



PROGRESSIVE  
BUILDING SOCIETY

[progressiveforintermediaries.com](https://www.progressiveforintermediaries.com)

# Lending Criteria

## South East England

For Intermediary Use Only

# Eligibility

Who can apply for a mortgage in England?

Please note that we will only accept applications for property in England from appointed representatives of Openwork.

## What type of Mortgage Application can I apply for?

You can apply for the following client mortgage applications online:

- ✓ House Purchase
- ✓ Re-mortgage

All Mortgage Applications are subject to the Society's Lending Criteria, including income multiples, affordability and credit reference checks. Please note a DIP is not subject to a credit reference check. Each Mortgage Application will be assessed by our Mortgage Underwriting Team.

## Lending Criteria

All applications must meet the following criteria:

- Mortgaged property must be located in an approved location in England. Please see 'acceptable lending locations' below:
- Mortgaged property must be your client's main residence
- Minimum Mortgage Advance of £350,000
- Maximum Loan is £2,000,000
- EPC Rating A – C
- Applicants must be over 18 years of age
- Maximum 2 applicants
- All income used for affordability or assets used for repayment of the loan must be in Sterling
- Apartments are not acceptable
- Standard Maximum LTV is 75%





### Acceptable Lending Locations

Where a property is based in England, we will lend on acceptable properties in the following postcode areas:

BH

BN

CT

KT

LU

ME

PO *(Excluding Isle of Wight)*

RG

RH

SO

SP

TN

GU

MK

SL

WD

HP

OX

SN



### Additional Borrowing

The maximum LTV for existing borrowers whose property is based in England and who wish to carry out additional borrowing is 80% (home improvements). Capital raising and applications with any element of debt consolidation are restricted to 75% LTV).



### 18+ Age Limits

The minimum age of applicant(s) is 18. If the applicant(s) age extends beyond their 76th birthday the application should be referred to your Business Development Manager. The maximum age at end of term is normally 75. See Lending in Retirement and Lending into Retirement, for more information on age limits.



### Annexes

The Society will consider properties which have an Annex provided this is for the applicants own personal use. We will not proceed where an annex is to be let.



### Apartments

The Society does not lend on Apartments or Flats in England.



### Applicant(s) – number of applicant(s)

The maximum number of applicant(s) for a mortgage application online is 2.

If you have an application with more than 2 applicant(s) please refer the case to your Business Development Manager.

## Benefits

The Society will take some forms of unearned income into account when assessing affordability. We will not progress an application where state benefits make up the majority of income (excluding pension income).

We will consider the following when assessing state benefit income:

- 1.) The type of income and the reason for a customer is receiving the state benefit.
- 2.) The length of time that this income is likely to be paid.
- 3.) How reliant upon that income we are to demonstrate affordability?
- 4.) Will the application impact the benefit? e.g., a single parent now purchasing a home with a new partner.

See below benefits that the Society may consider:

Pension income	May be included at 100%
Child benefit for children age under 12 (Not to be included if either one or both applicants earn over £60,000 per annum)	May be included at 100%
Adoption allowance for children age under 12	May be included at 100%
Guardian's allowance for children age under 12	May be included at 100%
Disability Living allowance for children age under 12	May be included at 100%
Personal independent payment	May be included at 50%
Carer's allowance	May be included at 50%
Industrial injuries disablement benefit	May be included at 50%
Constant attendance allowance	May be included at 50%
Guaranteed income payment for forces	May be included at 50%
Other state benefits (not mentioned above)	Will <b>not</b> be included

When benefit income is being included in affordability calculations it can be evidenced by 3 months recent bank statements.

## Business carried on in the property

Applicant(s) must inform the Society if any business will be carried on in the property to be mortgaged. Where known, this information must be included in the mortgage application. For an online application, more information can be provided in the 'Additional Information' section of the application.

## Buy to Let – other buy to let mortgages held

The borrower should not have more than 3 other mortgaged rented properties up to a maximum advance of £500,000.

## Buy to Let loans

The Society does not currently offer Buy to Let mortgages.

## Child Maintenance

Child maintenance payments can be taken where it is paid for a dependent child under 12. We will require Latest 3 months bank statements showing payments received.

We can accept 100% of child maintenance where there is a Court Order or a Child Maintenance Service agreement in place. Where there is an informal agreement between the parties, we can accept 50% of the child maintenance, where we can see payments on the bank statements.

## Commercial Lending

The Society does not currently offer commercial mortgages.

## Commonhold

The Society will not accept property comprising of commonhold. This is a form of ownership (or tenure) for multi-occupancy developments. It's an alternative to leasehold ownership of flats and other property that share communal areas or services.

## Credit History

The Society will not normally consider lending to an applicant(s) who has ever:

- 1.) owned a property which has been subject to a shortfall sale or taken into possession by a lender, either as a result of a voluntary arrangement or by court action;
- 2.) failed to keep up payments under a mortgage or any other loan;
- 3.) had a county court judgement registered against them;
- 4.) been declared bankrupt or made arrangements with their creditors within the last 6 years;
- 5.) defaulted on any credit accounts.

## Debt Consolidation

The Society may consider lending propositions which include a proportion of debt consolidation. The proportion of the loan for debt consolidation purposes should not exceed 25% of the total loan and should be no more than 50% of the gross main income.

Where any portion of the loan is for debt consolidation purposes the maximum LTV is 75%.

The Society will include a special condition for the particular debt(s) to be cleared from the proceeds of the Mortgage Advance.

The consolidation of the debt should be for the joint and mutual benefit of all mortgage applicant(s) and the Society may require one or all parties to the mortgage to seek independent legal advice.

## Dependants

It is important that we consider the number of financial dependant(s) the applicant(s) have e.g. dependent children. Please confirm the number of dependant(s) the applicant(s) have by completing the relevant section of the application online. For other occupier(s) see Section O 'Other Occupiers'.

## Direct Debit Mandate

A Direct Debit Mandate must be completed for each mortgage application submitted to the Society. The mandate must be signed by the applicant(s)/account holder(s) and must be received by the Society prior to release of an Offer of Advance. The applicant(s) must provide a recent bank statement to verify the details on the Direct Debit Mandate. You may upload a certified copy of the mandate when submitting the required documentation for the application.

The applicant(s) monthly mortgage repayment will be due on 28th of the month. This will be collected by direct debit on the last banking day of the month. If this date is not suitable you must inform the Society by stating an alternative date of either 5th or 15th of the month in the 'Additional Information' section of the online application. The first monthly payment will consist of both interest accrued in the month of completion and the first regular payment due.

It is a condition of the mortgage that it must be paid monthly by Direct Debit from a UK bank account.

## Documentation

Various documentation is required to help the Society assess a Mortgage Application submitted (e.g. payslips, bank statements etc). See Section I 'Income Confirmation'.

This documentation can be uploaded to Progressive Online for Mortgage Applications submitted online.

## Fee(s)

In some instances, a fee(s) may be payable in respect of the mortgage application or product switch e.g. administration fee. If this is the case, we will inform you of the amount of the fee(s) prior to completion of the mortgage and/or when they are payable. The fee(s) may be paid by the mortgage applicant(s) e.g. by cheque (by post) or by debit card by telephoning our Support Team on 0800 0294 997. The Mortgage Offer will state whether the fee(s) are due to be paid or if they have already been paid.

## First Time Buyer Definition

A First Time Buyer is an applicant who has never held a mortgage (this includes UK and Non-UK mortgages). Any application will be considered a First Time Buyer application where at least one applicant is a First Time Buyer.

## Fixed Term Contracts

- The Society will consider Fixed Term Contracts applications where the applicant has had continuous employment of 12 months or more and has 6 months of their current contract remaining, or the applicant has 2 years continuous service in the same type of employment.
- a copy of the current employment contract or an employer's reference is required as proof of income and employment, as well as 3 month's payslips and bank statements.

*NB. The Society will normally only consider the income from a fixed term contract where the contract is likely to be renewed. Applicant(s) who are on a fixed term contract, but who invoices the employer via their own business (Limited Company), are treated as a self-employed applicant(s).*

## Foreign Currency Lending (FCL)

FCL is not accepted.

## Gifted Deposits

If the applicant(s) is receiving a gift from a third party the Society will consider the application provided the gift is unconditional, bears no interest, is not repayable and the donor will have no interest in the property. The applicant will be required to confirm their relationship with the donor.

The Society will not accept deposits from employers / landlords or from any commercial sources or unrelated third parties.

The Society will make an additional assessment of the case where the gifted deposit is from a family member who is also the vendor.



## Impaired Credit

The Society will not normally consider lending to an applicant(s) who has:

- owned a property which has been subject to a shortfall sale or taken into possession by a lender, either as a result of a voluntary arrangement or by court action;
- failed to keep up payments under a mortgage or any other loan in the last two years;
- had a county court judgement registered against them in the last three years;
- been declared bankrupt or made arrangements with their creditors within the last 6 years;
- defaulted on any credit accounts in the last two years.

The Society will not consider lending for debt consolidation purposes to credit impaired applicants.



### Income / percentages taken into account for affordability purposes:

Types of income accepted	Percentage allowed
Basic salary	100%
Overtime – regular	100%
Overtime – irregular	50%
Bonus / Commission – regular	100%
Bonus / Commission – irregular	50%
Rental Income	60%
Pension Income	100%
Income from second job	100%
Dividend	Average of last 3 years
Director's remuneration	Average of last 3 years
<i>For a period of declining profitability for self-employed applicant(s), refer to your Business Development Manager for further information.</i>	
<i>The Society may take other forms of unearned income into account when assessing affordability.</i>	
Pension income	May be included at 100%
Child benefit for children age under 12 (Not to be included if either one or both applicants earn over £60,000 per annum)	May be included at 100%
Adoption allowance for children age under 12	May be included at 100%
Guardian's allowance for children age under 12	May be included at 100%
Disability Living allowance for children age under 12	May be included at 100%
Personal independent payment	May be included at 50%
Carer's allowance	May be included at 50%
Industrial injuries disablement benefit	May be included at 50%
Constant attendance allowance	May be included at 50%
Guaranteed income payment for forces	May be included at 50%
Other state benefits (not mentioned above)	Will <b>not</b> be included

### Income Confirmation

The Society will require confirmation of income and bank statements for all mortgage applications. This allows the Society to verify the income and expenditure disclosed.

The documentation required to be submitted with an application is as set out below:

LTV	Type of income / contract type	Verification Document	Criteria
Loans up to 75% LTV	Employed – applicant(s) must be employed in a permanent contract of employment.	Last 3 month's payslips and last 3 months bank statements.  Additionally, the latest P60 may be required.	Must show applicant(s) and employer name, pay date, gross and net pay.  Bank statements must show income being paid into the UK bank account.  Alternatively, the Society may request that confirmation from HMRC showing a summary of income and tax paid be provided.  Must show applicant(s) and employer name, pay date, gross and net pay.
Loans up to 75% LTV	Fixed Term contract of employment.  Fixed term contract of employment – contract for at least 12 months – See also 'Fixed Term Contracts'.	Last 3 months payslips and last 3 months bank statements.  Additionally, the latest P60 may be required.  A copy of the applicant(s) contract of employment is also required.	The Society may also request an employers' reference on receipt of application.  Bank statements must show income being paid into the UK bank account. Alternatively, the Society may request that confirmation from HMRC showing a summary of income and tax paid be provided.  A trend of declining income from self-employment is not normally acceptable.
Up to 75% LTV	Self employed.	2 years accounts or 2 years SA302s and corresponding Tax Year Overviews, if appropriate.	Where a business is Limited, we will accept a Director's salary / dividend income / directors' remuneration.  Net profit / retained earnings / director's loans cannot normally be taken.

### Income from Second Job

Income from a second job may be accepted in full if it is a permanent role. Where it is not permanent, please refer to your Business Development Manager.

### Income multiples

The Society uses income multiples to give an indication of how much we may lend.

The Society's income multiples are as follows:

Loan to Value (LTV)	Enhanced Max Income Multiple
Up to 80%	5.00
Up to 85%	4.75
Up to 90%	4.50
Up to 95%	3.90

These income multiples are for indicative purposes only and an application will still be subject to a satisfactory Affordability Assessment, Credit Search, Verification Check and Valuation.

The Society will also apply a maximum advance. Please see section M – 'Maximum Advances over an LTV range'.

### Insurance (Property Insurance)

Applicants are required to have suitable buildings insurance in place throughout the term of the mortgage.

### Interest only Mortgages

The Society's maximum LTV for an interest only (or part interest only) loan is 75%. The Society will only consider interest only (or part interest only) loans which have a credible repayment strategy in place.

The Society is unable to offer any advice on the suitability of any protection or investment products.

Below is a table of acceptable repayment strategies:

Repayment Plan	Information Required	Assessment Method
<b>Endowment policies</b>	Copy of latest projection statement dated within the last 12 months.	Allow up to 100% of the middle growth projected outcome.
<b>Stocks &amp; Shares ISA</b>	Copy of latest statement dated within the last 12 months.	The method of determining the level of investment required at the outset of the loan is: <u>Loan amount x 120%</u> Term of loan (in years).
<b>Pension</b>	Copy of latest projection statement dated within the last 12 months along with written confirmation from the borrower's pension adviser or financial adviser.	Allow up to a maximum of 25% of the projected total fund.  Pension/financial adviser must confirm in writing the estimated projected value of this sum at the end of the mortgage term, which should cover at least the interest only amount.
<b>Sale of second home</b>	Property details, confirmation of ownership and evidence of mortgage debt.	For loans less than 10 years equity at inception should be 100%.  For loans greater than 10 years equity at inception should be 75%.

Repayment plans cannot be accepted if they include the name of anyone not named on the mortgage.

Unacceptable repayment strategies:

- Inheritance;
- Sale of the mortgaged property;
- Commercial premises or sale of a business;
- Future conversion to a repayment mortgage.

### **Interest only mortgages – Acceptable repayment strategies**

#### **Repayment Strategy – Endowment policy(ies)**

With an endowment policy repayment strategy, interest only is paid to the Society and a monthly premium paid to an insurance company for the policy which pays a lump sum at the end of the mortgage term or on death if earlier. The lump sum is used to repay the mortgage. The lump sum at the end of the mortgage term is not guaranteed and may not be enough to repay the mortgage. The life cover or the lump sum payable on death is usually linked to the amount of the mortgage loan. The policy can be written in joint or single names. Repayment strategies cannot be accepted if they include the name of anyone not named on the mortgage.

The Society will require a copy of the latest projection statement dated within the last 12 months. The Society will allow up to 100% of the middle growth projected outcome.

The Society is unable to offer any advice on the suitability of any protection or investment products.

#### **Repayment Strategy – Stocks & Shares ISA**

With a Stock & Shares ISA (individual savings account) repayment strategy, interest only is paid to the Society.

ISA plans can be funded on a monthly basis. The capital built up in the plan is used to repay the mortgage at the end of the mortgage term. There is no element of life cover with this method and the borrower must make separate arrangements to cover the mortgage in the event of death or critical illness. There is no guarantee that the plan will produce enough to repay the mortgage.

For Stocks and Shares ISA the Society will require a copy of the latest statement dated within the last 12 months.

The method of determining the level of investment required at the outset of the loan is:

$\frac{\text{Loan amount} \times 120\%}{\text{Term of loan (in years)}}$

Term of loan (in years)

The Society is unable to offer any advice on the suitability of any protection or investment products.

#### **Repayment Strategy – Pension**

A pension repayment strategy is based on a personal pension plan and is designed to provide the borrower with a pension and pay off the mortgage capital. With this mortgage interest only is paid to the Society and a separate premium is paid to a pension provider for the pension plan. The plan will usually include some form of life cover. This type of mortgage requires specialist advice.

For a pension mortgage the Society will require a copy of the latest projection statement dated within the last 12 months along with written confirmation from the borrower(s) pension adviser or financial adviser. This written confirmation must provide the estimated projected value of the pension at the end of the mortgage term, which should at least cover the interest only mortgage amount.

The Society is unable to offer any advice on the suitability of any protection or investment products.

#### **Repayment Strategy – Sale of Second Home**

The Society will allow sale of a second home as a repayment strategy provided there is sufficient equity to repay the interest only part of the mortgage.

The Society will require property details, confirmation of ownership and evidence of mortgage debt. For loans less than 10 years equity at inception should be 100%. For loans greater than 10 years equity at inception should be 75%.

#### **Lending in Retirement**

'Lending in retirement' occurs when the borrower(s) on a mortgage are retired at the inception of the mortgage contract.

If the majority of an individual(s) income is from pension income at the inception of the mortgage, then they are considered to be retired.

Interest only lending can only be considered where there is a credible and evidenced repayment strategy in place and in accordance with the Society's interest only policy.

Applications for lending in retirement may be allowed up to the age of 80 years where the mortgage is on a repayment basis, or 75 years on an interest only basis.

The maximum LTV for 'lending in retirement' is 75%.

Where the majority of income is derived from one party or parties 'in retirement' then the entire mortgage should be categorised as 'in retirement'.

The types of evidence which can be used to verify Pension Income already being received are as follows:

- Latest payslip or latest pension statement dated within last 12 months and
- Latest bank statement

#### **Standard Lending – provided the applicant(s) intend to work to age 75**

Our maximum term for standard lending is up to age 75 with the mortgage to be fully repaid by the applicant(s) 76th birthday (eldest applicant), provided the applicant(s) declare that they intend to work up to age of 75. For joint applications, both may declare they intend work until age 75. During underwriting, consideration will be applied to the type of employment e.g. heavy manual labour job may be difficult to maintain.

When the mortgage term is requested up to age 75 and where the applicant(s) declare they intend to retire before the age of 75, the loan is considered 'Lending into Retirement.'

#### **Lending into Retirement**

'Lending into retirement' i.e. to borrower(s) who are currently in employment (or self-employment) but may have or will have retired before the term is scheduled to end.

The maximum age at the end of the term is 75 years. Maximum term of mortgage is 40 years and mortgage must be fully repaid by applicant(s) 76th birthday (eldest applicant). Lending must be on a capital plus interest basis. Interest only is not permitted.

The maximum LTV for 'lending into retirement' is 75%.

Where the majority of income is derived from one party or parties falling into the definition of 'into retirement' then the entire mortgage will be categorised as 'into retirement'.

**If, at inception of the loan, there is less than 10 years to declared retirement age (max age at end of term is 75) and where the retirement date is prior to the end of the scheduled mortgage term:**

- The Society will require evidence of current income and of pension income expected in retirement. The loan must be affordable on pension income only.

The types of evidence which can be used to verify anticipated retirement income are as follows:

- Private / Company Pension Forecast Statement dated within the last 18 months;
- State Pension Statement dated within last 18 months which must be obtained by the customer directly as an actual statement with their name and address on it (this can be obtained from The Pension Service);
- State Pension Forecast statement issued to the customer directly from The Pension Service with their name and address on it;
- Annuity Statement dated within the last 18 months.

An assessment of affordability following retirement will be carried out and a second Affordability Assessment completed referencing income after the borrower(s) past their 'into retirement' age limit.



**If, at inception of the loan, there is more than 10 years to declared retirement age (max age at end of term is 75) and where the retirement date is prior to the end of the scheduled mortgage term:**

- The Society will require evidence of current income; and
- Will require proof of the existence of a current pension (not State Pension), e.g. a payslip showing a pension deduction, pension statement or pension payment on a bank statement. If the applicant had paid into a past pension, we require confirmation of the amount of income to be paid in retirement.

### Locum Doctors

Income for Locum doctors is normally treated as Self-employed and as such, the normal self-employed income requirements will apply. We will however consider applications for Locum Doctors with a shorter income history. Please refer to your Business Development Manager.

### Non-EEA Foreign Nationals (and EEA Foreign Nationals)

To obtain a mortgage a customer must have one of the following:

- British or Irish citizenship.
- Indefinite leave to remain in the UK.
- EU Settled status.
- EU Pre-settled status.

Applicants should have at least 3 years continuous residency in the UK prior to application, with the exception of ROI residents. A full Irish credit report covering a 3-year period must be obtained in these cases. Documentary evidence of residency status will be required.

The mortgage account must only be serviced from UK bank account.

For Skilled Worker (Tier 2) – see **Skilled Worker Visa (Tier 2) below**

### Nurse Banking

Income from Nurse Banking will be considered as overtime and will be verified in the same way. If Nurse Banking is the sole source of income for any applicant, please refer to your Business Development Manager.

### NHS Banding

NHS banding will be considered as overtime and will be verified in the same way.

### Occupancy

Vacant Possession must be obtained for all house purchase transactions.

Where there is another adult (17 and over) who will reside in the property but will not be party to the mortgage, they must be noted on the application and the occupiers (17 and over) must sign an Agreement & Undertaking. This will be a special condition on the Mortgage Offer. Other occupiers must sign an Agreement & Undertaking in the presence of the acting Solicitor.

### Offer of Advance

If the Society issues a Mortgage Offer, the Offer will be valid as per the table below.

Application Type	Offer Validity
House Purchase (not new build)	120 Days
New Development	180 Days
Re-Mortgage	180 Days
Additional Borrowing	90 Days

The Society may require up to date payslips, bank statements or an updated credit search where we are asked to consider re-issuing an expired Mortgage Offer, or where the applicant(s) circumstances have materially changed.

### Other occupier(s)

The Society will require the name(s), date(s) of birth and relationship to the applicant(s) of any other party(ies) who will occupy the mortgaged property over the age of 17 (other than the applicant(s)). Other occupiers must sign an Agreement & Undertaking in the presence of the acting Solicitor.

### Price Work / Piece Work

Applicants who are paid for price work / piece work normally do not have a guarantee of a basic salary and are paid based on the amount of work that they complete. As a minimum, evidence of at least 2 years earnings must be provided.

### Probationary Period

We will consider applicant(s) in a probationary period in the same way as we would for applicants not in a probationary period.

### Professional Consultant – Qualifications

For new build properties the Society will accept certification from an experienced Professional

Consultant (e.g. architect) who holds appropriate qualifications and an adequate level of Professional Indemnity insurance (PII) cover.

The Society may accept one of these 'Professional Consultants' for inspection of construction purposes:

- An Architect registered with the Architects Registration Board (ARB).
- A member of the Institute of Architectural Technologists (MCIAT).
- A fellow (FRICS) or member (MRICS) of the Royal Institution of Chartered Surveyors; This can include both Chartered Building Surveyors and General Practice Surveyors.
- A fellow or member of the Chartered Institute of Building (FCIOB or MCIQB) (please note: the Chartered Institute of Building has withdrawn both the ACIOB and ICIOB grades).
- A fellow or member of the Institution of Structural Engineers (F.I.Struct.E or M.I.Struct.E).
- A fellow or member of the Institution of Civil Engineers (FICE or MICE).



### **Professional Sports Players**

The Society will consider applications from professional sports players; however, approval must be sought from your Business Development Manager before proceeding with the application. Normal evidence of income will be required. We will also require a copy of the applicant's current employment contract and details on future potential revenue streams.

### **Property Insurance**

It is a condition of the mortgage that property insurance is in place throughout the term of the mortgage.

Applicants must ensure that the sum insured is at least as that recommended by the Society's valuer under the terms of the Advance. The Advance will be released on the applicant(s) undertaking to keep the property fully insured and that they will assume full responsibility for the arrangements made and in no circumstances hold the Society or its servants responsible if they suffer loss because of any inadequacy or deficiency in the insurance arrangements.

The applicant(s) must inform the Insurance Company of the Society's interest in the policy.

### **Leasehold**

For leasehold property the lease should have a minimum of 50 years to run after the mortgage term is due to end.

### **Rental income**

If rental income is considered, only 60% of the rental income may be used in the calculation. 100% of the mortgage payment must be included as a committed expense on the Affordability Assessment.

Acceptable evidence of rental income:

- Latest 3 months consecutive bank statements (showing rental income received) or;
- Tenancy agreement (current agreement required, in date and must be signed by both tenants and landlord/letting agent) along with one bank statement showing rent received.

### **Residency – proof of residency**

Where applicants are not recorded on the electoral roll, proof of residency must be provided, for example, recent utility bill bearing applicant(s) name and address.



### Self-Employed Applicants

If any of the following applies, the applicant(s) must be disclosed as self-employed:

- Where the applicant(s) has a shareholding of 20% or more;
- If joint applicant(s) own 20% or more between them, treat both applicants as self-employed (both applicants need to hold a % share);
- A sub-contractor who derives income from contract work;
- An applicant(s) has a partnership interest in a business i.e. income is not PAYE, irrespective of the percentage shareholding;
- An applicant(s) owns a franchise;
- An applicant(s) employed by a Private Limited Company (LTD) who receives a salary (PAYE) and dividends as part of their remuneration package;
- An applicant(s) who is in a Limited Liability Partnership (LLP) and receives a share of Net Profit.

The applicant(s) must be self-employed for a minimum of 3 years.

If an applicant has been self-employed over 2 years but not 3 the Society may accept 2 years' self-employment plus one year's projected income. A referral should be made to your Business Development Manager where the applicant(s) have been self-employed less than 3 years.

### Separate representation

When your client wishes to use a non-panel solicitor, this solicitor can be instructed to act for your client only. Progressive Building Society will nominate a separate panel firm to act for them. All legal costs charged by both firms must be met by your client.

## Shared Ownership Lending

The Society does not accept applications for UK mainland shared ownership schemes.

## Six-month ownership

When assessing a re-mortgage application (where the applicant(s) is/are already the registered proprietor of the property whether subject to an existing mortgage or not), the applicant(s) must have owned the property for at least six months before the Society can proceed with a mortgage on the property.

Where the Society has obtained evidence that the customer inherited the property following the death of the previous owner and provided this is confirmed to us in writing from a Solicitor, the preceding condition will not apply.

## Skilled Worker Visa (Tier 2)

The Society will consider applications from certain applicants who are living in the UK on a Skilled Worker Visa (Tier 2). Please note that additional criteria applies as follows:

- Maximum LTV 75%
- Minimum income for each applicant – £30,000
- Self-employed not acceptable
- No debt consolidation
- Deposit must be from own funds
- Interest only not accepted

*The applicant(s) must have:*

- lived and worked in UK for minimum of 12 months at the point of application
- at least 12 months left on their visa at the point of application (proof required)
- be in permanent employment (proof required – letter from employer or copy of contract)

- a valid passport and a valid visa or share code (examples below) – need both parts
- hold one of the following professions: Accountant, Actuary, Architect, Legal Professional, Engineer, Medical or Caring Professional, Dentist, Optometrist, IT Specialist, Vet

## Solar panels

The Society has adopted the guidance provided by UK Finance in relation to the installation of solar panels (photovoltaic PV panels) on properties offered for security.

Where the applicant(s) have purchased the solar panels outright the Society is prepared to lend on normal terms.

## Stipend (Clergy)

Stipend for members of the clergy will be considered. A letter should be obtained from the relevant religious order.

## Term of Mortgage

Minimum term – 6 years  
Maximum term – 40 years

## Unearned income

Sources of unearned income such as income from a trust may be considered by the Society on a case-by-case basis and must be referred to your Business Development Manager prior to submission of an application.

## Valuation

A valuation report is a basic assessment carried out on a property which enables a lender to decide whether to lend on the property by assessing its condition and likely value. This basic valuation is for the Society's benefit only. The valuation fee, where applicable, should be paid with the Application. The Applicant(s) to the mortgage should give consideration to requesting a more detailed survey such as a Homebuyer's report and valuation or a full structural survey.

## Warranties

Where a property is under 10 years old the property should have a valid building warranty certificate.

The following warranty providers are acceptable to the Society:

- ABC+
- Advantage HCI
- Aedis (Homeproof)
- Ark Insurance Group Limited – Latent Defects Insurance
- Build Assure (FMB)
- BLP (Building Life Plans)
- Build-Zone
- Checkmate (Lockton Only)
- Global Home Warranties Limited
- International Construction Warranties (ICW)
- LABC Warranty (MD Insurance Services Ltd. Is the scheme administrator for LABC Warranty)
- NHBC certificate
- One Guarantee Limited
- Premier Guarantee, includes the LABC New Homes Warranty & LABC Hallmark Scheme
- Protek (Protek Group Limited)
- The Q [Assure] Policy
- An experienced Professional Consultant with acceptable qualifications and professional indemnity cover (PII) – see Section P 'Professional Consultants'. A Professional Consultant's Certificate will usually cover a 6-year period



| [www.progressiveforintermediaries.com](http://www.progressiveforintermediaries.com)