

peppermoney

# Right to Buy

## Application Portal Guide

April 2023

Call **0333 370 1101** or visit  
**[www.pepper.money](http://www.pepper.money)** to discover more.

**Version 1.0**



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# Navigating your homepage

Wherever you are in the portal, a set of icons stays at the top of your screen. Here's what they mean and where they take you.



## HOME

Wherever you are in the portal, a set of icons stays at the top of your screen.



## ILLUSTRATION

Click here to produce a quick standalone illustration for your customer(s). This doesn't conduct a credit search and only takes a couple of minutes.



## DIP

Here you can complete a Decision in Principle (DIP). This only leaves a soft footprint on your customer's credit profile and gives you an instant decision.



## DOCUMENTS

This takes you to a menu of criteria guides and documentation you'll need for your customer's application.



## CASE SEARCH

Quickly find a previous or ongoing application here. Enter an item of search criteria and hit 'search'.



## PRODUCTS

This takes you to a list of all our available products.



## USER PROFILE

Manage your account here. You can change your password, address, contact details and submission route.

## Setting up your preferred submission routes

If you're not part of a network you need to set up your Packager or Club submission routes before you can submit business.

When submitting an application we will ask which club should apply for that application, in order to pay the procurement fee correctly. There is no need to complete this section if the fees go via a Packager or Network.

1. Log in with the username and password you created when you registered, and accept the Terms of Business.

2. Go to 'user profile' in the main menu bar.



3. Select 'add or remove submission routes'.  
N.B. You can also change other account details from here.

4. The left column shows a list of the Clubs and Packagers we partner with. Click to select as many of these as you have a relationship with, then move them to your list with the arrow buttons in the middle.

When submitting an application we will ask which club should apply for that application, in order to pay the procurement fee correctly. There is no need to complete this section if the fees go via a Packager or Network.

5. When you've finished, re-enter your password to confirm your changes.

# Producing an Illustration

You can produce multiple illustrations based on your client's loan requirements before you submit a DIP. We don't run credit searches on illustrations, so our whole product range is available to you at this stage. The products offered at DIP may be different from the ones you choose here.

## 1. Applicant and loan type

The first page asks for some basic details about the structure of the application and how the applicant(s) are classified. The navigation bar on the left keeps track of where you're up to.

**N.B. It is not possible to save incomplete illustrations.**

## 2. Submission details

The question 'What kind of sale is this?', will appear if you have stated the applicants are either 'High Net Worth' or 'Professional' customers on the previous page, in which case, if confirmed, we would allow an execution only sale.

Please select a Mortgage Club unless your procurement fee is being paid through a Packager or Network.

## 3. Loan details

Enter the basic details of the application and, if applicable, add any fees you are charging to your customer(s).

Fee description	Amount	When payable	Refundable amount	Delete
Select		Select		<input type="checkbox"/>

## Producing an Illustration (cont.)

### 4. Product selection

On the products page, you initially see all the products we currently offer. To filter them, select the range that best suits your customer from the 'product category' list and hit 'find products'. This filters the list to the products available in that range.

**LOAN DETAILS**

Repayment type \* Capital Repayment

Loan Amount £150,000

Capital and interest amount £150,000 Interest only amount £0

**PRODUCT SELECTION**

Product category

To see our product criteria, please click [here](#)

[Find Products](#)

**PRODUCT SELECTION RESULTS**

Product Name	Initial Rate	Initial Monthly Payment	Max LTV	Completion Fee	Select
30 Month Fixed 2.38% 75%	2.38%	£663.90	75%	£995.00	<input type="radio"/>
2 Year Fixed 2.38% 75%	2.38%	£663.90	75%	£995.00	<input type="radio"/>
2 Year Fixed 2.58% 80%	2.58%	£678.98	80%	£995.00	<input type="radio"/>
30 Month Fixed 2.58% 80%	2.58%	£678.98	80%	£995.00	<input type="radio"/>
2 Year Fixed 2.78% 85%	2.78%	£694.27	85%	£995.00	<input type="radio"/>
5 Year Fixed 2.98% 75%	2.98%	£709.76	75%	£995.00	<input type="radio"/>
5 Year Fixed 3.28% 80%	3.28%	£733.35	80%	£995.00	<input type="radio"/>

Results 1 - 7 of 7 Page 1

\* Mandatory fields

[BACK](#) [NEXT](#)

### 5. Applicant details

Enter some basic details about your customers. This is what appears on your illustration.

**APPLICANTS**

Number of applicants \* 1 2

**PERSONAL DETAILS**

Title \* Select

First name \*

Surname \*

\* Mandatory fields

[BACK](#) [NEXT](#)

# Producing an Illustration (cont.)

## 6. Fees and features

The last step before we produce your customer's illustration is to choose how the Completion Fee and the Funds Transfer Fee are to be paid. These can be either added or deducted from the loan.

Product Name	Initial Rate	Initial Monthly Payment	Max LTV	Completion Fee	Select
30 Month Fixed 2.38% 75%	2.38%	£603.90	75%	£995.00	<input type="radio"/>
2 Year Fixed 2.38% 75%	2.38%	£603.90	75%	£895.00	<input type="radio"/>
2 Year Fixed 2.56% 80%	2.56%	£678.98	80%	£995.00	<input type="radio"/>
30 Month Fixed 2.56% 80%	2.56%	£678.98	80%	£995.00	<input type="radio"/>
2 Year Fixed 2.78% 85%	2.78%	£694.27	85%	£895.00	<input type="radio"/>
5 Year Fixed 2.88% 75%	2.88%	£709.76	75%	£995.00	<input type="radio"/>
5 Year Fixed 3.28% 80%	3.28%	£733.35	80%	£995.00	<input type="radio"/>

## 7. Illustration summary

This screen shows the summary for your illustration, and also details the applicable fees for the product chosen. From here you can view your illustration, proceed to DIP, or select a new product. You can produce another illustration if you want to, this won't overwrite the one you have just completed, and will appear in your illustrations summary with the same three options next to it.

Product	Loan	Repayment	LTV	Fees added	
V15 Pepper 24 FH A1 FH20010 2 Year Fixed 3.30% 95% 95% Purchase Full Status 2 Year Fixed 3.30% 08/02/23 11:07	£150,015 25 years	Capital & Interest (Repayment)	75%	£15	<a href="#">View Illustration</a> <a href="#">Proceed to DIP</a> <a href="#">Select New Product</a>

FEES & FEATURES	
Application Fee	£150
Deeds Release Fee	£22.50
Funds Transfer Fee	£15
Legal Fee	£660
Mortgage Exit Fee	£25
Procurator Fee	£750
Valuation	£260

DOCUMENTS	
Illustration 08/02/23 11:07 [ajones@pepper.money]	<a href="#">View</a>

# Producing a Decision in Principle

To start a DIP, select 'DIP' at the top of any page or, choose an existing illustration to progress. If you progress to a DIP from a saved illustration, the details you've already entered will be copied over. Please ensure these details are correct once transferred over.

Then follow the below steps to complete your DIP:

## 1. Prerequisite questions

A series of eligibility questions about your customer(s), and declaration about Pepper Money's terms of business for you to confirm. You will be asked to complete this each time you amend the DIP.

## 2. Applicant and loan type

Enter the basic details about the structure of the application, how the applicant(s) are classified and how the sale was made.

## 3. Submission details

As in the illustration, we need to know if you're submitting through one of our partner clubs. Please select a Mortgage Club unless your procuration fee is being paid through a Packager or Network.

## 4. Loan details

Here you enter more specific loan information relating to the application.

SOURCE OF DEPOSIT		
Source of deposit *	Amount	Delete
Select		<input type="checkbox"/>
		Delete Selected - Add More +

LOAN/OCCUPANCY DETAILS	
Will this be the applicants main residence? *	<input type="radio"/> Yes <input type="radio"/> No
* Mandatory fields	




## Producing a Decision in Principle (continued)

### 5. Applicant details

Here you enter information relating to the applicant(s) including 3 year address history, employment, commitments and any properties they currently own.

### 6. Household expenditure

For residential applications you need to complete the household expenditure. If you would like to know how Pepper Money defines these, simply click on the  icon.

### 7. Property details

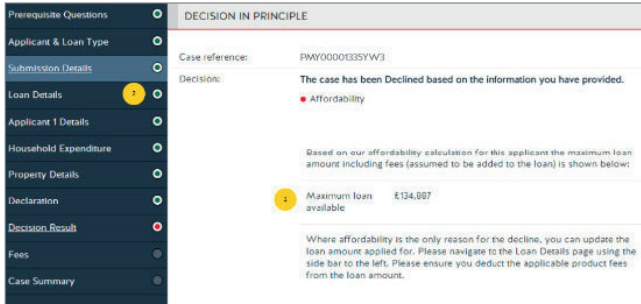
If your customer(s) application is a remortgage, you need to enter the property details. If not, entering the details into the DIP is optional, depending on whether you have the information to hand and whether your customer(s) have found a property.

### 8. Declaration and decision

The decision runs after you accept the declaration.

- A decision should be returned almost instantly
- If your application is an 'accept' you'll be able to pick a product and carry straight on

If your application fails for affordability, the decision shows you the maximum you can borrow with fees added. To reduce the loan, navigate back to the 'loan details' screen using the menu on the left.



**DECISION IN PRINCIPLE**

Case reference: PMW000013351W3

Decision: **The case has been Declined based on the information you have provided.**

- Affordability

Based on our affordability calculation for this applicant the maximum loan amount including fees (assumed to be added to the loan) is shown below:

Maximum loan available: £134,007

Where affordability is the only reason for the decline, you can update the loan amount applied for. Please navigate to the Loan Details page using the side bar to the left. Please ensure you deduct the applicable product fees from the loan amount.

### 9. Fees

Once you've picked a product, choose how the Completion Fee and the Funds Transfer Fee are to be paid. These can be either added or deducted from the loan.

**N.B. If you are at the maximum loan to value we offer, you can only deduct the fees; the add option will be greyed out.**

Click next to continue to the Application Summary.

# Right to Buy Purchase

When submitting a Right to Buy DIP, you will be required to provide additional information as to the Right to Buy details. Begin by selecting 'DIP' at the top of any page as per the Decision in Principle process noted on page 8.

## Loan details

Here you will need to enter more specific information relating to the Right to Buy application. To begin, you will need to select 'Yes' against Right to Buy after which the further applicable Right to Buy fields will be presented.

LOAN DETAILS		
Loan purpose *	<input checked="" type="radio"/> Purchase <input type="radio"/> Remortgage	
Loan type *	Residential ▼	
Loan amount *	£200,000	LTV= 100.00 %
First time buyers *	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Discounted Purchase Price Scheme *	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Right to Buy *	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Shared Equity *	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Low Deposit Scheme *	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Discounted purchase price *	£200,000	
Open market value *	£300,000	
Term *	25 Years	0 Months
Repayment type *	Capital Repaym... ▼	
SOURCE OF DEPOSIT		
Source of deposit *	Amount	Delete
Right to Buy (no... ▼	£0	<input type="checkbox"/>
Delete Selected -		Add More +

1.

### Right to Buy

You will be required to select 'Yes' for Right to Buy.

2.

### Discounted Purchase Price

Required to be populated with the discounted purchase price (Open Market Value minus the discount).

3.

### Open Market Value

Required to be populated with the Open Market Value of the property.

4.

### Source of Deposit

if customer is not putting down a deposit then you can select the 'Right to Buy (no deposit)' option and leave the amount blank.

## Uploading application requirements

SUMMARY FOR CASE FW00001335YW3 RESIDENTIAL, PURCHASE		PROCEED OPTIONS																						
<table border="1"> <tr><td>Applicant Name(s)</td><td>Harding, Hayden</td></tr> <tr><td>Loan Amount</td><td>£153,015</td></tr> <tr><td>Estimated Valuation</td><td>£200,000</td></tr> <tr><td>Term</td><td>25 years</td></tr> <tr><td>Repayment Type</td><td>Capital &amp; Interest (Repayment)</td></tr> <tr><td>Property</td><td>12 Pepper Avenue London NW12 3AP</td></tr> <tr><td>Solicitor</td><td>Russell and Russell Solicitors</td></tr> <tr><td>LTV</td><td>75%</td></tr> <tr><td>Product</td><td>Pepper Prime 2 Year Tracker 2.34% 75% LTV 75% Purchase Full Status 2 Year Tracker 2.30%</td></tr> </table>		Applicant Name(s)	Harding, Hayden	Loan Amount	£153,015	Estimated Valuation	£200,000	Term	25 years	Repayment Type	Capital & Interest (Repayment)	Property	12 Pepper Avenue London NW12 3AP	Solicitor	Russell and Russell Solicitors	LTV	75%	Product	Pepper Prime 2 Year Tracker 2.34% 75% LTV 75% Purchase Full Status 2 Year Tracker 2.30%	<p>Copy to new DIP</p>				
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### From here you can:

- Download the documents you'll need to provide to your customer(s)
- Upload the documents we require to process the application
- See a snap shot of the application details and fees
- Send us secure messages
- Track the progress of the application

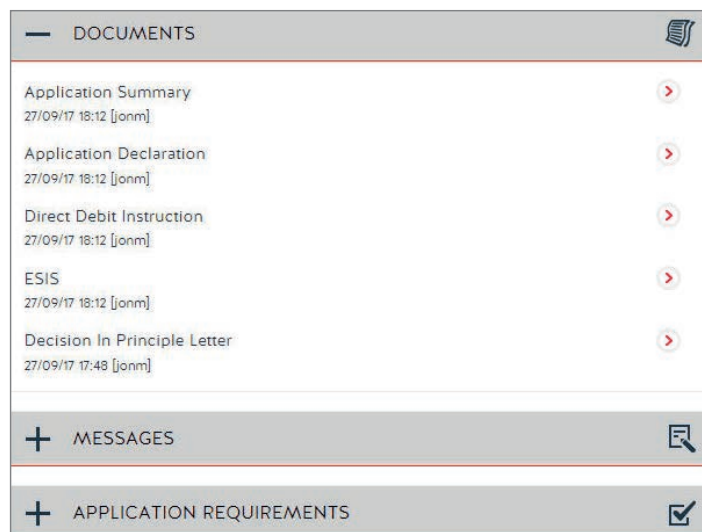
You can minimise or maximise any of the panels by clicking the plus and minus icons.

## Full Mortgage Application

Once you've submitted a DIP you'll be able to proceed to Full Mortgage Application. This will ask for extra information that we've not already collected. Nothing too stressful. Any fee(s) payable (such as the valuation fees) will be collected at the end of the application so please have a payment card ready.

## Documents produced for you

The documents section is where you'll find documents that you need to requirements give your customer(s) or keep for your own compliance.



At the right stage, the Valuation Report and Mortgage Offer will be available here.

## Uploading application requirements

This is a list of what we need from you to assess an application. The application requirements are provided at the end of the Decision in Principle decision, based on the information you provided. This gives you time to collate all of the documents so you can upload at the same time as you submit the application.

To supply an item:

### 1. Click 'upload'

Checklist item	Owner	Type	Status	Date Satisfied	
Proof of Residency for Applicant 1 27/09/17 15:49	Broker	PreOffer	Active		<a href="#">Upload</a>
Proof of Income for Applicant 1 27/09/17 15:49	Broker	PreOffer	Active		<a href="#">Upload</a>
Proof of Deposit 27/09/17 15:49	Broker	PreOffer	Active		<a href="#">Upload</a>

### 2. Select a document and document sub type. We can accept PDF, DOC, DOCX, and TIF files; the maximum file size is 10Mb. Additionally file names should not contain special characters (such as a hyphen or full stop).

DOCUMENT UPLOAD	
Document type *	Select ▼
Document sub type *	▼
Document *	Choose File No file chosen
Document description	<input type="text"/>

## Sending a message

You can send us a message any time in the messages section. This is the easiest way of getting in touch with us if you have any questions relating to the process.

The screenshot shows a form titled 'ADD NOTE'. It has a 'Subject' field with a text input box. Below it is a 'Message:' field with a red asterisk and a large text area for writing. At the bottom of the form, there is a checkbox labeled 'Is important?'.

We'll respond in the same way and send you an email to let you know when we have.

## Instructing a valuation

We'll instruct the valuation once we've received and reviewed all the important documents we need for underwriting.

The screenshot shows a form titled 'VALUATION INSTRUCTION'. On the left is a sidebar with navigation options: 'Valuation Instruction' (selected), 'Generating Documents', and 'Application Summary'. The main form area has a 'Valuation type' dropdown menu set to 'Mortgage Value...'. Below this is a section titled 'VALUATION DECLARATION' containing a disclaimer: 'By submitting this valuation instruction you are confirming that the applicant understands: - the valuation is undertaken for the benefit of Pepper UK Limited (Pepper) only; - neither Pepper nor the Valuer are under any liability of any basis to the applicant in relation to the mortgage valuation report; - if a copy of a valuation report is provided to the applicants it is for information purposes only and they should not rely on it in any way to make a decision about the purchase or value of a property.' There is a checked checkbox for 'Accept declaration'. At the bottom are three buttons: 'CANCEL', a red button with a white circle icon, and 'REQUEST'.

However, you'll have the option to instruct the valuation yourself once we've conducted an initial review of your application (we'll let you know via email).

The option to do so will be in the 'proceed options' section once the status of the application reaches 'application reviewed'.