deed of Gift insurance is taken, this is incorporated within Title Insurance policy. Please note we would define a close family member as father, mother, daughter, or son.

1.15. Buy-to-Let and Let-to-Buy

- 85% LTV is the maximum we will lend on a buy-to-let property. The monthly rental income must be equivalent to at least 100% of the post discount monthly loan instalment (on interest only) and the opinion of the likely market rent achievable must be provided from the valuer. In certain circumstances UX Mortgages will consider an achievable rental figure confirmed by an ARLA registered letting agent in writing. This is an exception rather than the rule and referral to Credit/ Underwriting is required.
- Where the rental cover falls short of 100% of the post discount monthly loan instalment, the shortfall may be made up by status income, provided the shortfall plus existing commitments on the residential mortgage and unsecured/secured loan commitments does not exceed 45%. (see Affordability Calculator on website) As some exceptions UX Mortgages can consider using a letter from an ARLA registered company, however restrictions apply so please refer these cases.
- The valuer should clearly state whether the property is subject to a single tenancy or multiple occupancy since this is an important factor in determining the maximum LTV. Maximum LTV for multiple occupancy is 75%.
- We will require a copy of the current AST on all re-mortgage transactions.
- Development restriction all properties. We can accept no more than 30% of any one development subject to a maximum of 30 units in total.
- For let-to-buy we will require a letter from an ARLA registered company confirming rental income achievable. This will only be required if part of this income is required to support UX Mortgages loan.

2. INCOME AND COMMITMENTS

2.1. Income

Full Status

The criteria for income is solely based on the rental calculation. Where rental income is insufficient to satisfy product criteria, full status income can be considered on an affordability basis. See www.uxmortgages.com for affordability calculator, or call 0870 803 1565.

2.2. Minimum Income (Full status cases only)

- Minimum single income - £10,000
- Minimum joint income - £15,000

NB – All applicants must be employed or self-employed. We will not accept applications from Students, housewife's, or the unemployed.

2.3. Financial Commitments

- All regular and ongoing financial commitments will be deducted from the applicant's gross income before applying the income multiples. If a loan has less than 6 months to run at the time of application, this can be ignored. Commitments will be calculated as follows;
- Loans – will be annualised or multiplied by the number of months remaining
- Credit/store cards – 36% of outstanding balance will be deducted
- Catalogue debts – 36% of outstanding balance will be deducted
- Hire purchase – will be annualised or multiplied by the number of months remaining
- Maintenance/alimony – this will be annualized



Where any financial commitments are paid by the applicant's company/business, written confirmation will be required from the accountant/bookkeeper.

A worked example

Main applicant/highest earner annual income	£25,000
- loan (£100 per month x 12)	£ 1,200
- credit card balance (£1,500 x 36%)	£ 540
Net Disposable/Allowable income	£23,260

Therefore £23,260 x 4 = £93,040 (the maximum borrowing)

2.4. Debt Ratio Calculation (DRC)

A debt ratio calculation will be completed on every application where there is a rental income shortfall in addition to assessing the net disposable/ allowable income

The total annual outgoings including the annual mortgage payments are divided by the total gross annual income

The annual mortgage payment used is the post discount loan repayment amount on a Capital and interest basis

If the loan is on an Interest Only basis and the cost of the repayment vehicle (Endowment /ISA/ Pension Plan/Other) is known, the payment is used as an outgoing in conjunction with the interest payment.

The percentage should **not exceed** 45%.

Maximum Debt Ratio percentage is 45%.

Exceptions:

Debt Ratio is only applicable on buy-to-let Products where there is a rental income shortfall.

A worked example

Annual loan payments (£100 per month x 12)	£1,200
Credit card balance (£1500 x 36%)	£540
Annual Mortgage Payments (Post discount, Capital and Interest Basis)	£3,396
Total	£5,136

Main applicant/highest earner annual income	£25,000
£5136 divided by annual gross income =	20.5%
Case is acceptable	

2.5. Acceptable Income Definitions

- All applicants must be UK taxpayers with exception of ex-pats on buy-to-let products.
- Instances where evidence of income component is required **must only proceed on a full status basis.**
- Sole income – The applicants' only income source.
- Primary income – If the applicant has a number of income sources, the main income will be considered as the prime income.

Table of income components and how we treat them

Income Component	% Allowed	Comments
Basic Salary	100%	Where an element of overtime, bonus, or commission is being used in the income calculation an employer's reference will be required. A P60 is not required.
Guaranteed/Regular Overtime	100%	
Guaranteed/Regular Bonus	100%	
Guaranteed/Regular Commission	100%	If applicant has been with employer for 12 months. Guaranteed/regular amounts to be demonstrated by employer's reference
Guaranteed/Regular Commission	50%	If applicant has been with employer for less than 12 months. Guaranteed/regular amounts to be demonstrated by employer's reference
Commission Only Basis	100%	2 years P60's required to show regular income streams, UX Mortgages will take the average income over the two years
London/Regional Weighting	100%	
GMU/UMT (medical staff)	100%	
Rental Income	100%	Proof required
Second Income (e.g. part time job)	100%	
Pension Income	100%	
Investment Income Dividends	100%	If guaranteed fixed coupon investments e.g. income bonds, annuities, government gilts etc. Evidence is required
Mortgage Subsidy	100%	If evidenced by correspondence or payslips
Special Duties Allowance	100%	If evidenced by correspondence or payslips
Unsocial Hours Payments	100%	If evidenced by correspondence or payslips

Maintenance Payments (if not sole or primary income)	100%	As long as it does not exceed 50% of the cumulative income, if evidence by either a court order, confirmation from Solicitor who acted, documentation from CSA or 3 months bank statements. There should be at least 3 years left to run.
Invalidity Benefit (if not sole or primary income)	100%	If evidenced by payment book or letter
Invalidity Benefit (if primary income)	100%	As above. 100% acceptable as long as it does not exceed 50% of the cumulative income
Invalidity Benefit (if sole income)	Nil	
Working Family Tax Credit	100%	If evidenced by correspondence or payslips
Bank Nursing	100%	Full Status – proof to be provided that the source of income has been continuous over a 12-month period. Self-cert – above 80% Loan to Value, verification with the agency of 12 months continuous employment. If the agency work is a second source of income, e.g. the applicant is already full time in the NHS, then it will be treated as overtime.
Car Allowance	Nil	
Travel Allowance	Nil	
Child Benefit Payments	Nil	
Expenses	Nil	
Income Support	Nil	
DSS Payments	Nil	

3. APPLICANT(S) STATUS/EMPLOYMENT/REFERENCES/ ADVERSE

3.1. Credit Referencing/Searches

- **A credit and voters roll search must be undertaken on each applicant covering all addresses over the last 3 years.** A search will also be required on any other owned properties or linked addresses and aliases.
- Previous search information will be ignored.
- Any 'active' financial commitments will be deemed outstanding and taken into account when determining affordability.
- If the name of one or more applicants ceases to appear on the voters roll at the current address, additional evidence of residency may be requested.
- Credit searches will remain valid for a period not longer than 90 days after which a new search must be carried out and any new information arising taken into account.
- **You are reminded that sending in a valid credit search with the application is a mandatory requirement for packaged cases.**
- UX Mortgages will carry out CAIS search on all applications (unless one is provided on packaged cases)
- Irish Nationals must submit the original copy of their Irish Credit Bureau (ICB) report with their application. Contact details for the ICB can be found at www.icb.ie
- If borrower(s) have a substantial existing portfolio, the following number of credit searches will be required;
 - Up to 10 properties within portfolio – search on all.
 - 10 - 50 properties within portfolio – 20% (Minimum of 10 required)
 - 50 + within portfolio - 20% of the portfolio

3.2. Proof of Residency

In the event that the applicant does not appear on the voters roll at current or previous addresses for the periods stated on the application form, we will require proof of residency.

UX Mortgages will require proof of residency covering the last 3 month period.

- Utility bills (not mobile phone bills)
- Medical cards
- Council tax bills (valid for current financial year)
- HP agreements
- Bank/Building Society statements
- Lenders statements
- Credit card statements
- Current UK driving licence* (if not used for identification purposes)
- Current Provisional photocard UK driving licence* (if not used for identification purposes)

Inland Revenue tax notification (if not used for identification purposes)

- Bank reference confirming name and address
 - Benefit notification letter
 - Reference from Commanding Officer (Armed Forces)
- *Include all counterparts

3.3. Adverse Credit Information

3.3.1. Mortgage Arrears

- The applicant must not have any mortgage arrears within the last 12 months on their residential mortgage. This will also apply to the mortgage on the security address in the event of a remortgage of a BTL property.

3.3.2. Bankruptcy and IVAs

- Where an applicant has been previously bankrupt and has been discharged within the last 3 years an original or certified copy of the Certificate of Discharge will be required together with an explanation from the applicant as to the circumstances leading to the bankruptcy.
- Where an applicant is party to an Individual Voluntary Arrangement (IVA) a satisfactory reference is required from the Trustee (please see letter in appendix 7). **An explanation from the applicant** is required as to the circumstances leading to the IVA if within the last 3 years.

3.3.3. County Court Judgements

- Applicants must not have any unsatisfied CCJ's within the last 2 years from the date of application of £100 or more. Satisfied CCJ's within the last 2 years will be acceptable.
- We reserve the right to ask who has registered a CCJ, even though we do not require an explanation.

3.3.4. Defaults

- **All** defaults are ignored when considering applications.

3.3.5. Previous Repossessions

- Where repossession has taken place within the last two years from *the date of application* UX Mortgages will not be able to consider the case. Any prior repossessions outside of the last two years *may* be considered subject to referral to the credit department and confirmation that any shortfall has been or is being made good. Any such repayments will be considered when determining net income. If at any time during the underwriting/completion process we become aware of any repossession proceedings against our

proposed borrower(s), we will be unable to proceed with the application.

3.4. References - what we need to see

- All references must be the original, addressed to either UX Mortgages or the approved packager, signed by a suitably authorised person, and is completed on the referee's headed paper. Faxes are not acceptable.

3.4.1. Current Mortgage Lender References

- An annual lender's statement will be acceptable providing it clearly shows individual payments covering the last year, together with the contractual monthly payment. Proof of additional payments to date will be required, and bank statements will be accepted for this purpose, provided there are no discrepancies regarding an arrears amount or date.
- If the lender's statement indicates any of the following, arrears, missed payments or bespoke charges, then a lender's reference will be required to determine the extent of the arrears **and** the suitability to the product selected.
- Products that require lender references covering the last twelve months will also require references on any other secured loans over and above £15,000.
- Additional mortgages – re-mortgage or purchase of a residential property where the borrower(s) owns additional mortgaged properties. We will not require proof of mortgage payments on the additional mortgaged properties and we will assume they are self-supporting. However, we will require a list of all properties and credit searches on each.
- If remortgaging a BTL property we will need to see proof of 12 months mortgage payments on both the residential and the security address.

3.4.2. Landlord References

- *A reference is only required* where the landlord is a corporate body i.e. local authority, housing association or letting agent.
- References must cover any tenancy held within the last year. A reference from a private landlord is not required.
- A reference will **not** be required on full status right to buy applications up to 80% LTV



NB – UX Mortgages will not accept applicants who have been in receipt of housing benefit during the last 3 months from the date of the application.

3.5. Contract Employment

- If the applicant is employed on a contract basis then providing the applicant has completed at least 12 months employment under the contract and the employer confirms the contract is renewable, the case can be underwritten as normal
- Any probationary period *must* have been satisfactorily completed
- **IT, nursing, supply teachers and some other professions, on contracts will be acceptable providing they have been in their current position for a minimum of 6 months and the contract is confirmed as renewable.**
- Income derived from employment through a Nursing Agency (“Bank Nursing”) can be used for mortgage purposes on the following basis:
 - **For full Status** proof to be provided that the source of income has been continuous over a 12-month period
 - **For self-cert** verification with the agency of 12 months continuous employment will be conducted in the usual manner
- If the agency work is a **second** source of income, e.g. the applicant is already full time in the NHS, then it can be treated as overtime.

3.6. Self Employed

- Applicants that hold 25% or more of the issued share capital of a company will be considered self-employed. Please note the minimum trading period is 12 months.

3.6.1. Self Employed – Full Status

- An accountant’s certificate fully completed will be required from a qualified accountant if *proceeding on a full status basis*. The Accountant must hold a current practicing certificate. The following qualifications are acceptable;
- **ACA/FCA** – Institute of Chartered Accountants
- **ACCA/FCCA** – Chartered Association of Certified Accountants
- **ACCMA/FCMA** – Chartered Institute of Management Accountants
- **CIPFA** – Chartered Institute of Public Finance Accountants
- **ACMA** – Associate of Chartered Management Accountants
- **MAA, MAAT, FMAAT, ATT** – Association of Accounting Technicians
- **The net profit plus drawings figure for the previous year will be used for income multiples when assessing the application.**
- Projections will *not* be taken into consideration and businesses with a downward trend should be referred. If the accountant is not qualified as above or the applicant does not

have an accountant, the previous year's original tax assessment is required confirming a sufficient level of income to support the loan requested.

- **Sub-contract workers may provide proof of income by way of SC60.**

In the UK construction industry, for example, as required by taxation law and the Inland Revenue, if a sub-contractor does not possess a 715 certificate, the contractor (customer) has to deduct 25% of the labour value of the Invoice submitted by the sub-contractor, issue an SC60 Certificate and forward the 25% deduction to the Inland Revenue. The Inland Revenue as a form of Pre-payment in respect of a potential tax liability then holds this money until the sub-contractor presents his/her end of year accounts. At this point the tax liability is stated.

3.7. Employed

- A minimum 12-month employment history is required. The applicant must be employed on a permanent and PAYE basis.
- Current employment must have been for at least 3 months at the date of application and any probation period satisfactorily completed.
- If an applicant has been with his/her previous employer for 12 months or more, the 3-month rule can be waived provided any probation period as confirmed by the employer has been completed or the employer confirms it is not applicable.

3.7.1. Employed – Full Status

- If current employment is for less than 6 months, a present and previous employment reference will be required in order to demonstrate a satisfactory employment track record.
- If the applicant was previously self-employed, confirmation will be required from the accountant that the applicant has no outstanding liabilities.
- If submitting payslips we require the last two consecutive months's payslips, which must be computerised i.e. not hand written Where an element of overtime, bonus, or commission is being used in the income calculation an employer's reference will be required.



IMPORTANT

WE ARE OBLIGED TO CONSIDER ALL INFORMATION THAT YOU SEND US. For example, if you send in bank statements for the purposes of proof of residency – we are obliged to consider all information on the statements when underwriting the case

4. ABOUT THE PROPERTY

4.1. Geographical Limits

- England, Wales, Scotland and Northern Ireland.
- We do not lend in the Channel Islands or the Isle of Man.

4.2. Properties we are Unable to Lend on *and* Restrictions

- Development restriction all properties. We can accept no more than 30% of any one development subject to a maximum of 30 units in total.
- Please refer to credit all cases where we are lending on an adjoining property
- Only suitable residential properties intended for use as a principal place of residence will be accepted. The following are examples of types of property not acceptable to UX Mortgages;
 - 100% timber construction.
 - Steel frame construction.
 - Flats in blocks with more than 5 floors. Unless new build within the last 3 years in which case we can go up to 12 floors.
 - Properties with restrictions as regards to occupancy e.g. agricultural, retirement flats etc.
 - Determined as unacceptable security by the appointed valuer.
 - Less than 10 years old without NHBC/Zurich Municipal guarantees or Architects Certificate (see section 4.3).
 - Not wholly owned by the borrower (Shared Ownership).
 - Mobile homes / house boats.
 - Commercial usage (if Live/Work refer to Credit)
 - Freehold flats or maisonettes.
 - Prefabricated buildings
 - Buildings with high alumina cement contraction
 - Properties containing Mundic Block materials.
 - Purpose built flats or maisonettes within blocks owned by Local Authorities or previously owned by Local Authorities.
 - Flying Freehold (elements of Flying Freehold can be considered providing the valuer confirms that the element constitutes less than 20% of the total property and Title Insurance is applied)
 - Properties underpinned within the last 5 years. (Properties that have been underpinned within the last 5 years may well be acceptable upon receipt of satisfactory guarantees etc please refer to credit.)

- Concrete built houses – A number have been listed as being defective within the 1984 Housing Defects Act, incorporated within the Housing Act 1985, Part XVI, Housing (Scotland) 1987 Part XIV, and Housing (Northern Ireland) Order 1986, Part II. Refer to **Appendix 8** if a concrete constructed property is offered as security.
- UX Mortgages will not lend on a freehold security that consists of *more than one* self contained unit. Acceptable for example, would be a four bedroom detached family house with one kitchen, one bathroom, one lounge etc with four students renting a bedroom each and sharing communal areas, bathroom, kitchen and living rooms. We would expect each student to have a separate AST. Or if all on the same AST please note that for legal reasons there can be *no more than four* students. Infinity will not lend on any property with *more than one* self contained dwelling unit other than the traditional understanding of a granny annex.



Any unusual aspect to the property should be discussed with UX Mortgages prior to instructing the valuation.

4.3. New Builds or Properties Built in the Last 10 Years

The property must be covered by one of the following;

- NHBC
- Foundation 15
- Qualified Architect's Certificate
- Zurich New Building Certificate
- Premier Guarantee
- Where an Architect's certificate is being provided this must be issued by one of the following;
- RIBA - Chartered Architect
- RICS - Chartered Surveyor
- CIOB - Member of the Chartered Institute of Building
- BIAT - Member of the British Institute of Architectural Technicians

4.4. Valuations

- The valuer should be qualified as M.R.I.C.S, or F.R.I.C.S, and be experienced in conducting mortgage valuations. The property must be within a 25 mile radius of the office at which the valuer conducting the valuation is based. Within the M25 orbital the radius is reduced to 5 miles.

- The valuation must be completed on UX Mortgages valuation forms, which can be found on the QUEST system. **Note:** Photographs of the front, rear and street scene are required.



Valuers **must** comment on any discount or incentive within the body of the valuation report *and not in a separate letter*.

All valuation instructions **must** contain the wording as outlined below.

Please note there is a xx% builders deposit on this case. Please refer to UX Mortgages Guidance Notes September 2006, section entitled New Build or New Conversions.

- A copy of the valuation report is supplied with the mortgage offer and valuer's reports are valid for 6 months from the date of inspection.
- Upon receipt of the valuation report there should be a full review of the report taking into account the points below:

1. **Is the property suitable security for the advance requested?**
2. Is the property of traditional construction and if not is it acceptable? (See Section 4.2 Unacceptable Properties)
3. Is the structure of the property satisfactory?
4. Is there any evidence of flooding, subsidence, heave or landslip in the property or immediate vicinity and are specialists reports required prior to offer in this respect e.g. a structural engineer.
5. **Are any specialist reports required** as a condition of the advance e.g. damp or woodworm?
6. **Is full vacant possession** being given?
7. Are there any tenancies revealed on the valuer's report?
8. Is the property fit for occupation with all the basic amenities or is a retention required for essential improvement/repair work?
9. Are there any restrictive covenants applicable to the property that may affect saleability e.g. agricultural or age of occupants?
10. Has the property been down valued?
11. Has the reinstatement/insurance value been stated?
12. Are the comparables provided similar to the subject property?
13. **Is the report dated, correctly signed and completed in full?**
14. Is there a company stamp if not on the Quest system?
15. Is there a countersignature on the report for valuations of £500,000 or more?
16. Have photographs of the **front, rear and street scene** been provided?
 - When submitting the packaged case to UX Mortgages please advise if the current market value or after essential repairs value is to be used in calculating the

advance. A retention *may* still be applied if the work is of a serious nature.



UX Mortgages reserves the right, on any case, to instruct an audit valuation that must be satisfactory to the company. Audit valuations are carried out on all valuations above £500,000.

Where the valuer recommends that a full structural/structural engineers report be obtained, please forward this with the package, you should advise the applicant that these reports are often costly and may not guarantee acceptance.

4.5. Buildings Insurance

- Infinity requires ALL security to hold at least buildings-only insurance cover for no less than the rebuild value of the property as indicated on the valuation report.
- Should the applicant(s) choose not to make their own insurance arrangements, their property will be insured through Heath Lambert Insurance Services (HLIS), with whom UX Mortgages have teamed up with to provide a range of household products.
- The **Buildings** product ensures the property is insured for the reinstatement value up to £500,000. The reinstatement value will be increased annually in line with the House Rebuilding Cost Index. There is an option under the buildings policy to include Accidental Damage cover. Reinstatement values above £500,000 can be considered on a referral basis.
- The **Combined** package, in addition to insuring your **Buildings**, also provides cover for the following:
 - Contents cover up to the value of £75,000.
 - Valuables within the home up to £7,000 (single article limit of £2,500)
 - Valuables and personal possessions within the UK and 60 days world-wide up to £7,500 (single article limit of £1,500)
 - Money and Credit Card cover up to £500.
 - Pedal Cycles cover up to £500.
 - Freezer contents cover unlimited.
- There is an option under the combined policy to include Accidental Damage cover.
- The applicant(s) will automatically be responsible for the first £50 for each and every claim under the **Buildings** or **Combined** policy other than for losses being claimed under the optional Accidental Damage section where the policy excess will be £75 and subsidence, landslip and heave where the excess will be £1,000.

4.6. Application (Valuation Fees) - our Standard Scale

This fee covers the cost of processing your application and the cost of a valuation of the property.

Property		
values up to:	£75,000	£249
	£100,000	£295
	£150,000	£325
	£200,000	£345
	£250,000	£385
	£300,000	£425
	£400,000	£475
	£500,000	£545
	£600,000	£610
	£700,000	£710
	£800,000	£775
	£900,000	£835
	£1,000,000	£900



- The above scale is inclusive of VAT
- Valuation re-inspection or re-type fee £122.50 inclusive of VAT

4.7. Our Valuation Panel

- UX Mortgages has teamed up with Countrywide Surveyors who will not only be approved to carry out valuations on behalf of UX Mortgages, but will also manage a panel of firms. UX Mortgages will not accept valuations from any other firm. Our current panel is:
 - **Countrywide Surveyors**
 - **Allied Surveyors**
 - **E-surv**
 - **Ashdown Lyons**
 - **Colleys**
 - **Connells**
 - **Chancellors**
 - **Walker & Co**
 - **Wolton Chartered Surveyors**
 - **Lexicon**

4.8. Stage Payments

- May be allowed for properties (subject to valuer's re-inspection at each stage) in the course of construction where Architect's certificates are available for each stage
- Available on many of the products in our range, including self-certification, up to a maximum of 85% LTV.

- Where stage payments are required during the construction of a new property, the following will apply:

Stage	Criteria	Amount of Agreed advance released	
		Houses	Bungalows
Stage 1	Walls (including partitions) constructed to first floor level, window frames fitted and first floor joists fixed	25%	N/A
Stage 2	Wall construction completed (including rendering or pointing), roof timbers, roofing felt, battens and tiles fixed	25%	33.3%
Stage 3	Window frames glazed, rainwater goods fitted, floors laid, walls and ceilings plastered and heating system fitted	25%	33.3%
Stage 4 (must be released within 6 months of the first release)	Completed including decorations, outside painting, paths, drive (if applicable, and boundary fences)	25%	33.3%

5. SOLICITORS

- The applicant(s) should instruct their own solicitor, but please be advised that they will be liable for the fees including disbursements. Please note UX Mortgages will not accept sole practitioners or licensed conveyancers.

Northern Ireland Panel:-

Babbington & Croasdaile	Killian Conwell	028 7131 0600	028 7134 5785	9 Limavady Road, Londonderry, Co Londonderry, BT47 6JU	DX3060 NR Londonderry 1
Babbington & Croasdaile	Killian Conwell	028 7034 2007	028 7034 4277	23 New Row, Coleraine, County Londonderry, BT52 1AD.	DX3976 NR Coleraine 2
Diamond Heron	Graham Keys	0289 024 3726	0289 023 0651	Diamond House, 7-19 Royal Avenue, Belfast, BT1 1FB	DX506 NR Belfast 1
Donnelly Neary & Donnelly	Kevin Neary	0283 026 4611	0283 026 7000	1 Downshire Road, Newry, Co Down, BT34 1ED.	DX2056 NR Newry
Francis Hanna & Company	Charles O'Neill or Linda Johnston	0289 024 3901	0289 024 4215	Central Chambers, 75/77 May Street, Belfast, BT1 3JL	DX473 NR Belfast 1
Hart & Co.	Martin C Hart	0289 032 3545	0289 024 5005	Gordon House, 22-24 Lombard Street, Belfast, BT1 1RB	DX446 NR Belfast

Hasson & Co	Joseph O'Leary	0287 126 6818	0287 126 7780	39-41 Clarendon Street, Londonderry, BT48 7ER	
McFarland Graham McCombe	Ian MacCorkell	0289 267 4447	0289 260 7472	41-43 Bachelors Walk, Lisburn, Co Antrim, BT28 1XN	DX 3389 NR Lisburn
Miller Shearer & Black	N H McLean	0288 775 3111	0288 775 3090	2 Georges Street, Dungannon, County Tyrone, BT70 1BP	DX4123 NR Dungannon 2
Wilson Nesbitt	Gilbert Nesbitt	0289 127 1035	0289 127 8199	33 Hamilton Road, Bangor, BT20 4LF	DX2502 NR
Robert G Sinclair & Co	Kathy Sinclair	028 9023 1770	028 9032 7344	Sinclair House, 23 Bedford Street, Belfast BT2 7EJ	DX 420NR Belfast1

6. CHECKLIST

BEFORE CASE SUBMISSION TO INFINITY MORTGAGES PLEASE USE THIS CHECKLIST.

Application Form - (valid for 6 months)	
○ Is the product selected clearly stated on the first page of the application form?	
○ Is the introducer's FSA number clearly stated?	
○ Have all sections of the application form been fully completed?	
○ Is the form signed and dated by the applicant(s)?	
○ Has additional information/explanation been provided where necessary from the applicant(s)?	
○ If self certification of income has the relevant section on the application form been completed and signed?	
Credit Search – (valid for 3 months)	
○ Does the credit search cover all applicants' addresses over the last 3 years?	
○ Has an explanation been obtained from the applicant(s) for any IVA and Bankruptcy?	
○ If not on the voters roll, has proof of residency been obtained for the last 3 months?	
○ Have any loans, credit cards etc been taken into consideration when calculating loan amount?	
○ Have searches on all linked addresses been performed?	
Employers Reference – (valid for 3 months)	
○ Is the letter an original and addressed to UX Mortgages or yourselves?	
○ Is the reference signed and dated and on the Company's headed paper?	
○ Have all the questions been answered?	
○ Do the income figures provided allow the loan requested?	
○ Is applicant permanent PAYE?	
○ Are details consistent with the application form?	

Payslips	
○ Are the documents computerised i.e. not hand written?	
○ Do you have the last two months computerised payslips, which must be up to date and consecutive?	
○ Are the income figures in line with the information on the application form?	
○ If there are elements of overtime and bonuses is an employer's reference enclosed?	
○ Are documents original or original certified copies?	
Accountant's Certificate – (valid for 3 months)	
○ Does the accountant have the correct qualifications if completing a certificate?	
○ Does the accountant have a practicing certificate?	
○ Is the form signed, dated, and stamped?	
○ Do the income figures provided on the certificate for the last year allow the loan requested?	
○ Is the certificate an original and addressed to UX Mortgages or yourselves?	
○ Have all questions been answered?	
○ Are details consistent with the application form?	
Lender/Landlord Reference – (valid for 3 months)	
○ Is the reference an original and addressed to UX Mortgages or yourselves?	
○ Is the reference signed, dated and on headed paper?	
○ Has a lender's reference been obtained covering the last 12 months (whether repaid or not) and has a landlord reference been obtained if corporate landlord covering the last twelve months, if applicable?	
○ Have all questions been answered?	
○ Are details consistent with the application form?	
Valuation Report – (valid for 6 months from date of inspection)	
○ Is the report an original and on UX Mortgages valuation form?	
○ Is the report correctly signed, dated, and fully completed by a panel valuer?	
○ Where necessary have any specialist reports been obtained?	
○ Is the property suitable security?	
○ Has the valuer commented on builders/vendor incentives?	
○ Is the valuer located within the acceptable distance from the property?	
○ Have all questions been answered?	
○ Have suitable comparables been provided?	
○ If valuation figure is over £500,000 has the valuation report been countersigned?	
Application Submission Form (Appendix 9) – this form ensures we have captured all information required by us to meet the FSA rules and regulations.	
○ Required on all cases	

○ Have all sections of the form been fully completed?	
○ Is the form signed and dated by the intermediary responsible for the sale?	
Customer Identity Form (Appendix 10) – this form is to be completed by the FSA registered intermediary as part of the new Money Laundering Regulations to prove residency and identification.	
○ Required on all cases	
○ Have all sections of the form been fully completed?	
○ Is the form signed and dated by the intermediary responsible for the sale?	
○ Have appropriate copies of the required documentation been provided?	

APPENDICES

Appendix 1	Accountant's Reference Request
Appendix 2	Employer's Reference Request
Appendix 3	Previous Employer's Reference Request
Appendix 4	Present/Previous Lender's Reference Request
Appendix 5	Present/Previous Landlord's Reference Request
Appendix 6	Pension Reference Request
Appendix 7	IVA Reference
Appendix 8	Acceptable/Unacceptable Concrete Homes
Appendix 9	Application Submission Form
Appendix 10	Customer Identity Form

APPENDIX 1 – Accountant’s Reference Request

Accountant’s address

Date

Our Ref:

Dear Sir/Madam

Name(s)

Home address

Company name

Loan requested

Monthly payment

The above client has applied to us for a residential mortgage and has provided us with the authority to ask you for details concerning their business and its financial performance.

As you will appreciate, our client is keen for us to progress their application as quickly as possible, so I would appreciate your reply at your earliest convenience. Thank you for your assistance in this regard.

All information received will be treated in the strictest confidence.
A pre-paid envelope is enclosed for your reply.

Yours faithfully

UX Mortgages

ACCOUNTANT'S CERTIFICATE

Our ref.

Please provide brief account information for the last 3 years if available. (Minimum of 2 years is required.)

Year Spouse/Dependant End	Annual Turnover	Net Profit	Drawings/ Salary	Directors*
---------------------------------	--------------------	---------------	---------------------	------------

200
200
200

If annual turnover and/or net profit has declined by more than 10% over the past 12 months, please comment

*to include salary, share net profit, dividends and pension figures.

1. Has your client traded continuously over the last 12 months?
2. How long has your client been trading?
3. How long have you acted for your client?
4. In your opinion is your client able to meet the monthly payments?
5. Does your client receive income from any other source?
6. Is the business solvent?
7. Is any of the proposed purchase/remortgage of the property being funded by the business?
8. Please advise the following:
National Insurance number
Tax office and reference number
Business details (limited co / partnership / sole trader)
Nature of business
Position in business (e.g. employee, director)
Percentage shareholding
Please comment in your opinion on the state of the business and / or any other relevant information.

I hereby certify that the information provided is to the best of my knowledge correct.

Signature _____

Name _____

COMPANY STAMP

Qualifications _____

Company/Firm _____

Date

APPENDIX 2 – Employer’s Reference Request

Employer’s Address

Date

Our Ref:

Dear Sirs

Re: APPLICANT

The above client has applied to us for a residential mortgage and has provided us with the authority to ask you for details concerning their employment and earnings.

We would be grateful if you would answer the following questions, replying on your headed business paper (or enclose a blank sheet of your headed paper with your reply) in the enclosed pre-paid envelope. All information will be treated in strictest confidence.

As you will appreciate, our client is keen for us to progress their application as quickly as possible, so I would appreciate your reply at your earliest convenience. Thank you for your assistance in this regard.

Yours faithfully

UX Mortgages

What is our clients current position within the Company?

What current address do you hold for our client?

How long has our client been continuously employed with you?

Is our client employed on a PAYE basis?

What is our client’s gross annual basic income?

What additional regular payments has our client received over the last 12 months?
Guaranteed YES/NO

When is the next salary review?

Is our client’s position permanent?

Is our client in a probation period? If so when does it expire?

Is our client currently serving notice of employment termination or redundancy?

Does our client hold any shares? If so what percentage?

I hereby declare that the information provided above is, to the best of my knowledge, correct.

NAME:

COMPANY STAMP

SIGNED:

POSITION:

DATE:

APPENDIX 4 – Present/Previous Lender's Reference Request

Lender address

Date

Our Ref

Dear Sir/Madam

Name(s)

Property address

Account no.

In connection with an application for a residential mortgage with UX Mortgages, [app1] and [app2] have provided your details as existing lender for the above property. In support of their application, we would be grateful if you would complete the details set out below on this form with a Company stamp or on your own headed paper and return to us in the envelope provided. We enclose the authority of our mutual client together with a fee for £..... .

All information received will be treated in the strictest confidence.

Yours faithfully

UX Mortgages

1. Date and amount of original loan.
2. Date(s) and amount(s) of any further advances.
3. Current monthly payments.
4. What was the purpose of the loan?
5. Balance outstanding or date when redeemed.
6. Has the mortgage been conducted to your satisfaction?
7. Have any payments been paid by the DSS in the last 12 months?
8. Have any of the last 3 months mortgage payments been missed? If so which month(s)?
9. Any arrears in the last 12 months? If yes please advise.
 - Highest amount
 - Date when arrears reached their highest
 - Highest number of months in arrears
 - Any arrears balance still outstanding
 - Reasons for arrears
 - Details of any arrangements agreed to resolve problem

I hereby declare that the information provided above is, to the best of my knowledge, correct.

NAME:

COMPANY STAMP

SIGNED:

POSITION:

DATE:

APPENDIX 5 – Present/Previous Landlord’s Reference Request

Landlord’s/agent’s address

Date
Our Ref

Dear Sir/Madam

Name
Address

In connection with an application for a residential mortgage with UX Mortgages [app1] and [app2] have provided your details as landlord for the above property. In support of their application, we would be grateful if you would complete the details set out below on this form with a Company stamp or on your own headed paper and return to us in the envelope provided. We enclose the authority of our mutual client.

All information received will be treated in the strictest confidence.

Yours faithfully

UX Mortgages

1. Date tenancy commenced
2. Are/were there any other tenants other than the above named?
3. What is/was the monthly rental payment?
4. Is/was the tenancy conducted satisfactorily?
5. Any rental payments paid by the DSS in the last 12 months?
6. Have any of the last 3 months payments been missed? If so which month(s)?
7. Any arrears in the last 12 months? If yes please advise.
 - Highest amount of arrears
 - Dates
 - Number of monthly installments this equated to
 - Any arrears balance still outstanding
 - Reason given for arrears
 - Details of any arrangements agreed to clear arrears

I hereby declare that the information provided above is, to the best of my knowledge, correct.

NAME:

COMPANY STAMP

SIGNED:

POSITION:

DATE:

APPENDIX 6 – Pension Reference Request

Pension Company address

Date
Our Ref

Dear Sir/Madam

Name(s)
Address
Account no.

The above named client has applied to us for a residential mortgage and has provided us with the authority to ask you for details concerning their pension.

We would be grateful if you would answer the following questions, replying on your headed business paper (or enclose a blank sheet of headed paper with your reply) in the enclosed prepaid envelope. All information shall be treated in strictest confidence.

As you will appreciate, our client is keen for us to progress their application as quickly as possible, so I would appreciate your reply at your earliest convenience. Thank you for your assistance in this regard.

All information received will be treated in the strictest confidence.

Yours faithfully

UX Mortgages

1. Date pension commenced.
2. Total annual payment.
3. Term of pension.
4. National Insurance Number.
5. Tax office and reference number.

I hereby declare that the information provided above is, to the best of my knowledge, correct.

NAME:

COMPANY STAMP

SIGNED:

POSITION:

DATE:

APPENDIX 7 – IVA Reference

For the attn of:

Date: / /200

Dear Mr,

**Re: Mr
Address:**

The above named client has applied to UX Mortgages for a residential mortgage and provided us with your details as the trustee for their Individual Voluntary Arrangement.

In support of the application, we would be grateful if you could confirm the following information by return:

- 1) Date of IVA.
- 2) Has the IVA been satisfied and completed? YES / NO
- 3) If completed please advise date of satisfaction.
- 4) Has/Was the IVA been satisfactorily conducted?
- 5) Have all repayments on the IVA been met as and when due?

We enclose the authority signed by the applicant to enable you to supply us with this information.

All information received will be treated in the strictest confidence.

Yours sincerely

UX Mortgages

APPENDIX 8 – Concrete Homes

Acceptable Concrete Houses (covered under PRC licence systems)

A number of repair schemes have been approved and licensed by PRC Homes Limited (a wholly owned subsidiary of the NHBC) and these are listed below.

House Type	Designer	Licence Number
Airey	Curtins Cons Eng	005
Airey	Blaenau Gwent BC	007
Airey	Thos Morgan Ptner	011
Airey	Rok-Crete Units	012
Airey	PRC Design Assocs	014
Airey	Michael Dyson Assoc	018
Airey	Swan Developments	022
Airey	Leeds City Council	033
Airey	Swan Developments	076
Boot	M Dyson Assoc	054
Boot	L B Richmond	079
Cornish	Curtins Cons Eng	001
Cornish	Swan Developments	002
Cornish	John Laing Construction	009
Cornish	Rok-Crete Units	013
Cornish	William Davies Ltd	015
Cornish	Michael Dyson Assocs	016
Cornish	PRC Design Assoc	024
Cornish	Kirkham Williams Lewis	032
Cornish	Walsall MBC	049
Cornish	Curtins Cons Eng	064
Doran	Dinardo & Partners	060
Gregory	Curtins Cons Eng	072
Newland	Calderdale MBC	069
Newland	Curtins Cons Eng	081
Parkinsons	Avebury Design Assoc	042
Parkinsons	Michael Dyson Assoc	050
Parkinsons	KPA Consulting Engs	071
Parkinsons	Brittan Hadley Ptnrs	083
Reema HP	Michael Dyson Assoc	017
Reema HP	Curtins Cons Eng	046
Reema HP	KPA Consulting Engs	063
Reema HP	Brittain Hadley Ptnrs	082
SCH/Hawks	Michael Dyson Assocs	065
SCH/Hawks	Kirkham Williams Lewis	070
SCH/Hawks	PRC Design Assocs	074
Smith	Curtins Cons Eng	051
Stent	Swan Developments	004
Stent	Curtins Cons Engs	056
Unity	Curtins Cons Engs	007
Unity	Unity Michael Dyson Ass.	021
Unity	PRC Design Assoc	029
Unity	The Johns Ptnership	035

Unity	J R Bacon	039
Unity	Swan Developments	061
Unity	Kirkham Williams Lewis	067
Unity	Craddy & Partner	078
Waites	Michael Dyson Assocs	023
Waites	Broadway Const Ltd	041
Waites	Swan Developments	043
Waites	Curtins Cons Eng	045
Waites	Lovell Cons Ltd	047
Waites	John Laing Const	058
Waites	Kier Ltd	059
Waites	PRC Design Assoc	075
Woolaway	Purpose Built Ltd	040
Woolaway (Houses)	Curtins Cons Eng	006
Woolaway (Houses)	Michael Dyson Assoc	025
Woolaway (Houses)	Bristol City Council	028
Woolaway (Houses)	Ove Arup & Partners	044

**Acceptable Concrete Houses
(not covered under PRC licence systems)**

Concrete built properties shown below are acceptable, although some are only acceptable with a full satisfactory structural engineer's report. Structural reports must be carried out within the guidelines for inspection of concrete houses as published by the Building Research Establishment. Whilst UX Mortgages is prepared to consider properties subject to a structural engineer's report, applicants must be made aware of the cost and that a decision to proceed with the loan cannot be made until the report has been fully assessed. Applicants must also be made fully aware of the possible cost for future remedial works, repairs, and maintenance. The structural report must be sent to the valuer to ensure the report and property is acceptable security.

Type of Property	Structural Engineer's report required?
Aberdeen Corporation Concrete	YES
Aberdeen In-Situ Concrete House	YES
Argisol	YES
Argyll	YES
Balancey	YES
Balfour Beatty	YES
Banton -Fines	YES
Beanland 2	YES
Beaurete	YES
Bellrock	YES
Bellstone	NO
Blackburn	YES
Broadmead	YES
Bryant	YES
Brydon	NO
Cast Rendered -Fines	NO
Clegg	YES
Clugston	YES
Concrete Block	NO

Corplite -Fines	NO
Corvus	NO
Drury System 3	YES
Duo	YES
Duo Slab	Acceptable only if refurbished after 1980 – Structural report required.
Edron	NO
Fidler	NO
Gadey	YES
Gateshead Butterfly	NO
Hamish Cross	YES
Incast Houses	NO
Jemm Flatted	YES
Jones & Harvey	YES
Kenkast Bungalows 1970s	YES
Lamella	NO
Lawrence Mark 1	YES
Lawrence Crosswall	YES
Lesser	YES
Maxim	YES
Miller -Fines	NO
Miller Temporary Bungalow	NO
Morrell	YES
Mowlam	YES
Nissen Petren	YES
-Fines	NO
New Decade	YES
Ossullivan -Fines	NO
Schindler Gohner	YES
Scotconystem 3	NO
Shepard	YES
Solvyt and Brick (Newcastle Area)	YES
SSHA Cellular Concrete Comm'er Houses	NO
SSHA Commissioners Resumption Houses	NO
SSHA Wartime Cellular Concrete Houses	NO
Stour	YES
Tee-Beam (England & Wales)	YES
Thain	NO
Thompson	NO
Townson	YES
Unitroy (England & Wales)	YES
Weir	NO
Wilson Block	YES
Wimpey No Fines (Two Storey)	NO
Woolaway Bungalow	NO

Unacceptable Concrete Houses

A & C Barvis Myton (England & Wales)
Anglian Metracon
Basingstoke Dev. Group Mitchell Camus
Beale & Son Modus
Belfry Myton-Clyde (Scotland)
Bison Myton-Solway
Blackburn Orlit (Scotland) N.C.B.
Boswell (England & Wales) Oakbridge
BTS Type 4 Orlit
Camus P.A.C. or P.A.L.
Carlton Permabuild
Cebus Polystyrene Concrete Sandwich Panels
Conclad (Reema) Ridgeway
Crudens Skarne SB2
Dare Sectra (John Laing)
Duplex Foamed Slag House Selleck Nicholls Williams
Dyke (England & Wales) Shepard Spacemaker
Edlo Sir Lindsay Parkinson
4L Factory Finished Homes Skarne
Forrester-Marsh Southend 3M
Fram B.R Stonecrete (England & Wales)
Fram Gerrard Stubbings Ind. Low Rates
Fram Russell Sundh
Gateshead Experimental Tarran-Clyde (Scotland)
Gerrard 'Incon' Tarran Mark 4 Temporary Bungalow
(Scotland)
Glasgow Foamed Slag Tarran (England & Wales)
G.L.E Tarslag
Gregory Crosswall Houses Taylor Woodrow Anglian
Harlow Haddow Tee-Beam (Scotland)
Harry Neal Battery Cast Tracoba
Housing Development
Construction
Trento
H.S.S.B. System Truscan
Jespersion T.W.A.
LA's Own: Dudley Underdown (England & Wales)
Laing/ B.R.S. Unitroy (Scotland)
John Laing Easiform Universal
Lasen & Nielson (T.W.A.) Waller (England & Wales)
Lecaplan Wates
Lindsay (Scotland) Watcon
M.F.C Weedon
Mac-Girling Wessex (England & Wales)
Mac-Gregory Whitcon
Whitson/Fairhurst
Wimpey No Fines (High Rise)
Winget House (England & Wales)
X.W. (Sellick Nicholls)
Y.D.G.

APPENDICES 9 & 10 Submission and Proof of ID Form



Mortgage Application Submission Form

(Please do not use correction fluid and initial any changes)

Applicant 1 First Name: Surname:

Applicant 2 First Name: Surname:

MORTGAGE (Please circle options as appropriate)

Type of mortgage: Purchase Remortgage Stamp Self-Certification

Self-Certification Only Why can't the Applicant(s) prove income?

- Applicant 1: Self-employed Multiple Income Sources Investment Income

Other (please provide as much detail as possible):

- Applicant 2: Self-employed Multiple Income Sources Investment Income

Other (please provide as much detail as possible):

Buy-to-Let only Will the property be occupied by a member of either Applicant's immediate family?

Amount applied for: £ LTV Applied for:

Term applied for: years Product Category (e.g. Flight):

Interest Rate: Starting at: % Changing to: %

Fixed duration: years Discount duration: years

SALE (Please circle options as appropriate)

How was the sale conducted? Advised date: (Non Advised) date:

FEES Before Completion (Please complete as appropriate and circle any fees which will be refunded if the mortgage is not completed)

Advice/charging fees: £ Will this amount be added to the amount applied for? Y N

Infinity application fees: £

Other fees: £

At Completion (Please complete as appropriate and circle any fees which will be added to the amount applied for)

TT Fee: £ Completion Fee: £ High Lending Charge: £

Title Insurance: £ (This is mandatory for RTG applications)

RETIREMENT (Please tell us the age by which each Applicant expects to be retired)

Applicant 1: years Applicant 2: years

If the Term applied for exceeds beyond either of these ages, please provide details of the relevant Applicant's post-retirement income:

P70

SELLING MORTGAGE ADVISOR

(This section must be completed)

Advisor's Name

Advisor's Address

Particular: Telephonic: Fax:

CO: E-mail:

If advisor is Directly Authorized, please provide FSA number:

If advisor is an Appointed Representative, please provide FSA number:

Appointed Principal's FSA number:

and Appointed Principal's name:

MORTGAGE PACKAGER/PACKAGING

MORTGAGE ADVISOR

(Please complete if appropriate)

Packager's Name

 Contact:

Packager's Address

Particular: Telephonic: Fax:

CO: E-mail:

If advisor is Directly Authorized, please provide FSA number:

If advisor is an Appointed Representative, please provide FSA number:

Appointed Principal's FSA number:

and Appointed Principal's name:

ADVISOR'S DECLARATION

(This must be given by the advisor named above)

I declare that:

- I hold all permissions from the Financial Services Authority that I am required to hold to sell or package the mortgage applied for
- I have given the Applicant(s) a Key Facts Illustration

Signature: Date:

Full Name:

Mortgage Applicant(s) Confirmation of Identity

MORTGAGE APPLICANT(S) CONFIRMATION OF IDENTITY & RESIDENCY

Every mortgage application to Infinity Mortgages must be accompanied by this form, which must be fully completed by the acting Mortgage Advisor named on the relevant Mortgage Application Submission Form. Please note that confirming each Applicant's identity and residency is a legal requirement. Please consider the Guidance Notes below before completing this form and making the declaration below.

Applicant 1 Full name: O/R/B:

- **Part A document:**

Type of document:

Name of entity that issued document:

Date of issued document:

As applicable: Is the document still valid Y N
OR
 Is the bill/statement less than 3 months old: Y N
- **Part B document:**

Type of document:

Name of entity that issued document:

Date of issued document:

As applicable: Is the document still valid Y N
OR
 Is the bill/statement less than 3 months old: Y N
- **Extra document (if appropriate):**

Type of document:

Name of entity that issued document:

Date of issued document:

As applicable: Is the document still valid Y N
OR
 Is the bill/statement less than 3 months old: Y N

Applicant 2 Full name: O/R/B:

- **Part A document:**

Type of document:

Name of entity that issued document:

Date of issued document:

As applicable: Is the document still valid Y N
OR
 Is the bill/statement less than 3 months old: Y N
- **Part B document:**

Type of document:

Name of entity that issued document:

Date of issued document:

As applicable: Is the document still valid Y N
OR
 Is the bill/statement less than 3 months old: Y N
- **Extra document (if appropriate):**

Type of document:

Name of entity that issued document:

Date of issued document:

As applicable: Is the document still valid Y N
OR
 Is the bill/statement less than 3 months old: Y N

Mortgage Applicant(s) Confirmation of Identity continued

Advisor's Declaration

I declare that-

- The sale was conducted by me in the presence of each Applicant (delete if this is not the case) Y N
- I have confirmed each Applicant's identity Y N
- I have seen the originals of the documents referred to above Y N
- Any of these documents that required a signature were already signed Y N
- Any photograph contained in any of these documents was a good likeness of the relevant Applicant Y N

Signature: Date:

Full Name:

Guidance Notes

Documents Required

Infinity Mortgages may request such information and documentation as it may require but requires the following as a minimum:

- If the sale was conducted by the advisor in the presence of each Applicant, one document from Part A below and one document from Part B below must be provided for each Applicant
- If not, in addition to the above, a further document from either Part A or Part B below must be provided
- If any Applicant is an expatriate, the document from Part B below must confirm the non-UK address of the Applicant and be less than 3 months old

Guidance

- Either originals or certified copies of the documents obtained must be provided
- Any certified copy must be certified by the advisor by adding his/her name, company name, date and a signed certification that the copy is a true copy of the original
- All certified copies must be in black and white
- A document from either Part A or Part B below may not also be used in respect of the other Part

Part A - Proof of Name

Section A - Proof of Applicant(s) Name	
Current Signed Passport	Current Full UK Photo Driving Licence (NB both photo and paper section required)
Current Full UK Driving Licence (old style)	Current Provisional UK Photo Driving Licence (NB both photo and paper section required)
Current Police Photo Warrant Card	Current HM Customs and Excise Photo Card
Current Residence Certificate	Known Employee ID Photo Card (Card style must be known to Infinity Mortgages staff)
Current Inland Revenue 714 Photo Card	Inland Revenue Tax Notification (e.g. tax assessment statement of account/notice of coding) (NB must be original document)

Part B - Proof of Address

Section B - Proof of Applicant(s) Residency	
Applicant shown on voters roll	Utility Bill - less than three months old (not mobile phone bills)
Medical Cards	Current Local Authority Council tax (NB valid for current year)
Credit Card / HP Agreement Statement (less than three months old)	Current Full UK Photo Driving Licence (both paper and photo sections required)
Current Full UK Driving Licence (old style)	Current Provisional UK Photo Driving Licence (both photo and paper section required)
Inland Revenue Tax Notification (e.g. tax assessment statement of account/notice of coding) (NB must be original document)	Bank/Savings Society Statements (less than 3 months old)
Benefit letter (NB must be original document)	