

A hassle-free guide to completion

Providing us with as much information as possible now will help make your process to completion as speedy and hassle-free as possible. And that's key for us too.

Here's a handy checklist of the things we need. Please make sure we receive these as soon as possible.

Your checklist: Please return a fully completed and signed application form, including:

- Proof of ID (passport/driving licence)
Your proof of ID is essential for your application process to start
 - Proof of address e.g utility bill
 - If a purchase, a detailed explanation and proof on the source of deposit
 - Full contact details for the borrower's solicitor
Please note the firm should have a minimum of 2 SRA regulated partners and 5 regulated partners if the borrower is a foreign national. Please ensure this is filled out on the application form.
 - Assets and liabilities
 - A detailed explanation of any adverse credit
- For companies**
- A full company structure chart
- For refurbishment loans**
- CV/experience of borrower
 - Schedule of works

What happens next?

Here's a rough guide on the journey to completion. The more information we receive up front, the faster and smoother your completion journey is likely to be.

Enquiry	Your introducer speaks to business development to discuss a case.
Application received	Introducer and borrower receive terms. When you are happy, send us the fully completed and signed application form, including the items from the checklist.
Prepared for underwriting	We undertake KYC and credit searches.
Underwriting	You'll receive an introductory call from your credit manager. The more information we receive up front, the faster we will be able to process your case. If there is anything missing your credit manager will let you know. Once our credit team have reviewed your case, you will receive an update with any items that still remain outstanding.
Valuation	Once we have completed our underwriting and you are ready for a valuation, please let us know and we will instruct a valuer. The borrower will receive a call from the valuer to book in a property inspection and take payment. The valuer will then provide a report for our approval.

Valuation check	We'll review this in full to ensure the valuation figures match up to those anticipated by the borrower.
Legals	<p>Instructing the solicitors. We will instruct our solicitor. Once the borrower's solicitor has received an undertaking for costs, our solicitor will begin to work through the legal requirements. Please make sure your solicitors are instructed and expecting correspondence from ours.</p> <p>Signing the legal documents. Before completion can take place, the borrower will need to attend their solicitor's office to sign the legal documentation. Whilst this is happening, the solicitors will work together to satisfy the legal requirements. If it is not possible for the borrower to visit their solicitor's office, please get in touch. We will also review the signed legal documents.</p>
Completion	The completion timings will be aligned with the borrower's requirements.

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If you'd like an update on your case, or are sending us documentation please contact your dedicated credit manager.

If you are unsure who that is contact:
core@octopus-realestate.com ☎ 0800 294 6850

For any new enquiries, contact business development:
sales@octopus-realestate.com ☎ 0800 294 6850

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