

## 1. The Enquiry

Send your completed enquiry form to [home loans@mt-finance.com](mailto:home loans@mt-finance.com).

## 2. Indicative Terms

If your client's enquiry is successful, we'll respond with Indicative Terms - we usually provide terms within two business hours of receiving the enquiry form.

If these terms are acceptable to your client, please complete our regulated application form and return this along with any supporting documentation initially requested.

## 3. The Application

Once the completed application form has been received, our underwriting team will review the content, assessing the transaction's viability from the information provided.

At this point we will also undertake an Equifax search on your client(s), and submit an ONFIDO request for your client(s) to confirm their identity – you will receive an email notification confirming when this has been sent to your client(s) for completion. Please note, the Equifax search will not be used for the purpose of credit scoring.

## 4. The Loan Contract

Once our underwriters have approved your client's application to proceed, we'll provide you with an offer pack containing the Loan Contract, Mortgage Illustration, and our Terms and Conditions for your client's perusal - we usually provide this offer pack within two business hours of receiving the completed application form.

Your client will be required to satisfy any conditions set out within the Loan Contract, provide any documentation required along with a signed copy of the Loan Contract.

## 5. The Valuation

We will instruct a RICS surveyor from our panel to value all properties offered as security for the loan - our valuation reports are typically produced within 72 business hours.

Once the valuation has been received, we will assess the report, confirming the property is suitable security and its value is appropriate for the loan to proceed. If any issues are raised, we will discuss these with you to gain comfort or confirm the acceptable lending level.

## 6. The Solicitors

We will send your client's solicitor our Checklist of Requirements. Please ensure your client's solicitor knows what to expect beforehand so that all parties can move quickly. Your client's solicitor will also need to confirm instructions to us and that they are holding funds in readiness to provide the costs undertaking to our solicitors (who will be appointed by us thereafter).

Our solicitor will then work with your client's solicitor to satisfy the Checklist of Requirements, and will provide the legal charge and mortgage deed for signature. Once satisfied, our solicitor will provide us with a Report on Title to review in readiness for completion.

## 7. Final Checks and Binding Offer

Now all underwriting and legal requirements have been satisfied, we will undertake a final completion call with your client(s).

Once satisfied, the underwriter will provide confirmation to both your client and their solicitor that the Loan Contract will now become a Binding Offer. Your client will have 7 days to reflect on this offer, during which time we will not contact your client unless they waive their reflection period.

Your client can accept this offer at any time during these 7 days by instructing their solicitor to give us notification of their Acceptance of the Offer.

## 8. Funds Released

All points have now been satisfied and your client has accepted the Binding Offer, we will arrange for funds to be released in readiness for completion - we will usually require 24 hours' notice for this release. We will also pay your proc fee within 24 hours of completion.