

## Packaging Guide

# Minimum Packaging Requirements

Perfectly packaged cases mean quicker mortgage offers and a better service for your customers. So to help you package the perfect Shawbrook case we have put together this handy guide.



**The below documents are the minimum requirements needed to submit an application to Shawbrook for an underwriter to assess.**

<input type="checkbox"/> <b>Application form</b>	This must be fully completed
<input type="checkbox"/> <b>Multi declaration form*</b>	Complete applicable sections, where required
<input type="checkbox"/> <b>BSQ/payment profile</b>	If not showing on the credit search
<input type="checkbox"/> <b>Income proof</b>	Please refer to the Criteria Guide for specific income requirements
<input type="checkbox"/> <b>Assets and liabilities</b>	Required if applicants have BTL properties**
<input type="checkbox"/> <b>Debt consolidation form</b>	For consolidation cases only
<input type="checkbox"/> <b>Direct debit mandate</b>	
<input type="checkbox"/> <b>Signature identification</b>	

\* If required, the system will confirm which sections of the multi declaration form will need to be completed.

\*\* If the applicant has BTL properties, you will also need to complete our online rental income affordability calculator.

**Please be advised if the minimum requirements are not satisfied the case will be returned which will delay the processing of the application.**

## Packaging your case

- As part of the application process, you will be required to carry out an Equifax credit search and a Land Registry search via the DJ Broker Hub. This will be done automatically as you step through the case
- Whilst the DJ Broker Hub will provide a generic requirements list based on the information that has been entered, it is imperative to note that the case is subject to a full underwrite and there could be further requirements

## Two simple steps to submitting a second charge mortgage application with us

**1** Complete the required information via the DJ Broker Hub for an affordability assessment and if the application passes, proceed to full application

**2** Upload all requested documents, plus any other supporting documentation and submit the case, for underwriter assessment

## Hints and tips

### Things to remember

- Where the customer is using the second charge for debt consolidation please:
  - ✓ Provide an explanation of how the unsecured debt built up or why they are over their limit
  - ✓ Provide an explanation of what any remaining funds will be used for (outside of any consolidation)
- Ensure you correctly input the gross and net income and for self-employed applicants include NI contributions, even if they are not stipulated on the SA302
- Where the customer is using the second charge for home improvements we require a breakdown of how the funds are to be used. If the improvements include an extension or construction work, then we would like to know whether there is planning consent. If planning consent has already been obtained, please supply at application

### Bank statements

Where any part of the loan is being used for material unsecured debt consolidation (defined as greater than £35,000) and where disposable income is over £1,000 per month, we will require the last 2 months' consecutive bank statements for any sole or joint current accounts used by the applicant(s).

Assessments will be made in respect of the following:

1. Account conduct (large overdraft not aligning with high surplus income, returned items or large cash advances)
2. Evidence of any undeclared credit commitments (credit cards/ loans not on credit search, education costs or undisclosed maintenance payments)
3. Evidence of vulnerability (large number of gambling transactions or online entertainment expenses indicating more of a commitment or addiction)

### SA302s

Tax overviews will also be required - documents need to be dated within 21 months of the tax year end, being 31st January.

## Documents required to verify income

### Employed

#### Basic income

Last 2 months' (or last 3, if paid weekly) consecutive original or certified payslips

### Self-employed

#### Basic income

**Where the customer has been self-employed for less than 2 years but more than 12 months we require:**

SA302 dated within 21 months of the tax year end (being 31st January)  
**and**  
Tax year overview statement that corresponds with the SA302  
**and**  
The latest month's business bank statement dated within 2 months of the Mortgage Offer being issued

**Where the customer has been self-employed for 2 or more years we require:**

Two years' SA302s dated within 21 months of tax year end (being 31st January)  
**and**  
Tax year overview statements that correspond with the SA302s  
**and**  
The latest month's business bank statement dated within 2 months of the Mortgage Offer being issued

### Fluctuating income figures

We are fully aware that on occasions you may have self-employed customers whose income fluctuates. To be able to assess this responsibly:

- Where the year-on-year income has increased by more than 20% or decreased by more than 15%, we will require the latest fully signed business accounts (audited, if available) for further assessment. Abbreviated or filtered accounts are unacceptable
- Where the year-on-year income has increased by greater than 20%, an average of the last 2 years' SA302s will be used to mitigate the high increase to ensure affordability is sustainable
- Where the year-on-year income has increased by greater than 20% and you wish to use the latest SA302, we will allow referrals to be submitted where a reasonable/plausible explanation can be provided
- Where the year-on-year income has decreased by more than 15%, we will require a reasonable explanation that must include the reason for the reduction and sustainability of the current income

### Here to support you

If you or your team require further training on our packaging requirements, please contact our Broker Support Team so together we can offer your customers the best service possible.

For further guidance please refer to our Criteria Guide which can be found at [property.shawbrook.co.uk](http://property.shawbrook.co.uk)

THIS DOCUMENT IS FOR **PROFESSIONAL INTERMEDIARIES ONLY** AND SHOULD NOT BE SHOWN OR DISTRIBUTED TO POTENTIAL CUSTOMERS



### Need help packaging a case?

Pre-submission - contact the Broker Support Team on **0345 600 7681**

Post-submission - contact the underwriting team via the messaging facility on the DJ Broker Hub