BBSL & RLS
application checklist

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When you submit your customer's BBSL or RLS application, we can't process it unless we have all the necessary information. If we have to send out a further information request, it could add an additional 5 weeks onto your decision timeline.

To make sure you can benefit from the quickest processing time possible, we've created a checklist below that covers everything you need to send to us.

By uploading this information to Portal when you submit your application, it means we can pass it straight onto our processing team to get the ball rolling, rather than your application being delayed at the first stage.

This checklist is just for your reference, and should be used when uploading supporting documents to Portal before you submit your application.

Please note: Without the following required information your application will not be processed.

<u>All applications</u> must include the following information:

The Assets & Liabilities section of the Portal has been fully completed to the best of my knowledge (please note, if the detail within this section does not match the individual credit files, we will need to reach out to you for further clarification, which will pause your application)

Portal Proposal Form — this should include a clear outline of the structure of the proposed loan, specific details on the purpose of the loan, relevant background/experience and knowledge of sector/ability to operate the borrowing business, any recent changes to the business and explanation of any significant changes in the financial performance of the business

The business and applicant email addresses entered are correct and belong to the business/applicant (Addresses that are incorrect or don't belong to the applicant will prevent the application progressing to offer. The business and applicant email addresses must also be unique in order for the application to be progressed)

RLS applications

If you are submitting an application under the Recovery Loan Scheme, you must upload the following (in addition to the items listed for all applications):

RLS Supplementary Application Form

Data Protection & Disclosure Declaration (for all applicants & guarantors)

digitalmortgages.net
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Property Investment Applications

If you are submitting a Property Investment Application, you must ensure the following
(in addition to the items listed for all applications):

The existing or proposed lease details within the 'Loan Purpose Details' section of the application is fully completed, along with the 'Background Portfolio' information

Trading Business Applications

If you are submitting a Trading Business Application, you must upload the following
(in addition to the items listed for all applications):

Annual accounts for the last two financial years

Draft accounts or Management Information (balance sheet and detailed P&L) where the latest annual accounts are more than nine months old

If the business is classed as an OpCo PropCo structure, there needs to be confirmation that there is or will be a formal lease in place between entities and cross guarantees/debentures will be available

Ensure all key individuals (25%+ shareholders and/or Directors/Members/ Partners of the business) have been identified and documented within the Portal application

Care Home Improvement Plan — only where the latest CQC report is graded as "Requires Improvement" (Only applicable for care homes)

Monthly or quarterly occupancy rates for the last 12 months (Only applicable for care homes)

Income split between local authority and private patients (Only applicable for healthcare sector)

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