

Self-Build/Barn Conversion Mortgage Application Checklist

SWANSEA
BUILDING SOCIETY

Established 1923

www.swansea-bs.co.uk

Our top tips to speed up your application:

- Fully complete the application form and any required supplementary forms. Ensure all pages are fully completed and that the form is signed where appropriate. All pages can be scanned across. Where the form is not fully completed, it will be returned to the introducer to be fully completed.
- Please ensure that the identification provided is certified.
- Clients Signature on the application form must match the documentation provided re: identification.
- Missing or incorrect documentation will slow down the process and delay the application. Please review any bank statements prior to submission to ensure they agree with the information in the application, for example, in regard to financial commitments.
- Mortgage club submission form – where the application is being made via a mortgage club/network, please complete the appropriate submission sheet and detail this in the mortgage application form.
- Where documentation is scanned, please ensure all documents are legible and can be read at our end. If there are issues, please send us the original documents.
- Please can we ask that you ensure that all the relevant paperwork/documents are sent in and that you have checked bank statements etc and raised any issues with us prior to submitting.
- Please can you ensure that the Financial Details page is an accurate reflection of what expenditure is seen through the customers bank statements as this is checked for accuracy. Where there are differences seen, please can you state the reasons why as this will be challenged at Underwriting.

Please complete the submission checklist below and submit this with the mortgage application.

Client's Name(s)	
Property to be mortgaged	
Date of submission	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Manager case submitted to	

Info/documents required	Tips	Confirm
Land Registry Title Number where plot is owned.	This can be obtained from the conveyancing solicitor used to purchase the land.	
Copy of the full detailed planning permission from the local authority.	Can be obtained from the local authority's planning web-site.	
Copy of the Building Regulations Permission from the local authority.	To be obtained from the local authority prior to the build start.	
Copy of any S.106 / Agricultural restrictions applicable to the property.	Can be obtained from the local authority's planning web-site.	
Copy of the plans including elevation drawings and a brief specification.	Can be obtained from the local authority's planning web-site.	
Detailed costings for the build / renovation / conversion including all relevant costs and fees and confirm if prepared by Building Contractor / QS).	This should be as comprehensive as possible and include a 10% contingency.	
Confirmation of applicants funding for build.	Evidence of min 30% deposit is required prior to completion. If gifted deposit, we will require evidence of the funds in a UK bank account and a letter from the person gifting the money (template to be sought from the Society). Where plot is owned outright and being used as deposit, we will require a valuation showing plot value before completion.	
Confirmation of the likely timescale of the completed renovation works.		
Full details of the Architect who is supervising the build (where applicable) including their qualifications and a copy of their PI insurance is required.		

Info/documents required	Tips	Confirm
Confirmation that the Architect is able to provide a Professional Consultants Certificate at each stage release if the Architect is supervising the build and will provide the Completion Certificate at the end of the build.	Where an Architect's certificate is being provided this must be issued by one of the following: <ul style="list-style-type: none"> ● RIBA – Chartered Architect ● RICS – Chartered Buildings Surveyor ● CIOB – Member of the Chartered Institute of Building ● BIAT – Member of the British Institute of Architectural Technicians 	
(If the build is not architect supervised or built by a NHBC registered builder) Confirmation of the warranty to be purchased before the build starts. Confirmation / evidence from the warranty provider will also be required at each stage release, via a report that confirms the works undertaken so far and that it has been completed to the required standard.	If the build is not covered by an Architect's Completion Certificate (or built by a NHBC registered builder), the property must be covered by one of the following warranties: <ul style="list-style-type: none"> ● ABC+ Warranty ● Aedis Warranties Limited. ● Build Zone ● Castle 10 Year New Home Warranty ● FMB Insurance Services – Build Assure New Homes Structural Defects Insurance ● LABC New Home Warranty ● NHBC ● One Guarantee ● Premier Guarantee <p>Other schemes may be approved by the Society where clear evidence confirms that the scheme is suitable and deemed acceptable by a majority of other lenders.</p>	
Confirmation of the likely timescale of the development		
Details of who will be undertaking the development and how this will be managed along with copy of the building contract (where applicable).		
Confirmation of who will be undertaking supervision re: building regulations.	This is either undertaken using the local authorities Building Reg's department or by a private firm.	
Evidence of insurance covering the plot during build.	This will be required before completion of the mortgage. The specifics of the insurance will be specified on the Mortgage Offer and must evidence minimum reinstatement value and SBS must be noted on the insurance schedule.	
Confirmation of what mains services will be available		
Confirmation of whether the water supply is mains or private.		

Timescales:

Please note that generally our timescales when receiving a case is as follows:

- **From receipt of application to first review** – this will depend on the current inflow of applications but generally we look to undertake the first review of the application within one week of receipt. At this stage, we will email you a list of any outstanding documentation / questions raised from our initial look. From receipt of this further information / documentation, we aim to finish the final review the case within one week. Our ability to then submit the case to Underwriters will depend on all information / documentation being received and current workloads at the time.
- **Case submission to review by Underwriters** – Once the case is submitted to Underwriters, they will generally review the case within one week of receipt, but this can increase during busy periods. Should further information be required, the case will then be reassessed within one week of the information being represented.
- **Instructing the valuer** – Once sanctioned, the valuation is instructed by the Society within 48 hours. In terms of timescales from the valuation instruction being received to when the valuer will visit, we are reliant on the valuers case load and this could range from the next day to 2 weeks (and possibly longer in busy periods).
- **Production of offer** – Once the valuer has visited the property, the valuation should be sent to us within 7 working days. Once received, we aim to review the valuation within one week and produce an offer letter assuming there are issues raised in that timescale.