

Application user guide

About Mortgage Trust

Mortgage Trust is a member of the Paragon Group of Companies, specialising in marketing straightforward buy-to-let products aimed at landlords with smaller portfolios. Available exclusively via intermediaries, applications are accepted online on single self contained properties and all products are subject to fast track credit score based underwriting.

By utilising technology to a much greater extent in the application process, we will be giving an initial lending decision online in minutes. This results in a more efficient process for you and your landlord clients.

How to register

If you are not already registered with Mortgage Trust, simply visit **www.mortgagetrust.co.uk** and select 'Intermediary registration' on the home page.

Once registered, we will contact you via email confirming your Member ID and Password. If you experience any problems during the registration process please email **mtsalessupport@paragon-group.co.uk**.

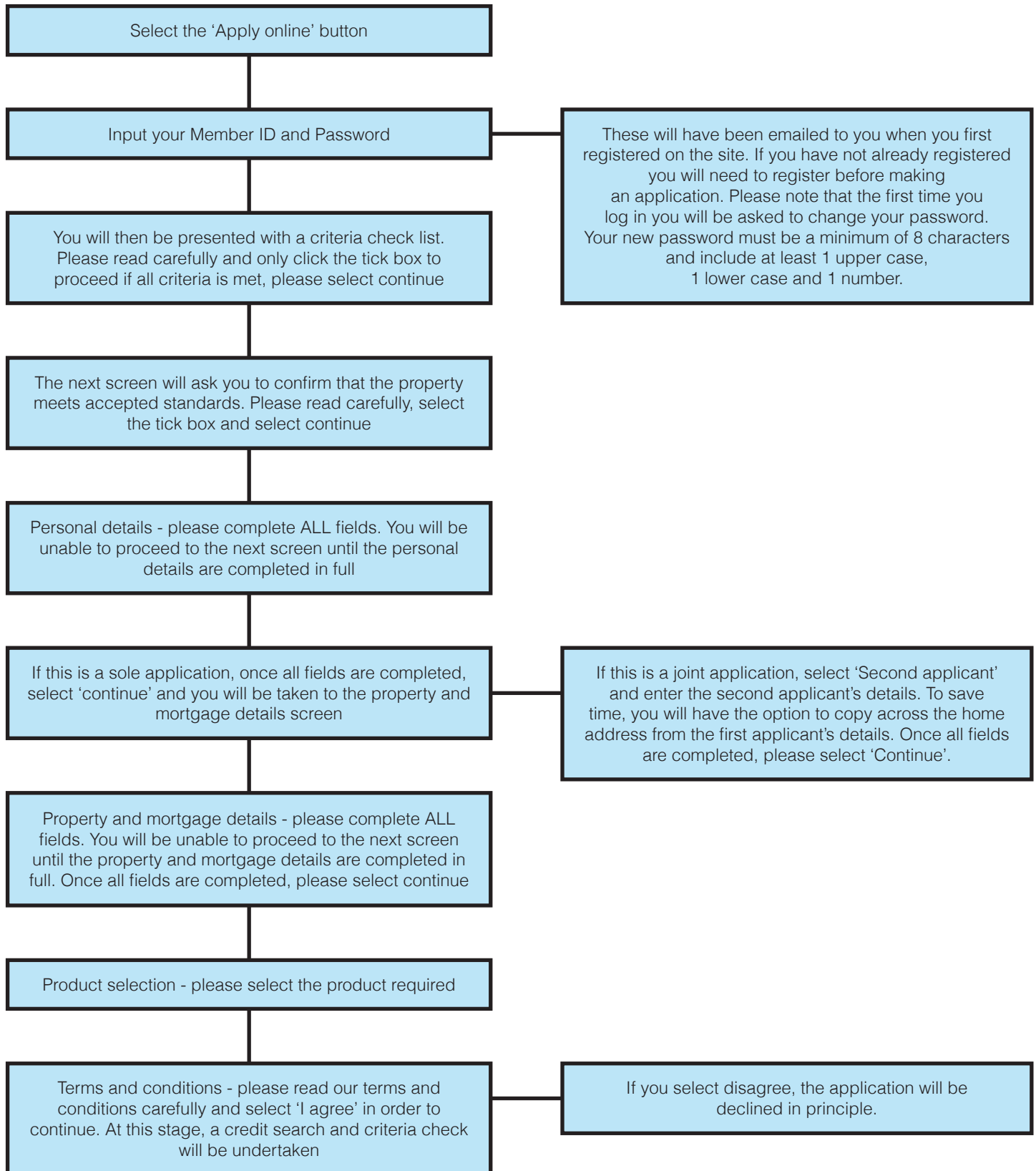
Getting started

Our Data Capture Form is available to download from our website, **www.mortgagetrust.co.uk**. This form can be used to record the information that is required to complete our online application.

On the home page, select 'Apply online', enter your Member ID and Password to sign in. You can now make a new application and going forward you will immediately be able to view the status of any pending applications.

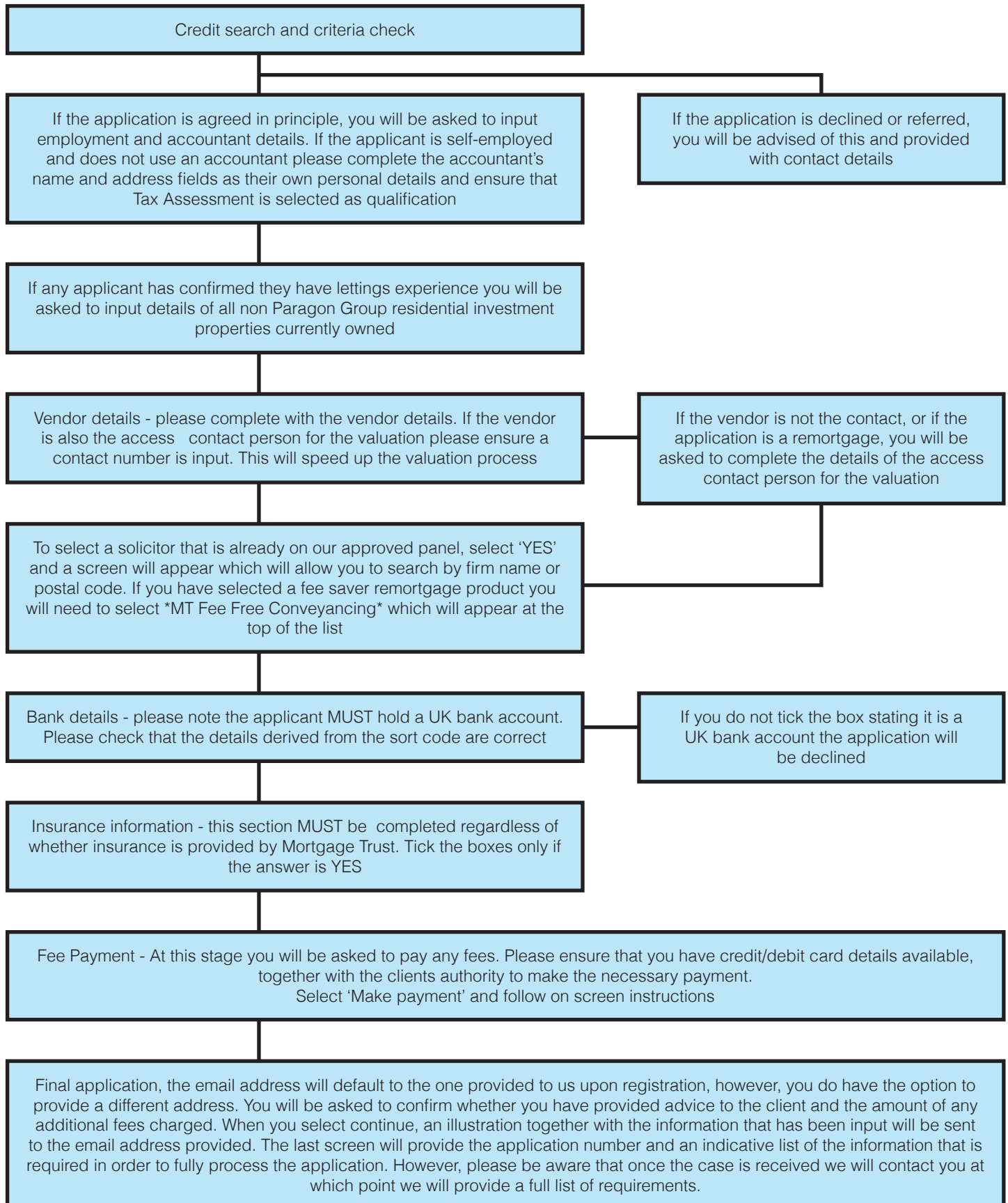
Please note: An illustration together with the information that has been input will be sent to the email address provided once the application has been submitted

Making a new application



Please note: If, at any time up to this point, you wish to save the application and come back to it at a later date, it will be necessary to keep clicking the 'back' button until you reach the Applications in progress screen. The details that you have keyed in will be stored under your application number.

Making a new application (cont.)



Remember: Your product is not guaranteed until the booking fee is paid

Resume an application

If for any reason you have to stop inputting an application before submission, it is possible for you to resume the application and complete at a later date.

Click 'Web applications' on the Applications in progress screen and a list of all applications you have entered will appear in alphabetical order. Any applications that can be resumed will have the 'resume' icon.

All applications submitted via the website, whether declined, referred, in progress or submitted will be shown in the 'Web applications' view.

Applications in progress

This allows you to search for any application currently being processed by us. You can search by applicant name or, if you would prefer to search by status, type the status required within the box above the 'Application status' column, and click 'Select'.

To view a list of all current status codes and the stage of application processing which they relate to, simply click on '?' above the Application status column.

Completed applications

All completed applications will be listed in alphabetical order in the 'Completed applications' view. This view will detail the completion date, mortgage number and customer name.

Contact us

If you would like to contact us regarding your online experience, please call our Customer Relationship Team on **0845 849 4055**. Alternatively, email **mtenquiries@paragon-group.co.uk**.