



manormortgages

Mr A Sample  
Address1  
Address2  
Address3

26 October 2010

Ref: /

Dear Mr A Sample

**RE: REFERRAL OF DOBLE AND**

Thank you for advising your client above to use our services. I enclose a copy of our letter to them.

We are processing the application on an introduction only basis as requested by you and your client. In doing so we are taking no responsibility for the recommendation that you have made to the client nor the suitability of the advice that you have given. You should ensure that you have in place adequate records to demonstrate the suitability of advice in accordance with the requirements set out by the Financial Services Authority.

In order that our records satisfy requirements, please could you ensure that you complete the Client Transfer Checklist in full and forward this to us as a matter of priority.

If you have any queries, please do not hesitate to **contact me directly on** .

Yours sincerely

Manor House Quays Office Park Conference Avenue Portishead BS20 7LF  
T : 01275 399299 E : [info@manormortgages.com](mailto:info@manormortgages.com) F : 01275 399222

# Client Transfer Checklist

(to be completed by broker)

Client(s) Name:

Broker Name:  FSA Number:

Network Name:  Directly Authorised:

Commission Paid To:

Advised  Non-Advised

Lender:

Product:  Type:  I.O.  C&I

Amount:  £  Term:  Years

Has a recommendation been made? Y  N

Has a full fact find been taken? Y  N

Has a KFI been issued? Y  N

Has the income on the mortgage application been verified? Y  N

Has the original ID been seen? Y  N

Has affordability been established? Y  N

Have all fees been discussed with the client? Y  N

Does product term go into retirement? Y  N

If repayment type is I.O, is there a repayment plan documented? Y  N

I confirm that all compliance has been completed on this case in line with FSA requirements.

Permissions have been obtained from the client to release information to meet Data Protection requirements.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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