

STANDARD LENDING POLICY OVERVIEW

Version 1.7

Contents

1. LOAN CHARACTERISTICS.....	3
1.1 Loan Term	3
1.2 Minimum and Maximum Loan Size	3
1.3 Loan to Value (LTV)	3
1.4 Fees.....	5
1.5 Loan Purpose	5
1.6 Rental Income Cover.....	6
1.6.1 Portfolio Landlords.....	6
1.7 Deposits.....	6
1.7.1 Proof of Deposit.....	6
1.7.2 Builder or Vendor Deposit Schemes	7
1.7.3 Gifted Deposit.....	7
1.8 Methods of Repayment	7
1.9 Guarantors.....	7
2. APPLICANTS	8
2.1 Number of applicants.....	8
2.2 Age of applicants	8
2.3 Individuals.....	8
2.4 First Time Landlords.....	8
2.5 Expatriates.....	9
2.6 Foreign Nationals	9
2.6.1 EEA Foreign Nationals	9
2.6.2 Non-EEA Foreign Nationals	10
2.7 Overseas Applicants.....	10
2.8 Limited Companies.....	10
2.9 Limited Liability Partnerships (LLPs)	11
3. SECURITY / PROPERTY	11
3.1 Location	11
3.2 Tenure	11
3.3 New Build	11
3.4 Exposure limits for EWS1/Cladding	12
3.5 Holiday Lets.....	12
3.6 Flying Freehold.....	12

3.7 Ex-Local Authority, Housing Association or Ex-Ministry of Defence	12
3.8 Properties Where the Borrower Owns Adjacent Land	12
3.9 Unacceptable Properties	13
3.10 Insurance	14
4. VALUATION	14
4.1 Special Reports	14
4.2 Energy Performance Certificate (EPC) Rating	15
5. TENANCY	15
5.1 Occupation	15
5.2 Tenancy Type	16
6. CREDIT HISTORY	16
6.1 Credit Criteria	16
7. SOLICITORS AND LEGAL INFORMATION.....	18
7.1 Individual Applications	18
7.2 Limited Company Applications	18
7.3 Direct Debit Mandate	18
7.4 Validity Periods	18
8. PRODUCT TRANSFER.....	19
8.1 Requirements.	19
8.2 Company applications.	19
8.3 Credit History.	19
8.4 Valuations.	19
8.5 Offer.	19
9. Product Transfer Plus.....	19
9.1 Product Transfer Plus Criteria	19
9.2 Credit History	20
9.3 Valuations	20
9.4 EPC Rating.....	20
9.5 Company Applications.....	20
9.6 Guarantee and Indemnity	20
9.7 Perfect Title Insurance.....	20
9.8 Offer	20

1. LOAN CHARACTERISTICS

1.1 Loan Term

Minimum loan term: 5 years

Maximum loan term: 30 years

1.2 Minimum and Maximum Loan Size

2 YEAR PRODUCTS

Minimum loan: £50,000.

Maximum loan: £2,500,000

The maximum portfolio lending we will consider for an applicant is £3million.

5 YEAR PRODUCTS

Minimum loan: £50,000.

Maximum loan **£2,500,000**

The maximum portfolio lending we will consider for an applicant is £10million.

1.3 Loan to Value (LTV)

LTV is calculated as the loan amount (exclusive of fees for underwriting purposes) divided by the lower of the purchase price or valuation as assessed by the appointed valuer. All references to LTV in this lending criteria are to be read as exclusive of fees, unless explicitly stated otherwise.

Loan to Value			
Loan Size (Min £50,000)	Property Type	Max LTV	Applicant type
<=£1.5m	Vanilla	75%	Individual Limited Company Limited Liability Partnership First Time Landlords (FTL)
>=£1.5m - <=£2.5m	Vanilla	70%	Individual Limited Company Limited Liability Partnership
<=£1m	New build flats (including properties to be occupied for the first time) where no element of commercial is present.	75%	Individual Limited Company Limited Liability Partnership
Additional First Time Landlords (FTL)			
Loan Size	Property Type	Max LTV	Applicant type
<= £750,000	New build flats, including properties to be occupied for the first time.	75%	FTL
Non-EEA Foreign Nationals			
Loan Size	Property Type	Max LTV	Applicant type
<=£1m	All	75%	Foreign Nationals
Commercial Premises LTV's			

>=£1.5m - <=£2.5m (New build maximum £1m)	Subject property including new build flats (which include properties to be occupied for the first time) where the subject property is situated on or above the 3 rd storey to /adjacent to a commercial premises and where the commercial premises is a food outlet/dry cleaner/Public House/mini cab offices	70%	Individual, Limited Company and Limited Liability Partnership only
<=£1.5m (New build maximum £1m)	Subject property including new build flats (which include properties to be occupied for the first time) where the subject property is situated on or above the 3 rd storey to the commercial premise and where the commercial premise is a food outlet/dry cleaner/Public House/mini cab offices	75%	Individual, Limited Company and Limited Liability Partnership only First Time Landlords
Tenancy LTV Restrictions			
>£50,000 - <=£1.5m	All	75%	Corporate Lets/Housing Associate and Local Authority tenancies not exceeding 5 years
> £1.5m– <= £2.5m	All	70%	Corporate Lets/Housing Associate and Local Authority tenancies not exceeding 5 years
Additional Property Criteria LTV			
All	Deck Access: Flats and maisonettes with deck access will be considered subject to underwriter's approval and valuer's comments regarding rentability and re-saleability.	75%	All

Credit Criteria			
All	Individual Bankruptcy, IVAs or Administration Orders registered 6 or more years ago and discharged at least 3 years ago.	60%	All
Green Products			
Loan Size	Property Type	LTV	Applicants
>£50,000-<=£1m	Vanilla	80%	Individual, Limited Company Limited Liability Partnership only
<= £750,000	Vanilla	75%	FTL

Where multiples LTV's may be applicable, lending will be restricted to the lowest LTV.

1.4 Fees

Arrangement fees can be added to all loans.

1.5 Loan Purpose

Applications will be considered for the purchase or remortgage of a residential investment property.

Remortgage of the original purchase within 6 months of the purchase date, is acceptable where: -

1. Bridging finance was used for the initial purchase.
2. Cash was used for the original purchase and the borrower can demonstrate source of funds and source of wealth in the original purchase.

Remortgage within 6 months of the purchase date and post refurbishment of a property will be considered up to a maximum of 100% of the evidenced costs of the project provided that the LTV remains within the normal product maximums. Breakdown of the works undertaken must be provided to the valuer on instruction for consideration.

Remortgages after 6 months of the purchase date can be considered subject to LTV limits (see 1.3 above)

Remortgages of an applicants' existing or former main residence can be considered, providing they already have an existing buy-to-let property.

Remortgages of an applicants' existing BTL property, for the purchase of a new residential property or repayment of the applicant's former residential home, can be considered subject to proof that the subject property has been rented out for a full 12 months and full disclosure of the circumstances.

We will not consider loans for the following purposes:

- Back-to-back sales within 6 months of the original purchase
- Purchase via a property club
- Mortgages deemed to be Consumer Buy to Let

- Sale and lease back. Properties to be used as a developer’s “Show Home” may be considered, subject to the strength of the developer and an appropriate Corporate Let being in place.

1.6 Rental Income Cover

Applicant Type	Tax Payer	RTI	RTI @ Product Pay Rate	RTI @ Notional Rate or product pay rate whichever is the higher
Individual	Basic Rate	125%	5-year & 7-year products	Variable or Fixed Rate less than 5 years- the product rate +2% or minimum rate 5.5%
Individual	High Rate	145%	5-year & 7-year products	Variable or Fixed Rate less than 5 years- the product rate +2% or minimum rate 5.5%
Limited Company	Limited Company	125%	5-year & 7-year products	Variable or Fixed Rate less than 5 years- the product rate +2% or minimum rate 5.5%

1.6.1 Portfolio Landlords

Borrowers with, or looking to acquire, 4 or more mortgaged buy to let properties, will be classed as a portfolio landlord.

A buy to let property portfolio schedule will be required, this will be subject to further analysis, or validation checks using Land Registry.

Portfolio Landlords are acceptable where the mortgage being applied for fits Keystone Property Finance’s lending policy and:

1. The LTV of the borrower’s portfolio (including any unencumbered properties) is no more than 80%
2. The stressed rental coverage (on an interest only basis, stressed at the notional rate) of the portfolio, including unencumbered properties, is at least 125%

1.7 Deposits

1.7.1 Proof of Deposit

Confirmation of source is required at FMA submission.

1.7.2 Builder or Vendor Deposit Schemes

Builders' or vendor's deposits are acceptable subject to a maximum contribution of 5% of the purchase price, providing the valuer has been made aware of any incentives when conducting the valuation.

The UK Finance Disclosure of Incentives Form and a list price should be provided.

Developer deposits/incentives secured by way of second charge and rental guarantees are not acceptable.

1.7.3 Gifted Deposit

Gifted deposits from family members only will be accepted.

Where the applicants are purchasing from a family member, transactions on this basis must be at full market value.

Gifted deposits outside of the UK cannot be considered from countries on the FATF Black and Grey list.

Parental/family gifts are acceptable as a means of deposit provided that the parents/family register no security in the property. Please see our web page for a Deed of Gift Form confirming the gifted amount and that they will take no interest in the property must be received prior to offer.

Family members are defined as: -

- Parents (including Step Parents and In-Laws),
- Grandparents
- Grandchildren
- Siblings
- Children
- Spouses
- Civil Partners
- Aunts and Uncles.

1.8 Methods of Repayment

Keystone Property Finance supports two methods of repayment: Interest Only and Capital Repayment.

1.9 Guarantors

Guarantors are not required for individual applications.

All Directors for limited companies are required to sign a full personal guarantees for 100% of the loan amount.

All Designated Members for a Limited Liability Partnership are required to sign full personal guarantees for 100% of the loan amount.

2. APPLICANTS

2.1 Number of applicants

The maximum number of applicants must be limited to 4.

2.2 Age of applicants

Minimum age of the first applicant is 21 years old. Additional applicants must be at least 18 years or older.

When lending to individuals the mortgage term must expire before the youngest applicant becomes 89 years old.

When lending to limited companies or Limited Liability Partnerships, there are no maximum age limits applied.

2.3 Individuals

Keystone Property Finance will lend to employed and self-employed individuals as follows:

Employed – There is no minimum term of employment or minimum income requirement; however, any applicant in receipt of Universal credit will not be acceptable ., (for housing, any Income support, jobseekers, and working tax credit).

Self-employed – There is no minimum term of self-employment or minimum income requirement. Where a company director owns 20% or more of the company shares, they will be treated as self-employed.

At least one applicant must be a homeowner. Where an applicant is not a residential homeowner, the application may be considered provided an applicant owns one Buy-to-Let property which has been rented for a minimum of at least 6 months.

Applicants must have 3 years residential history in the UK.

For Holiday Lets, applications from experienced landlords (defined as those who own at least 1 Buy-to-Let property including borrowers who currently only have a minimum of 2 Holiday Lets) will be subject to a maximum 75% LTV and a minimum income of £25k per annum (excluding the potential rental income of the holiday letting property in question).

2.4 First Time Landlords

Applicants who have not owned and let a buy-to-let property in the last 6 months will be considered to be a First Time Landlord (FTL) and the following additional criteria will apply:

- Is purchasing a single dwelling residential security.
- For FTL LTV restrictions, refer to section 1.3 LTV.
- Minimum income £25,000 for at least one applicant
- Minimum age of 21 years old (all applicants)
- At least one applicant must own their current home, with 6 months satisfactory conduct where mortgaged. Note that if the applicant does not have a current mortgage and there is no mortgage account conduct visible on credit bureau, proof of property ownership will be required (e.g., title showing applicant as owner)

- Maximum loan £1.5m.

2.5 Expatriates

Expatriate applicants, British Citizens who are now working abroad or retired, can be considered, either to individual (s) or the name of a Limited Company or the name of a Limited Liability Partnership. The applicant must also satisfy the following conditions and requirements:

- Acceptable Countries may include but are not limited to countries in the European Economic Area and any country within the FATF (Financial Action Task Force) excluding any country within the Black and Grey FATF list.
- Must have an active credit footprint in the UK
- Must have paid UK tax or declared income for UK tax purposes.
- Must have at least one BTL property in the UK.
- If employed, must be employed by multi-national employer or acceptable Sovereign entities.
- If employed, must have confirmation in writing from the employer of the applicant's residential address in the foreign country and period of residency.
- Must have minimum expatriate employed income of £25,000 per annum
- If retired, must have income from pension of a minimum of £25,000 per annum from a recognised pension fund.
- If self-employed Ex Pat have at least 2 current BTLs and can show income from their current business with accounts provided by a fully regulated and Qualified Accountant Chartered Accountant (CA), Association of Chartered Accountants (ACA), (CAI) , (SAICA) (CAANZ), Associate of Chartered Certified Accountants (ACCA), Certified Public Accountant (CPA)
- Must have a UK bank account.
- Must have a UK correspondence address. • Where applicable, must provide the latest two years SA100 (Full Tax Returns), or SA302, and Tax Calculations or Tax Year Overview.

2.6 Foreign Nationals

2.6.1 EEA Foreign Nationals

Applicants from the following countries must have indefinite leave to remain or if they were in the UK before 31 December 2020, must have successfully applied to the EU Settlement Scheme:

Austria, Belgium, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lichtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and Switzerland.

Note, a 'Permanent Residency Document' is no longer valid.

If the applicant has successfully applied to the EU Settlement Scheme, they are given a one-time Share Code, which must be viewed by Keystone to check whether they have 'Settled or 'Pre-Settled' status.

- Applicants with 'Settled Status' can be accepted with a valid passport.
- Applicants with 'Pre-Settled Status':

- need to prove they have been a legal resident in the UK during the last 3 years.
- provide a valid passport.
- Provide a minimum of a 25% deposit, which must be from the applicant's own resources. Gifts and builder's deposits incentives are not acceptable; unless they are in addition to the 25% deposit provided from the applicant's own resources.

For those issued with a biometric residence card (this will usually only apply to those from outside the EU, EEA or Switzerland applying as a family member) then this will need to be checked to confirm which status is held.

Irish citizens (including those with British or Irish citizenship) are exempt from the requirement to apply under the EU Settlement scheme and continue to be able to live and work in the UK without obtaining leave to enter or to remain in the UK. Applicants need to provide a valid passport.

Irish citizens, now living in Ireland, but owning UK property can be considered providing they have 3-years previous UK residence. These applicants must provide the latest two years SA100 (Full Tax Returns) or SA302 and Tax Calculations or Tax Year Overview.

Individuals from the EU, EEA and Switzerland who do not hold indefinite leave to remain or are not eligible for Settled/Pre-Settled status will be subject to Immigration control.

If someone has indefinite leave to enter or remain, there is no longer any time limit on their ability to stay in the UK. These applicants will need to produce one of the following which evidences they are allowed to stay indefinitely:

- a stamp or vignette in their current passport; or
- a letter from the Home Office (noting that these are no longer issued); or
- a current biometric residence permit.

2.6.2 Non-EEA Foreign Nationals

For applications to be considered, indefinite leave must be evidenced by a stamp in a currently valid passport or written confirmation from the Home Office.

If the applicant does not have indefinite leave to remain, please refer to our Intermediary Support on 0345 148 9086 or Team or your local BDM.

2.7 Overseas Applicants

Overseas applicants (not classified under 2.5 or 2.6 above) cannot be considered.

2.8 Limited Companies

Limited company and LLP's applications are acceptable if the company is registered in England, Scotland and Wales.

Special Purpose Vehicle (SPV) companies, set up for the purpose of letting of own property, can be considered. These companies should have a Standard Industry Classification (SIC) code 68100, 68209 or 68320. No minimum period of trading is required for newly formed SPV companies.

Consideration can also be given to companies, incorporated for the purpose of recording director's income from consultancy or contracting, such as IT. These companies would not be considered a trading business and do not require a minimum trading period. Evidence of income will be required in

the form of up to two years accounts, or if incorporated for a shorter period a copy of a current Contract and /or up to 3 months bank statements showing income received.

Trading companies with a minimum 2-years trading history can be considered, providing the company can demonstrate positive trading figures. We require 2 full years Trading Accounts.

The maximum number of Directors is 4. All directors must sign and complete the application form and be a party to the mortgage.

Anti-Money Laundering checks must be carried out on all Directors.

Should a company have a shareholder, with 20% or larger, holding in the company, that is not a director; the shareholder will be subject to credit, fraud, and public record checks.

Should a company have a shareholder, that is another company, consideration can be given providing both companies have common directors and shareholders.

Personal Guarantees will be required from the Directors for 100% of the loan amount.

Occupation of the security property by a director of the Limited Company or any relative of the Director of the Limited Company is not permitted.

2.9 Limited Liability Partnerships (LLPs)

Please refer to your BDM/Intermediary Support Team.

3. SECURITY / PROPERTY

3.1 Location

Keystone Property Finance will lend on residential investment properties in England and Wales (excluding Isle of Man and Isles of Scilly).

3.2 Tenure

The tenure of the property must be Freehold or Leasehold.

Commonhold properties will be excluded.

Leasehold houses and flats must have an unexpired term of at least 50 years at the end of the mortgage term.

Freehold houses and bungalows are acceptable when of standard construction.

Freehold flats and maisonettes are not acceptable.

Transactions involving title splits, will be considered on their individual merits. Any changes to title required to achieve this must be in place prior to completion.

Where the leasehold and freehold titles are known to be owned by associated parties, these applications can be considered.

3.3 New Build

All new build houses or flats must be referred to your BDM/Intermediary support team on 0345 148 9086.

Residential property built within the last ten years must hold an acceptable new build warranty.

Properties created from the conversion of a building, can be considered, subject to having appropriate planning permission Professional Consultant's Certificate (PCC) and having a suitable tenure.

3.4 Exposure limits for EWS1/Cladding

Exposure to single developments which have cladding graded as

- A1 or A2 (where external wall materials are unlikely to support combustion and the assessor has concluded no remedial works are required), can be considered.
- Exposure to single developments which have cladding graded as B1 (Where combustible materials are present in the external wall and the assessor has concluded that the fire risk is sufficiently low that no remedial works are required) can be considered.

3.5 Holiday Lets

"Holiday Let Loan" means a Mortgage Loan in respect of which:

- The relevant Property is fully furnished and is, or is expected to be, let on a short-term basis for at least 210 days per 365-day period;
- Two years accounts for the holiday let required.

3.6 Flying Freehold

Elements of Flying Freehold can be considered, providing the valuer confirms that the element constitutes less than 15% of the total property.

3.7 Ex-Local Authority, Housing Association or Ex-Ministry of Defence

Applications where the property is ex-local authority, housing association or ex-MOD flat, these can be considered, subject to good marketability, construction type, location and confirmation of a minimum of 40% private ownership within the block and subject to satisfactory valuer comments.

Where private ownership is 25-40%, and a LTV cap of 65% LTV cap is to be applied

Flats and maisonettes with deck access, in blocks where private ownership is >40% will be considered subject to maximum LTV as detailed in section 1.3, subject to underwriter's approval and valuer's comments regarding rentability and re-saleability.

Properties with more than 7 storeys with a lift are acceptable subject to valuer confirming marketability and adequate condition.

3.8 Properties Where the Borrower Owns Adjacent Land

Properties where a customer separately owns adjacent land or access road, terraced or semi-detached properties can be considered, providing there are clear boundaries and no adverse valuer's comments.

Applications where the borrower's main residence adjoins the property or shares access (where the borrower owns both properties) will be considered on a case-by-case basis.

3.9 Self-Build Properties

Applications for properties that have been built or converted by an applicant who is a property developer / qualified builder can be accepted, providing the property is fully complete and will be let on completion.

3.10 Unacceptable Properties

The following types are considered unacceptable security:

Properties with a valuation below £75,000

Properties with unexpired lease term of less than 50 years at end of the mortgage term

Freehold flats and Maisonettes

Shared Ownership properties

Properties with more than 7 storeys with no lift

Commercial properties

Properties subject to restrictions e.g. Agricultural, retirement flats etc

Properties with more than five hectares/12 acres

Self-Build where the property was built by an unqualified applicant or contractor.

Unimproved/uninhabitable properties (no kitchen or bathroom)

Prefabricated or large panel concrete construction (LPS)

Pre-fabricated reinforced concrete construction (PRC)

Concrete block construction designated Mundic.

Properties of High Alumina Cement

Mundic block materials

BISF, Metal and Steel framed properties

Any property designated defective under the Housing Act.

Properties with ongoing structural movement or movement that requires monitoring.

Underpinned properties where no guarantees are available.

Uninsurable properties or properties subject to an ongoing insurance claim

Properties on an unremediated contaminated site or where the Valuer advises a possible contamination issue.

Properties where future saleability may be adversely affected by the presence of electricity pylons, mobile masts or other forms of transmitter.

Properties with solar panels that have not been purchased outright.

Properties likely to be adversely affected by local planning, e.g. road widening

Grade I listed buildings.

Second homes

Mobile homes and houseboats

The interior/exterior condition of the property is poor, and demand is poor.

The saleability of the property is affected by local factors and demand is poor.

Determined as unacceptable security by the appointed valuer.

Less than 10 years old without NHBC guarantees or equivalent certificate.

Other non-traditional built property including:

- Wimpey No-Fines (if constructed prior to 1946 or property is a bungalow or flat)
- Laing Easiform construction (if constructed prior to 1966 or property is a bungalow or flat)

Tyneside Flats

3.11 Insurance

Keystone Property Finance requires ALL security to hold at least buildings-only insurance cover for no less than the rebuild value of the property as indicated on the valuation report. Confirmation of this cover will be required prior to the completion of the advance. Where possible Keystone Property Finance's interest should also be noted.

4. VALUATION

4.1 Special Reports

The Valuation Report may recommend that specialist reports be obtained. Such reports may be required either prior to the issue of a Mortgage Offer, or as a condition of the Mortgage Offer, depending upon the nature and extent of works required. Once obtained, we may consider referring the case back to the valuer.

- Structural Engineer: Properties evidenced by the valuation report as having actual or potential structural movement may mean we may not be able to proceed. Each case will be individually reviewed.
- Underpinning: Properties evidenced by the valuation report as having been underpinned within the last 5 years must have the appropriate guarantees / warranties.
- Timber and Damp: Dry rot, wet rot, infestation by wood-boring insects. Report to be obtained from one of the following:
 - Property Care Association (PCA)
 - Wood Protection Association (formerly BWPDA)
 - Safeguard (Europe) Ltd
 - Sovereign
 - Wykamol
- Electrical Installation: Report to be obtained from a National Inspection Council for Electrical Installation Contractors (NICEIC) or NAPIT approved contractor.

- Japanese Knotweed: If Japanese Knotweed is present within the boundary of the property or neighbouring properties the valuation report will confirm which of four categories applies.
 - If category 1 applies no report or action is required unless recommended by the valuer.
 - If category 2 applies each case will be reviewed on its individual merits, considering the valuer's advice.
 - If category 3 or 4 applies a full report and detailed treatment plan will need to be carried out by an appropriately qualified person who is a member of the Property Care Association. When treatment is required it must be carried out by a member of the Property Care Association, backed by a minimum 10-year insurance guarantee programme, and a full retention made until the first part of the treatment programme has been undertaken. The guarantee must be property specific and transferable to subsequent owners and mortgagee in possession.

It is possible that the valuer may feel that the presence of Japanese Knotweed on the property or neighbouring land (e.g., very close to the boundary) may present such a threat, then the property will be subject to further underwriting.

- Gas Installation: Report to be obtained from a Gas Safe registered contractor.
- Trees: Report to be obtained from a consultant/contractor approved by the Arboricultural Association, NCH ARB, Dip Arb
- Cavity Wall Tie: Report to be obtained from a Structural Engineer, qualified Building Surveyor or a reputable specialist company experienced in wall tie replacement.
- Asbestos report to be provided where advised within the valuation reports.

4.2 Energy Performance Certificate (EPC) Rating

Where required, properties must achieve a minimum EPC rating of E. Properties that do not meet this standard will be subject to further underwriting.

For Green Product Range, properties must achieve a minimum EPC rating of A or B.

5. TENANCY

5.1 Occupation

Tenant occupation must be for wholly residential purposes only.

Occupation of the security property by an applicant or immediate family is not permitted, with the exception of MUPs where immediate family may occupy less than 40% of the available units.

In addition, tenants must not be:

- Asylum Seekers.
- Persons having diplomatic immunity.
- Persons who are sub-letting the property.
- Protected or Regulated.

5.2 Tenancy Type

The property may only be let on one of the following types of tenancy:

A single assured shorthold tenancy ("an AST") or Standard Occupation Contract in Wales for a fixed term of between 6 and 36 months.

Corporate Lets not exceeding 5 years are acceptable subject to LTV limits as detailed in section 1.3 where the tenant is an acceptable corporation. These will be subject to additional checks on the corporation to ensure its continued sustainability.

Local Authority and Housing Association Lets not exceeding 5 years are acceptable subject to LTV limits as detailed in section 1.3, subject to confirmation of the letting arrangements.

For Corporate, Local Authority and Housing Association Lets, sight of a signed agreement or copy of the proposed agreement will be required on all cases of this nature for consideration.

For Holiday Lets, the property must be furnished and available for let on a short-term basis for a minimum of 210 days of a 365 period.

6. CREDIT HISTORY

All borrowers must satisfy credit criteria.

6.1 Credit Criteria

TYPE	PRIME
Active Credit Records	At least one borrower must have an active credit history.
CCJs – 2-year products	No CCJ registered within the last 24 months, regardless of whether they have been satisfied, 1 CCJ in 36 months. (Max across all borrowers).
CCJ's- Product Transfers and Switch and Fix	No CCJ registered within the last 6 years.
CCJs – 5-year products	No CCJ registered within the last 6 years.
Defaults- 2-year products	No default registered within the last 12 months, regardless of whether they have been satisfied. 2 defaults permitted in the last 24 months (Max across all borrowers).
Defaults- Product Transfers and Switch and Fix	No default registered within the last 24 months, regardless of whether they have been satisfied.
Defaults- 5-year products	No default registered within the last 24 months, regardless of whether they have been satisfied.
Individual Bankruptcy, IVAs or Administration Order	Applications are acceptable if the item was registered 6 or more years ago and discharged at least 3 years ago subject to LTV limits as detailed in section 1.3. Applicants with a financial associate that has been declared bankrupt or subject to an IVA or administration order are acceptable.
Company CVA or Administration Order	For Limited Companies or Limited Liability Partnerships there should be no history of directorships of liquidated/wound up companies or receiverships / CVA's within the last 6 years,

	unless a satisfactory explanation can be provided. Applicants with a financial associate that has been subject to either a CVA or administration order are acceptable. The 6-year history is deemed from the commencement of proceedings.
Mortgage Arrears- 2-year products	Worst Status of 1 in last 36 months, with 0 in the last 12 months.
Mortgage Arrears - Product Transfers and Switch and Fix	Worst status of 0 in last 24 months.
Mortgage Arrears- 5-year products	Worst status of 0 in last 24 months.
Secured Loan Arrears	Worst status of 2 in the last 24 months with 0 in the last 12 months.
Credit Cards Arrears - 2 year products	Worst status of 2 in the last 36 months with 1 in the last 12 months
Credit Cards Arrears - Product Transfers and Switch and Fix	Worst status of 2 in last 24 months with 1 in the last 12 months
Credit Cards Arrears- 5 year products	Worst status of 2 in last 24 months with 1 in the last 12 months
Unsecured Loan Arrears (including car finance)– 2-year products	Worst status of 2 in the last 36 months with 1 in the last 12 months.
Unsecured Loan Arrears- Product Transfers and Switch and Fix	Worst status of 2 in the last 24 months with 1 in the last 12 months.
Unsecured Loan Arrears (including car finance) – 5-year products	Worst status of 2 in the last 24 months with 1 in the last 12 months.
Other Unsecured Arrears (Mail Order, Mobile Phone, Utility, Current Accounts) - 2-year products	Worst status of 2 in the last 36 months with 1 in the last 12.
Other Unsecured Arrears (Mail Order, Mobile Phone, Utility, Current Accounts) -Product Transfers and Switch and Fix.	Worst status of 4 in the last 24 months.
Other Unsecured Arrears (Mail Order, Mobile Phone, Utility, Current Accounts) – 5-year products.	Worst status of 4 in the last 24 months.
Repossession and Voluntary Surrender	No repossession or Voluntary Surrender registered against any borrower.
Payday Loans	Applicants who have entered into a pay day loan in the last 24 months or are still repaying a pay day loan are not acceptable.

Debt Management Plan (Including partial settlements and transfer to Debt Collector)	Applicants who have entered into a debt management plan in the last 24 month, or are still repaying, a debt management plan are not acceptable.
Arrangements with Lenders (including forbearance)	Active arrangement with other lenders are unacceptable.

7. SOLICITORS AND LEGAL INFORMATION

7.1 Individual Applications

Keystone Property Finance will normally instruct the client's solicitor to act for both parties in respect of both conveyance and compilation of the lender's requirements regarding letting of the property.

The solicitor must be registered with the Law Society and have a minimum of 3 (three) SRA Approved Managers.

7.2 Limited Company Applications

Keystone Property Finance will require legal representation by a member of our Solicitor Panel on all Limited Company and Limited Liability Partnership applications.

Borrower(s) can either use Keystone Property Finance's legal representation or their own solicitors to act on their behalf, but their own Solicitors must have a minimum of 2 (two) SRA Approved Managers in the firm. Corporate SRA managers are not acceptable. Keystone will not accept licenced conveyancers.

The fees applicable will be chargeable to the borrower, and will be deducted from the advance, by the solicitor, upon completion.

In all cases, any costs or charges incurred will be the responsibility of the applicant(s) whether completion takes place or not.

7.3 Direct Debit Mandate

A Direct Debit Mandate (DDM) must be in place prior to completion of the mortgage and must be drawn on a UK bank account acceptable for direct debit collections and in the same name as the applicant. This excludes accounts based in Guernsey, Jersey & Isle of Man.

7.4 Validity Periods

DOCUMENT	VALIDITY	ACTION ON EXPIRY
Valuation	6 months	Re-inspection is required.
Offer	3 months	Reoffer is required.

8. PRODUCT TRANSFER

8.1 Requirements.

- The loan must fit LTV requirements.
- Only current products can be selected.
- The Arrangement Fee may be added to the new loan.

8.2 Company applications.

- A change in Directors not permitted. A new application will be required if there has been a change in the Directors (addition or replacement).
- Change in percentage shareholding is permitted if the Directors remain unchanged.

8.3 Credit History.

- Applicants must meet requirements under Section 6.1 Credit Criteria.
- The mortgage subject to Product Transfer must be up to date with no arrears.
- No historic arrears greater than 1 month permitted on the mortgage subject to Product Transfer.

8.4 Valuations.

- A new valuation will be required.
- Validity period of valuation: 6 months.

8.5 Offer.

- A new offer will be produced and will need to be signed by all applicants.

9. Product Transfer Plus

Product Transfer Plus is for applicants where their current fixed rate is due to expire, and they wish to transfer the current loan to a new fixed rate but wish to take out additional borrowing to release some of the current equity in the property.

9.1 Product Transfer Plus Criteria

- Loan must fit LTV requirements.
- Only current available products can be selected.
- Arrangement Fee may be added to the new loan.

9.2 Credit History

- Applicant must meet requirements under Section 6.1 Credit Criteria of the Lending Criteria
- Company searches will be undertaken to ensure applicant meets requirements under Section 6.1 Company Searches
- Mortgage subject to Product Transfer Plus must be up to date with no arrears.
- No historic arrears greater than 1 month permitted on the mortgage subject to Product Transfer Plus.

9.3 Valuations

- A new physical valuation is required by one of Keystone's approved valuers.
- Validity period of valuation: 6 months

9.4 EPC Rating

Where required, properties must achieve a minimum EPC rating of E. However, exemption to this rule is allowed in certain circumstances, for example for Grade II listed buildings. Keystone will consider these exemptions if the security is readily saleable, rentable and the applicant can provide a valid exemption certificate.

For Green products the EPC rating must meet the EPC rating as determined by the product.

9.5 Company Applications

- A change in Directors not permitted. A new application will be required if there has been a change in the Directors (addition or replacement).
- Change in percentage shareholding is permitted if the Directors remain unchanged.

9.6 Guarantee and Indemnity

- A new Guarantee and Indemnity will be required.
- All Directors for limited companies are required to sign full personal guarantees for 100% of the new loan amount.
- All Designated Members for a Limited Liability Partnership are required to sign full personal guarantees for 100% of the new loan amount.

9.7 Perfect Title Insurance

- Perfect Title Insurance is a requirement on a Product Transfer Plus loan.

9.8 Offer

- A new offer will be produced.