

Approval In Principle Checklist



Broker Name

Broker Phone Number

Broker Email Address

Mortgage Account Number

	1 st Applicant	2 nd Applicant
Print name		

The following list details the documentation required to progress a mortgage application.

Further information may be required based on the customer's circumstances and/or to clarify any documentation or information submitted before we can consider the application complete.

Documentation	Applicant 1	Applicant 2
Declarations, Authorisations & Consents form – Fully Completed and Signed		
Copy of Haven Affordability Calculator		
Stamped CCR Document (Payslip/EDS)		
Certified Customer Identification		
Current Valid Passport or Current EU Driving License		
Current Utility Bill or Current Bank/Financial Institution Statement (must be dated within 6 months)		
PAYE Income Verification		
Salary Cert – Dated, Stamped and Signed by Payroll/HR (must be within 6 months of submission)		
3 Consecutive Payslips, most recent (must be within 2 months of submission)		
Most recent EDS (3 years EDS are required for variable income)		
Contract Employment (Additional documentation)		
Signed Employment Contract		
CV Style Background		
Most recent EDS (3 years EDS are required for non-permanent/contract employment)		

Documentation	Applicant 1	Applicant 2
Self Employed Income		
Certified Accounts by Accountant (most recent 2 years)		
2 Years Form 11 & Chapter 4 (most recent)		
Business Current Account Statements – 6 months (must be within 2 months of submission)		
Business Loan Account Statements – 6 months (must be within 2 months of submission)		
Tax Confirmation (ROS or Letter from Accountant)		
Bank Statements - 6 months (must be within 2 months of submission)		
Main Current Account		
Regular Saver/Investment Accounts		
Mortgage Statements (must include term & rate) - required if property is being retained - required if mortgage is not on CCR & repayments not evident on bank statements		

Documentation for Switcher (where additional funds is ≤ €75k) and Top Ups	Applicant 1	Applicant 2
PAYE		
3 Most Recent Consecutive Payslips (must be within 2 months of submission)		
3 years EDS required for variable income only.		
3 Month Current A/c Statements (must be within 2 months of submission)		
Stamped Salary Certificate (must be within 6 months of submission)		
Self- Employed		
2 Years Certified Accounts		
2 Years Form 11 & Chapter 4 (most recent)		
3 Month Personal & Business Current Account Statements		
Tax Confirmation (ROS or Letter from Accountant)		