

# **INCOME AND EXPENDITURE.**

**Broker User Guide**

**PRECISE.**

This short guide is designed to help you complete the Income & Expenditure section of your application quickly and accurately, so you can move through each step with confidence.

## EMPLOYMENT.

- You can declare up to **three** current employments per applicant.
- Each employment can be defined as **Employed** or **Self Employed**.
- Depending on the employment category, additional information may be required.
- Applicants can also be marked as **Retired** or **Currently not working**.
- The Employment section is automatically hidden for applicants already identified as retired.

## INCOME.

All income must be declared:

- **Per applicant**
- **On a gross annual basis**
- **Across two tabs:**
  - **Income** (employment related income)
  - **Other Income** (non employment income)

## OTHER INCOME.

Use the **Other Income** tab to declare any income **not** derived from employment or self employment.

- There is **no limit** to the number of other income sources you can add.
- Examples include **rental income**, **benefits**, or **investment income**.

## EXPENDITURE.

Expenditure is declared **per application**, not per applicant, and must be entered on a **monthly** basis.

- **Number of Dependants:** include anyone financially dependent on the applicants, regardless of age.
- **Monthly Cost of Childcare or Maintenance:** covers living expenses for children, including when parents live apart.
- **Monthly Cost of Education and Student Loans:** includes school fees, uniforms, supplies, and student loan repayments.
- **Monthly Cost of Ground Rent and Service Charges:** applies to the current property (for remortgages) or the new property (for purchases).

## DEBTS.

Each debt must be assigned to one or more applicants.

- Declare debts only if they will remain for **six months or more**, except for credit cards, overdrafts, and other revolving credit, where **all current balances** must be declared.
- All mortgage debt must be declared, including buy to let and residential properties.
- Rental income from buy to let properties should be declared under **Other Income**.
- If debts will be repaid before or at completion, mark them as repaid **on completion**.
- For remortgages, declare the existing mortgage on the security property and mark as **repaid on completion**.
- If debts will be consolidated by the new loan, mark them as **consolidated**.

## COMMON SCENARIOS.

**Applicant has multiple/inconsistent incomes.**

- Up to three incomes can be declared **per applicant**.
- All employed or self-employed income must be entered as **gross annual** figures.
- For inconsistent income, enter an **average gross** annual amount.

**Applicant is in receipt of other income, such as Government Benefits or rental income.**

Declare this under the **Other Income** tab within the **Income & Employment** screen.

**Applicant has a buy to let property.**

- If mortgaged, declare the mortgage in **Debts**.
- Declare rental income as **Other Income**.

**Applicant intends to repay existing debts prior to completion of this loan application.**

Declare the debts and mark them as **repaid on completion**.

**Applicant intends to consolidate existing debt with this loan application.**

Declare the debts and mark them as **repaid on completion** and **consolidated by this loan**.