1. The Enquiry

Send your completed enquiry form to enquiries@mt-finance.com – don't forget to CC in your BDM (found overleaf).

2. The Offer in Principle

If your client's enquiry is successful, we'll respond with an Offer in Principle (OIP) – we usually provide an OIP within two business hours of receiving the enquiry form.

Have your client sign the OIP and send it back to us. Please provide any supporting documentation requested including the credit search. Please also include the access details for the valuation and ensure the valuation fee as laid out in the offer letter is paid, so we may proceed immediately.

3. 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.

Whilst we wait for the valuation report, we will need your client's solicitor's details (must be a three SRA partner firm). Your client will need to place their solicitor in funds to provide the costs undertaking, as per the legal fee set out on p.2 of the OIP. We will also carry out a credit search of your client.

4. 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 – details are outlined below.

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).

If the valuation report is acceptable for the loan to proceed on the terms agreed, we will confirm this to your client's solicitor and then issue the mortgage deed for signature.

5. Funds are Released

Once our solicitor is in receipt of all satisfactory replies and supporting documentation requested from your client's solicitor, and is thus in position to report to us, we are ready to go! Within 24 hrs of receipt of the report on title, we arrange the transfer of funds to our solicitor so they can in turn be released to your client's solicitor to complete the transaction.

What We Will Need

From you:

1. The client to pay the valuation fee on return of the signed OIP

2. Name and contact details of the person granting access to the asset for the valuation

3. Your client' solicitor's details- must be a three SRA partner firm
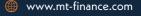
4. The credit search

From your client's solicitor:

1. Confirm instructions and that they are holding funds on account to provide the costs undertaking by responding to our initial email containing the Checklist of Requirements. Thereafter, provide the costs undertaking directly to our acting solicitor once they have been provided with their contact details

2. Meet with the client in person to witness their execution of the mortgage deed and certify one form of valid, photographic ID and two proofs of address – no older than three months (e.g. a bank statement/utility bill)

3. Conduct the relevant property and HMLR searches

4. Provide us with scanned copies of the security documentation and your client's KYC as well as any other relevant documentation related to the asset (e.g. any ASTs/occupational leases, up to date service charge/ground rent statements, building's insurance, planning permissions and any warranties). If there are charges secured over the property, we will need further documentation in respect of these

Please note that the checklist above are our standard requirements - we may need to ask for more information, depending on the complexity of your client's circumstances and the property in question.complexity of your client's circumstances and the property in question.

0203 051 2331   **enquiries@mt-finance.com**   **www.mt-finance.com**