

First Charge Process

Submit DIP

Log into our [Broker Portal](#) and submit DIP.

Successful DIP?

Proceed through the full application screens, pay any applicable fee(s) and submit the application.

Status = Application Submitted

Document Upload

Upload documents we've listed on the checklist and add any supporting notes. Click "upload" next to Checklist Item, or "upload document" in the document section.

- Select "document type" and "document sub type" from drop down lists
- Choose file from computer - PDF, Word or TIF. For other file types, please contact us
- Add description and click upload

Document Checks

An Application Co-Ordinator will check the file and let you know if anything else is needed. If not, it will be passed to an Underwriter to be assessed.

Status = Application Reviewed

Outstanding Items

Once assessed, an Underwriter will contact you to provide an update and discuss any outstanding items. If we're happy to proceed we'll instruct valuation.

Status = Valuation Instructed

Offer Issued

Once the valuation report and any outstanding items are received, and if everything is ok, the Mortgage Offer is issued. A copy is sent to the applicant and solicitor and is also available on our [Broker Portal](#). You will also be notified.

Completion

Once the solicitor submits the Certificate of Title we can issue funds and complete the application – we'll let you know when this happens.

Procuration Fee Paid
This is normally paid within **48 hours** of completion.

Submission Checklist

CHECKLIST	REQUIREMENTS	RESIDENTIAL	BUY TO LET
Residential/Buy to Let application form and Direct Debit Mandate	Fully completed, signed and dated	Y	Y
Proof of income	See page 3 for documents required	Y	Y if interest cover ratio 125-140%
Bank statements	We need these if any applicant is a first-time buyer (not owned property in UK), self-employed, and for all buy to let applications	Y	Y
Debt Consolidation form	Use this to detail each debt if not provided on Application Form	Y	Y
Purpose of Loan form - (Remortgages)	Detailing breakdown of funds. If funds over £50,000 are to be sent to the applicant, we also need evidence of the loan purpose	Y	Y
Lending into Retirement Declaration	Detailing how the loan will be repaid in retirement	Y	N
Interest Only Declaration	Detailing how the loan balance will be repaid	Y	Y
Occupier's Waiver	Signed by occupiers aged between 17 - 64	Y	N
Occupier's Waiver with Legal Advice	Signed by occupiers aged over 64, or spouse/partner if not party to the loan	Y	N
Property Portfolio form	We need this if the applicant owns other properties	Y	Y
AST Agreement	For buy to let/investment properties owned	Y	Y
Assets and Liabilities	We need these if the applicant owns 4 or more mortgaged buy to let properties, or is using the funds to purchase the 4th property	N/A	Y
Business Plan			
Cash Flow Forecast			
Proof of Deposit - (Purchase)	This needs to include build-up of funds	Y	Y
Gifted Deposit Declaration - (Purchase)	We need this if deposit or equity is being gifted	Y	Y
Covid-19 Income and Expenditure Form	Detailing any impact Covid-19 has had on the applicants' income and expenditure	Y	Y

Document Verification



PROOF OF INCOME

EMPLOYED	SELF-EMPLOYED / LIMITED COMPANY DIRECTOR	CONTRACTOR	OTHER INCOME
<p>Most recent consecutive payslips - last 3 if paid monthly or 4 weekly - last 4 if paid weekly or fortnightly</p> <p>Bank statement or typed P60 (if handwritten or Sage payslips)</p> <p>Payslips must be legible and show the applicant's name, date, all payments and deductions and the employer's name.</p> <p>If you're using overtime/bonus/commission in the affordability assessment, these must be showing.</p>	<p>Last 2 years' signed accounts (not abbreviated or filleted and audited if available) supported by EITHER last 2 years' tax calculations and corresponding HMRC tax overviews OR a reference from the applicant's accountant</p> <p>Sole trader. Last 2 years' tax calculations and corresponding HMRC tax overviews and a reference from the applicant's accountant</p> <p>Please provide an explanation for any significant income fluctuations.</p>	<p>Copy of current and, where applicable, previous signed contract supported by last 3 months' payslips, invoices or bank statements evidencing income earned over last 3 months</p> <p>Evidence of contracting and/or employment/self-employment in the same line of work for the last 12 months</p> <p>Please provide an explanation for any significant income fluctuations.</p>	<p>Pension - most recent award letter, remittance advice or P60 confirming the monthly payment. If the award letter is annual, the most recent bank statement confirming receipt is required</p> <p>For other income sources check out our online criteria search</p>

PROOF OF NAME AND ADDRESS

We'll let you know if the applicant doesn't pass our electronic ID checks, and confirm what you'll need to provide.

For EU nationals, you'll need to provide proof of identity.

For worldwide nationals, you'll need to provide proof of identity, address and evidence of their permanent right to reside.

Top Tips



Document Upload

Upload documents separately to match the Checklist Items, rather than in one batch. This makes it easier for the Underwriter to review them so they'll be able to get back to you faster.



Employed Income

Before inputting income, take off regular deductions from basic salary like pension, student loans, lottery, union fees before you input income. No need to take off tax or NI. You can use 100% of contractual overtime or 50% of average non contractual overtime.



Additional Information

Only upload documents that we've requested, or those that add extra support to the application. Providing unnecessary documents slows the process down, as we have to review them if provided.



Keeping Track

Keep track of what's outstanding on the [Broker Portal](#) through the Checklist Items and notes. Use the radio button to see the full list. The Underwriter will satisfy items once they have been received and assessed.



Notes

When you upload a document we're notified automatically so there's no need to also add a note to say you have uploaded documents.



Application Form

No need to complete a separate application form, our [Broker Portal](#) will pre-populate a form for you to print off. Check the details first and fill in any gaps, before asking the applicants to sign it.



Quick Calculators

Use our [affordability calculators](#) for both residential and buy to let applications before you submit your DIP. Use the [Portfolio ICR calculator](#) if the applicant is a Portfolio Landlord.



Self Employed Income

If trading over 2 years we'll typically take an average of the last two years. If the last year's figures are slightly higher we can consider using these up to a maximum of 20%.

If trading less than 2 years (must be minimum of 18 months) we'll use first year's figures, plus current trading position from qualified accountant.



Bank Statements

Make sure you review statements before you send to us and include all consecutive pages. We need them to show full name/address, balance, transactions, account number and sort code.

Get in touch

 020 7036 2020

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For Intermediaries only

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority (Firm reference number 719354).