



## a step by step process of applying for a mortgage...

### initial meeting

The first meeting or phone call is a discovery chat to find out about you, your personal circumstances and what you want to achieve whether this is to buy a new home or re-mortgage.

### welcome

We will then send you a welcome email from our client care team to confirm what we discussed and our service promise to you.

You will need to run a credit report so that we can be sure there are no blips in your credit history – we recommend Experian <https://www.experian.co.uk/> or Equifax <https://www.equifax.co.uk/>

Now is a good time to gather documents like your latest payslips, bank statements, ID and tax return (SA302) if you are self-employed.

### initial research

We will complete a whole of market search and assess all your available mortgage options. This involves calling lenders to ensure your circumstances fit their lending policy.

### fact find meeting

In this meeting we will complete a thorough fact find establishing your priorities and preferences; we want you to think about your future plans too.

We will also capture all your details such as a proof of identity, address, income and outgoings.

### full market research

Here is when we will do a comprehensive search, based on your specific circumstances, to ensure we are making the right recommendation for you.

### personal illustration

When we have found the right mortgage for you, we will relay all the key facts:

- ④ the loan amount
- ④ the term
- ④ interest rate
- ④ repayment type

We will also be able to give you an approx. monthly payment amount at this point.

### **agreement to proceed**

At this point we will send you our "Client Agreement" which you will need to sign and return. This give us permission to proceed with your mortgage application.

### **personal recommendation**

We will confirm in writing the reasons why we are making this recommendation.

### **submission**

Once we have submitted your application, we will ensure the rest of the process runs as smoothly as possible. Our Client care team will provide you with updates throughout to reassure you that your case is moving forward. We will confirm when:

- ④ Your case has been fully underwritten, and the lender is satisfied that it meets their lending criteria.
- ④ The Valuation has been instructed. When the surveyor report is back this will confirm the property is worth its sale price therefore providing the lender security that the loan amount is suitable. Assuming all is fine an offer will be issued to The Money Partnership, yourselves and the Solicitors.
- ④ Solicitors are then instructed. We will ensure all paperwork has been received by them and that they are communicating with you in a timely manner.
- ④ We will liaise with any estate agents or previous lenders to ensure all parties are happy to complete.

### **completion and transfer of money**

This will be arranged at a date that suits you by your solicitor

### **aftercare**

One month after your case has completed, we will give you a call to see how things are and how you found our service.

If you want to apply for a mortgage, a chat costs nothing, give us a call and we'd be happy to help... 01633 987070