

## INTERMEDIARY APPLICATION SUBMISSION CHECKLIST

To give you the best possible service and help us progress your mortgage application, the following items are required.

Item	1 <sup>st</sup> applicant	2 <sup>nd</sup> applicant	All applicants
<b>Proof of identity for all applicants*</b> e.g. Passport, Driving Licence, Employers Identity Card			
<b>Proof of current address for all applicants*</b> e.g. credit card statement/mortgage statement, recent utility bill or council tax statement (all to be dated within last 3 months)			
<b>Evidence of income* (employed applicants)</b> i.e. The latest P60 and payslips covering the last 3 months			
<b>Evidence of income* (self-employed applicants)</b> i.e. last 2 years accounts, Inland Revenue final assessment of tax liability or a copy of your Self-Assessment Tax Return (SA302s)			
<b>Evidence of current pension income (borrowing into retirement applicants only)</b> i.e. The latest Private/State Pension Statement and P60			
<b>Evidence of future pension income (borrowing into retirement applicants only)</b> i.e. The latest Private/State Pension Statement with forecast			
<b>3 consecutive months bank statements for all bank accounts held*</b> These must show income from employment and household expenditure with the latest being dated within the last 28 days			
<b>Printed Affordability Calculator</b> The affordability assessment must be printed and enclosed with all applications			
<b>First Time Buyer Guarantor Supplementary Application Form (family assist applicants only)</b> i.e signed by each guarantor			
<b>Signed application form</b>			
<b>Valuation fee where applicable enclosed: £</b> Cheques payable to 'Loughborough Building Society'			
<b>Other applicable fee(s) £</b> Cheques payable to 'Loughborough Building Society'			
<b>ESIS/KFI</b> Printed copy of ESIS/KFI from sourcing system			

### Mortgage Product Required

<b>Product:</b>	<b>Product code:</b>
<b>Interest rate:</b>	

### ANY REQUIRED DOCUMENT NOT SUBMITTED WITH THE APPLICATION WILL CAUSE DELAY

\*If sending original documents **then you do so at your own risk**. Original documents will be returned by recorded delivery. **Certified photocopies are acceptable**. When certifying the following information must be provided: Advisors name, signature, date, work address and telephone number and the statement **"I CERTIFY THAT THIS IS A TRUE COPY OF THE ORIGINAL DOCUMENT"**

The Society reserves the right to make further enquiries and to seek further evidence of identification.