



Registration

If you have never done business before, you may need to register with us. If you are Directly Authorised please call or email us to receive a registration pack. If you are an Appointed Representative, we'll just need the FCA reference for your Principle. We will check whether your firm is authorised and agree terms of business with you when you submit your first Decision in Principle (DIP) application to us for consideration.

Essentials

- All supporting Customer Due Diligence documents must be certified copies or original documents.
- Application Form declarations must be signed and dated by both advisor and applicant(s).
- Direct Debit Form must be signed and dated (business bank accounts are not acceptable).

Employment Income

- Employed Income - Latest 2 months payslips (must be derived from a UK source and subject to UK tax).
- Latest 2 years P60 (only required if we need to verify additional regular and guaranteed income).

Self Employed Income

- Self Employed Income - If the applicants nominated Accountant is suitably qualified we will require the last 2 years accounts, an Accountants Certificate will be requested directly.
- If the Accountant is not suitably qualified or the applicant completes their own tax returns, we will require copies of the latest 2 years SA302's and the last 2 years tax year overviews.
- 2 years accounts

Salaried Directors

- The same verification should be obtained as for employed borrowers.

State Pensions & Benefits

- State Pension - Award letter or projected state pension statement issued by the Department of Work and Pensions (DWP) dated within the last 12 months or evidenced by two months consecutive bank statements.
- State Benefits - Annual letter issued by the DWP confirming state benefit entitlement for life or indefinitely dated within the last 12 months.

Annuities & Pensions

- Annuities/Pensions - Latest Annual Pension Statement, Payslip or Pension P60 from the provider (must be derived from UK funds or schemes).
- Indexation/Spouses Benefit - If applicable, the evidence provided above should confirm the level of indexation and spouses benefit (if not, this may be provided separately).

Drawdown Schemes & Unvested Pensions (not in payment)

- Defined Benefit Scheme - Latest statement from the provider indicating projected income at the applicants declared intended date of vesting.
- Defined Contribution/Drawdown Contracts - Latest statement from the provider confirming current fund value.
- Indexation/Spouses Benefit - If applicable, the evidence provided above should confirm the level of indexation and spouses benefit (if not, this may be provided separately).

Rental Income

- Rental Income - If the applicants nominated Accountant is suitably qualified we will require the last 2 years accounts, an Accountants Certificate will be requested directly.
- If the Accountant is not suitably qualified or the applicant completes their own tax returns, we will require copies of last years SA302's and the last years tax year overviews.

Investment Income

- Collective Investment - Latest statement from the provider confirming current fund value.
- Private Investment - If the applicants nominated Accountant is suitably qualified, an Accountants Certificate will be requested directly.
- If the Accountant is not suitably qualified or the applicant completes their own tax returns, we will require copies of the latest 2 years SA302's and the last 2 years tax year overviews.

Repayment Strategy - Only applicable for the 50+ Mortgage

- Sale of Mortgaged Property (downsizing) - Hodge will undertake a review of property prices in the applicant's local area
 - where these values indicate that the applicants may not have sufficient remaining equity to repay the 50+ Mortgage balance and to purchase a smaller property locally, we will require further evidence of the applicant's intentions.
- Sale of Other Property - we will require the full address or addresses of the properties as well as basic property details as set out on our application form.
 - If we are unable to confirm outstanding mortgage balances (if any) from our credit bureau check, we will require the latest mortgage statement dated within the last 12 months or a letter from the lender confirming the current balance outstanding.
 - If the property is unencumbered we may require a copy of the Land Registry/Land certificate confirming ownership.
 - Must be UK based and denominated in sterling.
- Realisation of Investments - Latest statement from the provider confirming current fund value with no capital withdrawals in previous 12 months (must be held in a regulated collective investment scheme).
- Existing Endowment/Pension Policy - Latest statement from the provider confirming projected maturity value based on growth investment return.

Other Submission Requirements

Bank Statements - not applicable for Holiday Let	Proof of Deposit
<ul style="list-style-type: none"> • Only applicable for loans above £250k or if requested by an underwriter. • Personal bank statements covering the last full two months showing day to day transactions (all cases) and any employment, pension or other acceptable income credits. • We are able to accept online bank statements provided they show the borrowers name, account number, bank name/logo and web address. • Bank statements will also be reviewed for satisfactory conduct. We would expect the account to remain within any agreed overdraft arrangements and not remain permanently overdrawn or incur charges relating to poor conduct of the account. 	<ul style="list-style-type: none"> • Bank, investment or savings statements dated within the last two months covering the full (purchase cases) deposit required and held in the applicant(s) name. We would expect the deposit to be from the applicants own resources without recourse to any additional borrowing. • We may request details of the source of funds or large external contributions where applicable. • For any other forms of deposit, please contact our Customer Services Team to ascertain whether they would be acceptable.
Evidence of Identification	Evidence of Residency
<ul style="list-style-type: none"> • Not usually required as Hodge undertake electronic verification checks. • We will request any additional information during the application process. 	<ul style="list-style-type: none"> • Not usually required as Hodge undertake electronic verification checks. • We will request any additional information during the application process.
Evidence of Mortgage Payments	Evidence of Permanent Rights to Reside
<ul style="list-style-type: none"> • Where the credit reference bureau search does not provide evidence of payment history payments we will require a copy of the latest mortgage statement and/or supporting bank statements showing payments made in the last 12 months. 	<ul style="list-style-type: none"> • Copy of the borrowers passport with relevant visa stamp and/or a letter issued by the Home Office with relevant visa stamp confirming the borrower has permanent rights to remain.

Decision in Principle & Full Application Process

Higher amounts of index-linked income, and a good level of spouse's pension provision will have a positive effect on affordability. The DIP form sets out the initial assumptions we make in this area, but if you have better information to hand, please tell us.

Specific verification requirements relating to a case will be set out in our Decision in Principle. Please check whether any specific requirements have been raised before submitting the application.

A checklist of all standard verification documents we require is set out at the back of the application form which, as well as all forms and information for all of our products, can be found by following the below link:

www.hodgeforintermediaries.co.uk/resources/

Once the form is completed, you can submit it to us at:

www.mortgages@hodge.co.uk

Please complete each form as accurately as possible, using the additional information section of the form where necessary to capture any further details you feel are important. To avoid processing delays, please ensure all supporting documents meet our requirements and are not out of date.