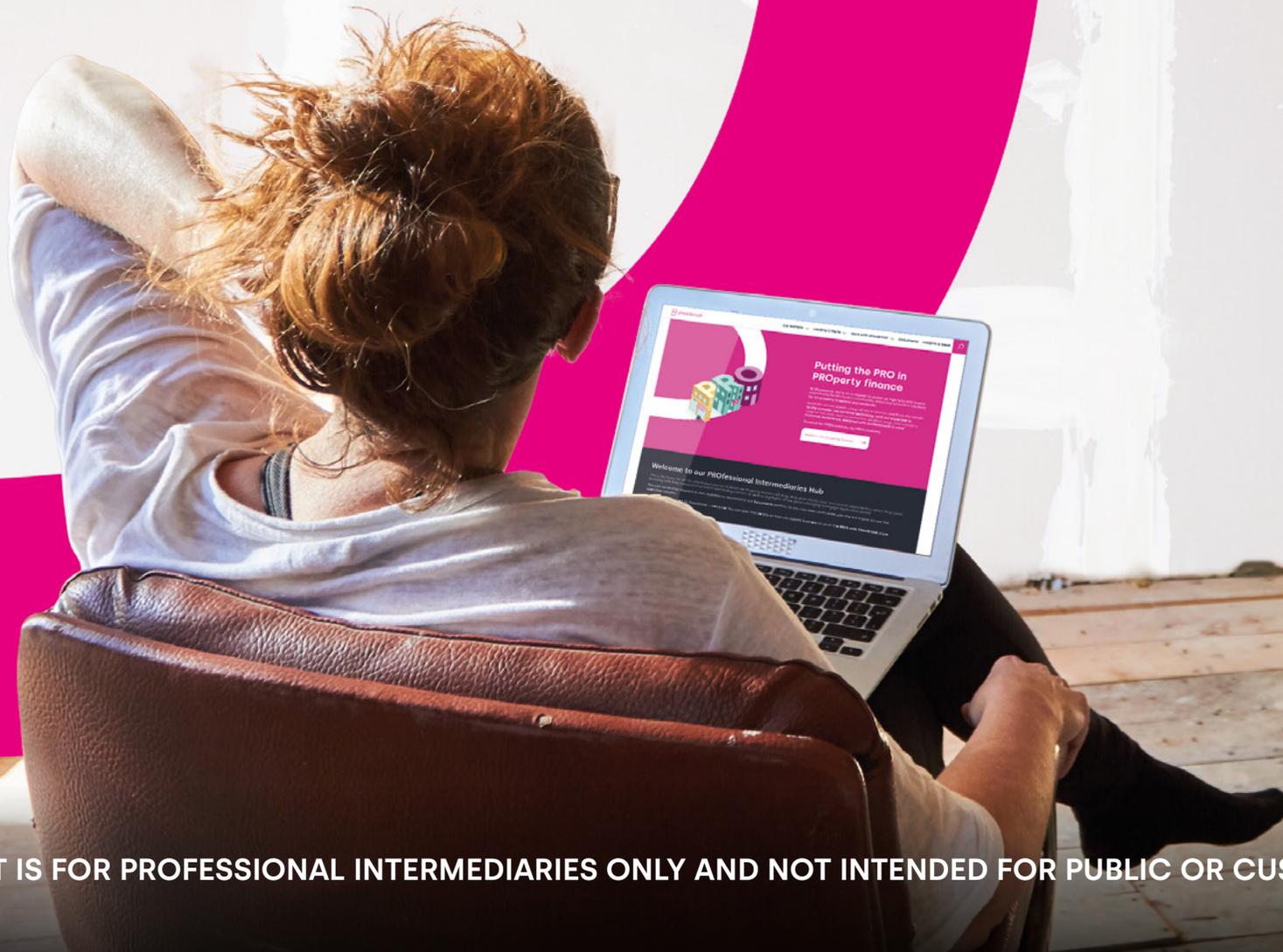




Your Guide to Case Applications



THIS DOCUMENT IS FOR PROFESSIONAL INTERMEDIARIES ONLY AND NOT INTENDED FOR PUBLIC OR CUSTOMER USE.

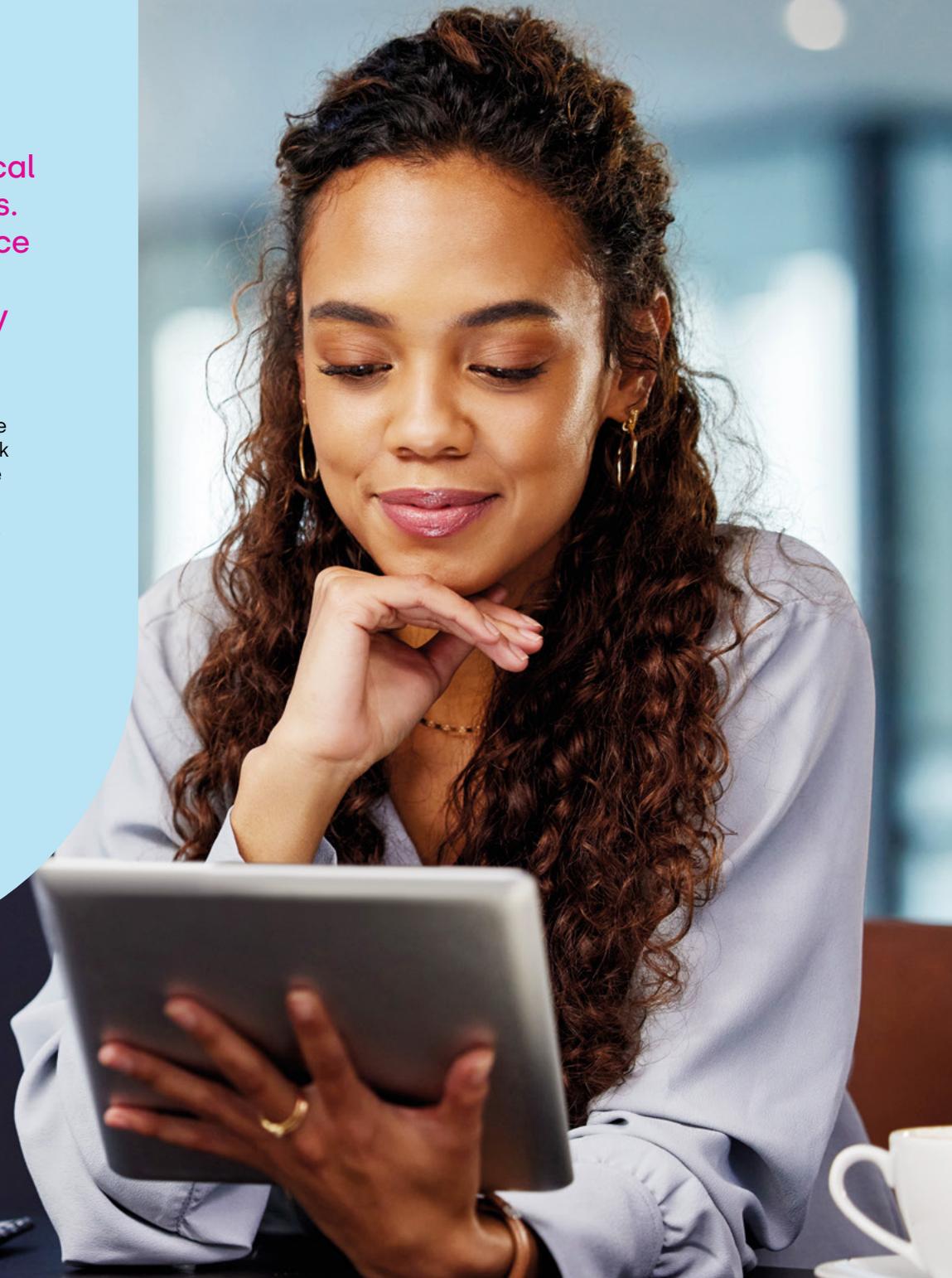
Contents

At Shawbrook, we are committed to delivering practical and creative funding solutions for you and your clients. We offer service-focussed, technology-enabled finance for the professional property investor, with a product range designed to support them achieve their property ambitions, from the simple to the complex.

This pack outlines what we require from you to be able to deliver the best service possible for your clients. Covering Buy-to-Let, Commercial and Bridging, this pack lays out the steps you'll need to follow and documentation you'll need to provide for your case to progress at a faster speed.

Please take the time to familiarise yourself with the content, and reach out to your BDM for guidance if required.

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- 4 Your Guide to Shawbrook Buy-to-Let Mortgages
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For **PRO**fessionals,
by **PRO**fessionals.

Putting the **PRO** in
PROperty finance



MyShawbrook

We offer the best of both worlds by uniquely combining cutting-edge technology and a specialist team of real-estate professionals.

Our innovative portal – MyShawbrook – uses advanced decisioning and sophisticated insights to streamline the application process.

Your customer's* applications benefit from:



Maximum
loan calculator



Instant heads of terms
or Indicative Mortgage
Offers (IMOs)



Integration with third
parties, incl. Experian
and Companies House

MyShawbrook Buy-to-Let and Bridging applications
also benefit from:



Automatic property
valuations (AVMs)



Integration with
Hometrack

*Excluding Development Finance.

Your Guide to Shawbrook Buy-to-Let Mortgages



Supporting investors with their buy-to-let projects – from the simple to the complex, and everything in between. In just six simple steps, your clients can secure that next investment for their growing portfolio.

Six step application process



Supporting documents required up to £1.25m – Single or Aggregable Exposure

Non-Portfolio Landlords	Portfolio Landlords
Application form	Application form
Background to first purchase (for first time landlords only)	Portfolio Schedule (uploaded to CoreLogic BTL Hub)
HMO licence (for HMO cases only)	Assets & Liabilities
	3 months' bank statements
	HMO licence (for HMO cases only)

Additional documents required when over £1.25m – Single or Aggregable Exposure

Client interview
Last year's trading accounts for the company applying

Please refer to the appendix for a more detailed list of packaging requirements.

Full lending criteria and product guides can be downloaded from our website: property.shawbrook.co.uk

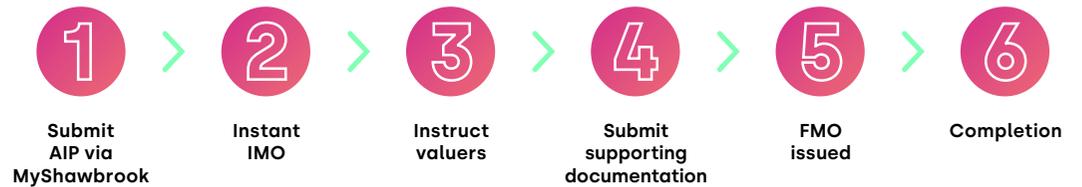
Existing Shawbrook Broker Partners can login to Broker Hub property.shawbrook.co.uk/property-finance/login/ to get started.

Your Guide to Shawbrook Commercial Mortgages



Our expert team make light work of the complex nature of Commercial cases. In just six simple steps, your clients could be on their way to achieving their funding mission.

Six step application process



Supporting documents required up to £1.25m – Single or Aggregable Exposure

Application form

Portfolio Schedule (uploaded to CoreLogic BTL Hub if solely residential)

3 months' bank statements

Copy of Commercial Lease

Additional documents required when over £1.25m – Single or Aggregable Exposure

Client interview

Last year's trading accounts for the company applying

Please refer to the appendix for a more detailed list of packaging requirements.

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Your Guide to Shawbrook Bridging Loans



Our Bridging offering supports landlords to quickly make the most of investment opportunities when they arise. After submitting your case using our MyShawbrook portal, it's only three more easy steps to ensure your client's investment is secured.

Four step application process



*Process may be shortened if a case is eligible for an AVM.

Supporting documents required up to £1.25m – Single or Aggregable Exposure

Application form

Schedule of works

Details of the reason for refinance and current development position
(only for Development Exit cases)

Portfolio Schedule

Additional documents required when over £1.25m – Single or Aggregable Exposure

Client interview

Please refer to the appendix for a more detailed list of packaging requirements.

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Hints and tips for your application



Get us the full pack as soon as you can



Send in all the necessary documents included in this guide as soon as you can, ideally at the time the valuation is instructed or AVM accepted.

We cannot issue an offer until we have reviewed all aspects of the application.



Point out any anomalies regarding the application/applicant so we can deal with them early in the process.

Financial Crime Requirements

The Bank has a regulatory requirement to obtain evidence around borrowers' source of funds, and for applications which have increased risk, their source of wealth.



Source of funds/deposit will be required on every application. This includes the source of the initial deposit and also where the funds will be generated from on an ongoing basis. Bank account details for the future payments would be helpful at this stage.



Where **source of wealth** is required, the Bank needs to understand how a potential customer and beneficial owner acquired their total wealth. Source of wealth evidence is required when a potential customer has links outside the UK, where it relates to a high-risk industry (please see page 11 for more details), or when there are more than two layers of ownership.



Across both of these requirements, the information must be summarised and evidenced to establish plausibility prior to using the offer. The information will vary depending on the details of the applicant, therefore it may be useful to speak to your underwriter to clarify the requirements.

We need the right kind of valuation



Use the valuation guidelines to ensure the correct valuation is instructed and Appraisers and VAS are given any additional information we have requested.

We need accurate data



Make sure that all information is keyed in accurately. Names and dates of birth are particularly important. This data is used in parts of the process which are automated. If the data is incorrect we have to use a manual process, which will take longer and cause a delay.

Details of requirements

For most Buy-to-Let, Commercial Investment and Bridging applications

Requirements

Application form	All applications
Portfolio schedule	For all portfolio landlord cases with 4 properties or more. See our Core Logic User Guide for more information regarding how to complete. You can access this once you have logged onto Core Logic
Bank statements	For portfolio landlord cases we need 3 months most recent bank statement with more than 9 properties. Where there are 4-9 properties we may need 3 months most recent bank statements
HMO licence	For some HMO application, where a licence is required we need to see the licence
IDVA	If the application failed our automated eIDVA. We need a proof of ID and address, which is certified correctly. See requirements for acceptable ID, address and certifiers below
Succession plan	Applicants older than 80 years at the end of the mortgage term need to provide a succession plan
Client interview	If exposure over £1.25m or where there may be a risk of undue influence on one of the applicants
Accounts	For limited company applicants with an exposure over £1.25m
Valuation	If the AVM is not acceptable/accepted
Deposit evidence	We need evidence of source of deposit where applicable
Source of wealth and evidence	If the applicant is deemed to be in a high risk industry we will need to see evidence for the source of wealth and additional due diligence may be required. See the section below on high risk industries for reference
Independent legal advice	This is required if a borrower is over 70 years of age, where a borrower will not benefit from the proceeds of the advance or there is a borrower who is on the mortgage application and is not named on the title
Buildings insurance	All applications

Details of requirements

Commercial Investment and Semi Commercial Investment applications ONLY

Requirements

Lease	All applications
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Bridging applications ONLY

Requirements

Schedule of works	When works being undertaken we require a schedule of works
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Proof of exit	We may need to see evidence of exit plan
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Product Switch ONLY

Requirements

Portfolio schedule	For all portfolio landlord cases with 4 properties or more. See our Core Logic User Guide for more information regarding how to complete. You can access this once you have logged onto Core Logic
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Bank statements	Portfolio schedule is only required only when there is a capital raise
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Client interview	Prior to completion
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Valuation	A valuation is only required if we cannot index
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Acceptable verification of address

- Valid Full or Provisional Driving Licence.
- Full Old Style Driving Licence (Pre – 2000).
- Council Tax Bill for current financial year.
- HMRC Documentation (e.g., PAYE Coding Notice/ Tax Notification/ Statement of Account) issued in the last 3 months or valid for current tax year.
- However, the Bank does not accept P45s or P60s.
- Bank, Building Society, Credit Union or Card Statement dated within the last 3 months.
- Utility Bill (gas, electricity or water) dated within the last 3 months.
- Telephone Bill (not mobile phone bill) dated within the last 3 months.
- Notification Letter from Benefits Agency/Local Authority dated within the last 12 months.
- Current Tenancy Agreement from Local Council or Recognised Letting Agency.
- Mortgage Statement from Regulated Lender dated within the last 12 months.
- Life Insurance Policy dated within last 3 months outside cancellation period.
- Motor Insurance Certificate valid for current year out side of cancellation period.

Details of requirements



Acceptable ID

- Valid Passport.
- Valid National Identity Card.
- Valid Current UK Full or Provisional Photocard Driving Licence.
- Valid Full Foreign Photocard Driving Licence.
- Firearms Certificate or Firearms Licence.



Acceptable certifiers

- Accountant registered with relevant professional body.
- Legal professional (solicitor, legal conveyancer, certified paralegal or barrister) registered with relevant professional body.
- Financial Conduct Authority (FCA) regulated financial adviser or broker.
- Bank/Building Society Official.
- Shawbrook Staff.



Correct certification

Documents should be certified as follows:

- For proof of identity the certification should be as follows: 'I certify that this is a true likeness of (title and full name) and I have seen the original document' (variations of this can be accepted where they carry the same meaning).
- Proof of address and Signature Identification certification should confirm 'I certify that this is a true copy of the original document' (variations of this can be accepted where they carry the same meaning).



Certification requirements

The certifier must include the following with their certification:

- Date;
- Name;
- Their position clearly written;
- The body with which they are registered (e.g., SRA) (if applicable); and
- A 'wet' signature (i.e. one written by hand), although the document may be scanned and sent to the Bank once physically handwritten.

Details of requirements



High risk industries

Examples may include, but are not limited to:

- Bars / Restaurants / Cafes / Pubs
- Takeaways / Food vans
- Taxis
- Tradesmen / Contractors
- Re-sale motor vehicle retailers
- Car washes
- Nonofficial parking venues
- Independent retail shops / convenience stores
- Gambling / betting/ arcades
- Beauty salons / Hairdressers / Barbers
- Pawnbrokers
- Vending machines
- Privately owned ATMs and Leased ATMs
- Jewellers
- Small auction houses
- Charity shops
- Non-standard financial services / Money Services Businesses (MSBs)
- Laundromats / Dry cleaning



Get in touch



Our expert teams are always on hand to answer your questions, whether that be for new or existing enquiries.

If you have an application that you would like to discuss, please contact your Regional Development Manager or speak to a member of our Sales Desk.

Full lending criteria and product guides can be downloaded from our website: property.shawbrook.co.uk

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Get in touch

Buy to Let, Commercial Investment
or Bridging

0330 123 4521

For **PRO**fessionals,
by **PRO**fessionals.



Shawbrook Bank Limited

Registered office: Lutea House, Warley Hill Business Park, The Drive, Great Warley, Brentwood, Essex, CM13 3BE.

Registered in England and Wales – Company Number 388466.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

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