

A Complete Mortgage Guide

The Smart Way to Get a Mortgage in 2018



INTRODUCTION

Buying a house is a very exciting time but it can also prove to be very stressful. Whether you are a first-time buyer, moving-house, or buying a property through your pension our aim is to get you the best mortgage possible in the easiest way possible.

The team at Smart Mortgages are here to take you through every step of the process from finding you the right lender to getting you the keys to your new property.

We will be able to manage your entire mortgage application online or in person and we will keep you updated with the progress of your application from start to finish.



At Smart Mortgages we want to take away some of the stress associated with buying a house. We do this for our clients by providing a new online application process which enables you to fill out an application form online if you wish and securely send us the documentation that the banks require.

After we have reviewed your application we will advise you as to which bank we think will suit your requirements and we will apply on your behalf to secure mortgage approval for you as quickly as possible.

This document provides a summary of the following topics:

- Are you in a position to buy house?
- What is involved in our online mortgage application process?
- Why should you get a 'Smart' Mortgage?

ARE YOU IN A POSITION TO BUY A HOUSE?

Whether you have been planning to buy a house for a long time or it is something you have just recently decided you would like to do you need to consider if you are financially in the best position now to start the process.

- **Does your job provide you with a steady income?** - You will need to have six months of payslips, last year's P60 (minimum) and a salary certificate completed by your employer.
- **Do you have enough money set aside for the deposit, valuation and legal fees, and for furnishing the property?** – All borrowers will be required to have a deposit. This is usually 10% for First Time Buyers and 20% for Non-First Time Buyers. Details in relation valuation and legal fees are mentioned below.
- **Can you show an ability to repay?** If you currently pay rent it is important that these transactions can be seen on your bank account statements.
- **Can you provide evidence of savings?** This demonstrates that you can live within your means and have ability to make repayments.
- **Do you qualify for the new Help to Buy (HTB) incentive?** This scheme is designed to help first-time buyers of newly built homes to assemble the required deposit. It also applies to once-off self-build homes. The scheme provides a refund of income tax and Deposit Interest Retention Tax (DIRT) paid over the previous 4 tax years. The maximum relief available depends on the purchase price of the house. For example, the maximum relief is 5% of the purchase price for a house worth up to €400,000.



WHAT IS INVOLVED IN THE ONLINE MORTGAGE APPLICATION PROCESS?

- Fill out an application form online (printable version also available).
- Register through our website to receive a unique customer login.
- Send us the documentation that needs to accompany your application (This will differ depending on whether you are employed or self-employed).

Document Checklist:

PAYE Income:

- ✓ Proof of identity – drivers licence, passport
- ✓ Proof of residence at your home address*
- ✓ Salary Certificate (available on our website)
- ✓ P60 (2017, 2016, 2015)
- ✓ Last 3 payslips
- ✓ Last 6 months personal and / or joint bank statements**
- ✓ Loan statements (even if loans are cleared)
- ✓ Last 6 credit card statements (even if cards are cleared)
- ✓ Evidence of deposit (saving statements, gift letter)
- ✓ Copy of stamp 4 visa or proof of Irish residency
- ✓ Marriage Certificate
- ✓ Previous Mortgage Statement
- ✓ Help-to-buy scheme approval
- ✓ CV

*must be less than 3 months old, not a mobile phone bill. **not internet print outs unless with full name and address.

Self Employed:

- ✓ Proof of identity - drivers licence, passport
- ✓ Proof of residence at your home address*
- ✓ Last 2 years accounts
- ✓ Last 2 years notice of assessment / Chapter 4
- ✓ Last 2 years Form 11
- ✓ Tax Clearance Certificate
- ✓ 6 months business bank statements

WHAT IS INVOLVED IN THE ONLINE MORTGAGE APPLICATION PROCESS?

Once you have filled out a mortgage application form with us and sent us the necessary documentation (listed above) we can begin the mortgage approval process. Below, we have outlined a summary of the various stages of this process. There are many factors that can affect how quickly you can get through this process and we are here to advise you at each step along the way.

What happens next...

1. First, we will decide on a strategy in terms of deciding which bank(s) will suit your needs.
2. We will then submit a case to the selected bank on your behalf. This means that in addition to providing the bank with the application form and documentation we will outline your circumstances to the bank and highlight any key financial factors that should work in your favour. It usually takes approximately two weeks for the bank to decide on your application. If your application is a success you will be issued with **Approval in Principal** for your loan. This is usually valid for a period of 6-12 months.
3. When you find a property you want to purchase you will be asked to pay a **booking deposit**. This is refundable and is usually between €5000 - €10,000. The property will now go to 'Sale Agreed' status but you can still withdraw from the purchase between now and signing the contract.
4. Let us know you have chosen a property. At this point you need to:
 - a. Get a **survey** done on the property (approx. €400). We can recommend a reliable surveyor.
 - b. The bank will need to carry out a **valuation** of the property (€127 - €150).
 - c. You will also need to select a solicitor to act on your behalf. We suggest that you compare the market in terms of price and the service offered. Cost is circa €1500 plus VAT and outlay.
5. We can then help you to decide on the most suitable interest rates and terms for your mortgage and address any other issues mentioned in the Approval in Principal.
6. We can also arrange your **mortgage protection** cover and **home insurance**.
7. Now we get a **Mortgage Loan Offer** from the bank.
8. The **Contracts for Sale** are signed.

9. Conveyancing is the term given to the legal work involved when buying a property. A **Deed of Conveyance** will need to be drafted by your solicitor and approved by the seller's solicitor.
10. When this has happened, your solicitor will contact your bank to request the issue of the approved loan cheque and keys for the premises are handed over to your solicitor on an agreed date. **Sale Complete.**
11. Once you are happy in your new home don't forget to give us some feedback on your experience with Smart Mortgages. Drop us an email or find us on Facebook, LinkedIn and Twitter. Our sister company Shankill Financial Services will be happy to advise you any of your future financial requirements.

Why should I get a 'Smart' Mortgage?

The team at Smart Mortgages are experts in financial matters. You can go straight to a bank, but you could also save yourself thousands of euros by shopping around. The only disadvantage of doing this is the amount of work that is involved for you. Smart Mortgages will do this work on your behalf. We will assess several lenders in the market, providing you with a broad choice. We will then recommend the mortgage term, rate and lender most suitable for you. We will also be able to recommend other products such as mortgage protection and home insurance.

When you apply for a mortgage through Smart Mortgages we provide the option for you to complete the mortgage process online from start to finish. This is new initiative is a convenient way for you to fill out an application form at a time that suits you. Our online facility also enables you to securely send us all the required documentation so that we can get your mortgage approved as quickly as possible while getting you the best possible terms. You will also have a dedicated mortgage expert who will keep you updated on the progress of your application each step of the way.

As a mortgage broker we are paid by commission. This means you get a choice of many providers, impartial advice and personal service without any extra cost and without the hassle of finding the best deal yourself.

We do charge a small administration fee of €100 to process a mortgage, we get charged this amount for an IT platform we use which allows us switch applications from one bank to the next online which is well worth it.

TESTIMONIALS

*“James’ assistance in guiding us through the mortgage options, plus the life cover options, were made so easy due to his outstanding knowledge of this area. The whole experience was relatively painless and led to a successful mortgage application but also in saving us time and money. Looking back on it now, it was the legal side that was the complicated issue, but James also assisted here, which was a huge help. To be honest, Dawn and myself, will miss our little chats with James! - **Bernard & Dawn***

*“At the grand old age of 51 we were looking to buy our 1st house & needed a mortgage with no idea how to do it! -we tried going direct to a bank but oh boy what a mistake, someone recommended James & life suddenly became easy, he just gave us a list of requirements & off he went & did all the hard work. Thanks James.” - **Christine & Mark***

*“We had the most amazing simple experience buying our home with the support of Wayne from Shankill Financial Services. They provided us with simple, easy to understand options which addressed both our mortgage and life cover needs. They minimized the paperwork we needed to complete and kept us well informed during every step of the process. They were also able to provide guidance on other services like solicitors and tax advisers which we needed as ours was not a straight forward transaction. I would recommend Wayne and Shankill Financial Services to anyone looking for financial advice.” - **Sallyann***

“Buying a house is a daunting task and often a stressful time. However, having Wayne on my side, it was all so much easier. He talked me through the steps of the process and was always available to answer my questions. His knowledge and experience really shone through. When it comes to buying a home, there are loads of commentators that talk a good game, but Wayne made it happen and quickly! He got me the best mortgage deal with very low interest rates.

*I would absolutely 100% recommend Wayne to anyone looking to buy a house, he did everything with almost no time or effort from me and I am now a proud and happy homeowner 😊” - **Lisa***

We hope you found our guide useful.
If you have any questions, please get in touch.

Office Hours:
Monday – Friday 8.30pm – 6.00pm



01 2393220



hello@
smartmortgages.ie



Station House,
Shankill, Dublin 18

www.smartmortgages.ie

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