

Mortgage Application Packaging Requirements

To help you get your application processed as quickly as possible, we've outlined what you will need to send to us below. Please ensure all items are submitted with your application, along with this completed checklist to:

Intermediary Support Unit, Ipswich Building Society, PO Box 547, Ipswich IP3 9WZ

When submitting copies of documents please ensure that every page is clearly legible with the words 'true copy of the original' and shows your company name and your full name (in BLOCK CAPITALS), together with your signature and date.

If we do not receive the correct supporting documents within 10 working days of the application being submitted, we will assume you do not wish to proceed and will remove the application from our system.

Intermediary Name: _____ Contact Number: _____

Intermediary Firm: _____ Applicant Name: _____

	Employed	Self-Employed	Retired
Fully Completed Signed & Dated Application/E-Mortgage Declaration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fully Completed Signed Direct Debit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of Identification	<input type="checkbox"/> Driving Licence or Passport	<input type="checkbox"/> Driving Licence or Passport	<input type="checkbox"/> Driving Licence or Passport
Proof of Address at Current Address	<input type="checkbox"/> Utility Bill Dated in Last 3 Months or <input type="checkbox"/> Bank Statement Dated in Last 3 Months	<input type="checkbox"/> Utility Bill Dated in Last 3 Months or <input type="checkbox"/> Bank Statement Dated in Last 3 Months	<input type="checkbox"/> Utility Bill Dated in Last 3 Months or <input type="checkbox"/> Bank Statement Dated in Last 3 Months
Proof of Income	<input type="checkbox"/> Latest P60 and <input type="checkbox"/> Latest 3 Months Pay Slips and <input type="checkbox"/> Latest 3 Months Bank Statements	<input type="checkbox"/> Latest 3 Months Personal Bank Statements and Last 2 Years of Accounts or <input type="checkbox"/> Last 2 Years SA302 or <input type="checkbox"/> Last 2 Years Online Tax Self Assessment with Tax Year Overview	<input type="checkbox"/> 3 Months Personal Bank Statements and <input type="checkbox"/> State/Private Pension Documentation or P60
Proof of Deposit	<input type="checkbox"/> Proof of Deposit (Cases over 85% LTV)	<input type="checkbox"/> Proof of Deposit (Cases over 85% LTV)	<input type="checkbox"/> Proof of Deposit (Cases over 85% LTV)
Interest Only	<input type="checkbox"/> Repayment Strategy Detailed on Application	<input type="checkbox"/> Repayment Strategy Detailed on Application	<input type="checkbox"/> Repayment Strategy Detailed on Application
Shared Ownership	<input type="checkbox"/> Memorandum of Sale	<input type="checkbox"/> Memorandum of Sale	<input type="checkbox"/> Memorandum of Sale
Right to Buy	<input type="checkbox"/> Right to Buy Papers	<input type="checkbox"/> Right to Buy Papers	<input type="checkbox"/> Right to Buy Papers
Self Build	<input type="checkbox"/> Plans <input type="checkbox"/> Costings <input type="checkbox"/> Planning Permission <input type="checkbox"/> Building Regs	<input type="checkbox"/> Plans <input type="checkbox"/> Costings <input type="checkbox"/> Planning Permission <input type="checkbox"/> Building Regs	<input type="checkbox"/> Plans <input type="checkbox"/> Costings <input type="checkbox"/> Planning Permission <input type="checkbox"/> Building Regs
Existing BTL Properties	<input type="checkbox"/> Copy of AST	<input type="checkbox"/> Copy of AST	<input type="checkbox"/> Copy of AST
All BTL Applications	<input type="checkbox"/> Copy of valid Energy Performance Certificate (EPC) or evidence of exemption	<input type="checkbox"/> Copy of valid Energy Performance Certificate (EPC) or evidence of exemption	<input type="checkbox"/> Copy of valid Energy Performance Certificate (EPC) or evidence of exemption

FEES: We will contact your client to collect any Application Fee and Valuation Fee, alternatively please enclose a cheque for any fees relative to this mortgage application. Cheques should be made payable to Ipswich Building Society Re: Your Client's Name e.g.: Ipswich Building Society Re: Mr A Smith

Ipswich Building Society, PO Box 547, Ipswich, IP3 9WZ 0330 123 1073 bdt@ibs.co.uk www.ibs.co.uk

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