

# Approval In Principle Checklist



<b>Broker Name</b>
<b>Broker Phone Number</b>
<b>Broker Email Address</b>

<b>Mortgage Account Number</b>	<input type="text"/>						
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	1 <sup>st</sup> Applicant	2 <sup>nd</sup> Applicant
<b>Print name</b>	<input type="text"/>	<input type="text"/>

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

Documentation	Applicant 1	Applicant 2
<b>Self Employed Income</b>		
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)		
<b>Bank Statements - 6 months (must be within 2 months of submission)</b>		
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
<b>PAYE</b>		
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)		
<b>Self- Employed</b>		
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)		