

Haven Mortgages Limited is part of Allied Irish Banks p.l.c., and Haven mortgages are available exclusively through regulated Mortgage Intermediaries. Your Mortgage Intermediary will provide you with clear financial advice designed to help you find the mortgage that best suits your needs and circumstances.

You will need to be over 18 and no matter if it's your first home or you are on the move to somewhere new, your Mortgage Intermediary will be able to advise you on a whole range of mortgage options in as much detail as you need.

A mortgage from Haven is a credit facility that enables you to purchase a residential property or to secure your borrowing against a residential property. It is a medium to long term facility and the repayment terms can be negotiated for a set number of years (maximum up to 35 years). The facility is repaid with interest and there are variable and fixed interest rates available.

We have prepared this brochure to give you an overview of Haven products and services and to explain some of the most commonly used terms in the mortgage process.



## 1 What type of Customer are you?

- > **First time buyer:** this is a person who has not previously had a mortgage to buy or build a house or apartment before. This can be either individually or jointly with another person.
- > **Next time buyer:** this is a person who has previously had a mortgage, or has owned one in the past, and is looking to move to a new home.
- > **Equity release/Top Up Loan:** if the value of your property is greater than the mortgage you owe on it, this is described as equity in your property. You may be able to release this equity for items such as home improvements for example.

## 2 How much can you borrow?

- > **First time buyer:** Up to 90% loan to value is available for first time buyers. Up to 80% loan to value is available for a studio apartment valued at €275,000 or above or a one- bedroom property. We do not lend for the purchase of studio apartments valued at under €275,000.
- > **Next time buyer:** Up to 80% loan to value is available for the next time buyer.
- > **Top Up Loan:** Up to 80% of the value of your home, minimum top up amount of €10,000, with an exception to the minimum amount if the application for top up is for grant aided renewable energy and other energy efficient home improvements.

### Additional Relevant Information for Top Up Loans

- > We cannot facilitate non-euro currency top-ups, i.e. if the currency of (some of) your income or assets you intend to use to repay the mortgage loan is not euro, and/or you live in a European Economic Area (EEA) state that is not in the euro zone, the mortgage loan is a foreign currency loan.
- > Your life assurance may be affected by topping up your mortgage and will need to be reviewed in terms of cover and adequacy in line with your new total borrowings. Home Insurance policies can be impacted if you're extending or altering the structure of your home and you should contact your insurers to check if any changes will affect your cover.
- > **What you can borrow:** will also depend on what you can comfortably afford to repay monthly. This typically should not exceed 35% of your disposable income, however this may vary according to individual circumstances.

### 3 Interest rate information

- > **Interest Rate:** this is the actual rate at which interest is charged on the amount that is borrowed.
- > **Annual Percentage Rate (APR):** APR is the overall cost of borrowing of the loan amount. It takes account of all the costs involved over the term of the loan, such as any setup charges and the interest rate.
- > **Fixed Rate:** this type of rate guarantees a certain rate over a fixed period of time. This means that your monthly repayments are the same every month for the duration of the fixed rate period. If you choose to repay the loan early or switch to another rate during the fixed rate period, you may have to pay an early breakage charge. This early breakage charge is the additional interest expense that the lender may incur as a result of a customer breaking their fixed rate contract. Details of how an early breakage charge is calculated are provided later in this document.
- > **Variable Rate:** with this type of rate your repayments may increase or decrease over the life of your mortgage.
  - > A variable interest rate can go up and/or down resulting in your monthly repayments rising and/or falling over the life of your mortgage loan.
  - > A variable interest rate gives you more flexibility. You can make extra mortgage repayments or clear your mortgage earlier than agreed without having to pay any penalties.
  - > You may have the option of switching to a fixed interest rate (if offered by us at that time).
  - > Our Loan to Value (LTV) variable rate is available to owner occupier mortgage loans. We have a range of LTV variable rates depending on the amount you are borrowing relative to the value of your home.
  - > As your loan to value may decrease over the term of your mortgage, you may be able to move between LTV rate bands.
  - > LTV rates are not available to owner occupier customers at the drawdown of a new top up loan.
- > **Split Rate:** here a portion of your mortgage amount is on a fixed rate and the remainder is on a variable rate.
- > You or your legal representative can ask your Mortgage Intermediary or us to give you an idea of how your current or existing mortgage interest rate compares to any other rate we may offer at that time.

### 4 Some commonly used terms explained

- > **Annuity Mortgage:** all Haven mortgages are annuity mortgages. With an annuity mortgage, each month you pay back some of the amount borrowed (called capital) along with interest on the loan. At the end of the mortgage term you will have paid back all the capital and interest charged and the property will be yours.
- > **Capital:** this is the amount you borrowed to purchase the property. The interest you will pay is calculated on this amount.
- > **Drawdown:** once all the conditions of the mortgage application have been fulfilled, Haven will send the mortgage funds to your solicitor to allow the purchase to take place. This is known as drawdown.
- > **Equity:** this is the difference between the value of the home and mortgage amount owed on it.
- > **Loan Offer Letter:** this is the contract between you and the lender which lays out the terms of the mortgage. A copy is also sent to your solicitor.
- > **Loan to Value (LTV):** this is the amount you are borrowing expressed as a percentage of the value of the property you are buying.
- > **Term:** this is the length of time over which you will repay the loan.
- > **Valuation:** a valuation report, completed by an approved valuer, is a requirement for all mortgage applications. This report will give an indication of the market value of your property, but is not a detailed survey or structural report.


## 5 Insurances you will need

Your Mortgage Intermediary will be able to advise on the insurances you will need with your Haven mortgage.

- > **Home Insurance:** these policies normally have two parts – buildings cover and contents cover. You must have adequate buildings cover in place to meet the cost of rebuilding your home should it be damaged, for example, by fire or flood. You may also want to include contents cover which covers items such as furniture and electrical appliances for example. If you are buying an apartment your buildings cover may be part of the contract you have with your management company.
- > **Life Assurance:** a life assurance policy is a requirement for all Haven mortgages. If you were to die before your mortgage is paid off, this policy would pay off the remainder of the loan amount clearing the mortgage in full, subject to the terms and conditions of your policy.
- > **Mortgage Repayment Cover:** this is an optional insurance that protects you should you become unable to work due to an accident or illness. This type of policy does not cover you if you become unemployed for other reasons.

## 6 Fees and Charges


Please note that there may be other third party fees and charges, additional to those listed below, payable in certain circumstances (e.g. Solicitor's fees, Surveyor's fees, unpaid direct debit, unpaid cheques, etc). The table of fees listed below are third party fees which are paid directly to the valuer or the Haven Solicitor for title and security cases.



Description	Amount Payable
Valuation fee	€150.00
Final Inspection	€65.00
Re-valuation fee	€65.00

## 7 Mortgage Switching/Changing mortgage type:

Additional information relating to switching lender (<https://www.ccpc.ie/consumers/money/mortgages/switching-lenders-or-mortgage/>) or changing mortgage type (<https://www.ccpc.ie/consumers/money/mortgages/changing-your-mortgage/>) can be found on the [www.ccpc.ie](http://www.ccpc.ie) website.



Your Haven Mortgage Intermediary is	
Mortgage Intermediary Address	
Contact Number	

## Home Mortgage Regulatory Information

### Important Regulatory Information

**Warning:** If you do not keep up your repayments you may lose your home.

**Warning:** If you do not meet the repayments on your loan, your account will go into arrears. This may affect your credit rating, which may limit your ability to access credit in the future.

**Warning:** You may have to pay charges if you pay off a fixed-rate loan early.

**Warning:** The cost of your monthly repayments may increase.

**Warning:** This new loan may take longer to pay off than your previous loans. This means you may pay more than if you paid over a shorter term.

**Warning:** If you switch to an alternative interest rate, you will not be contractually entitled to go back onto a tracker interest rate in the future.

**WARNING: YOUR HOME IS AT RISK IF YOU DO NOT KEEP UP PAYMENTS ON A MORTGAGE OR ANY OTHER LOAN SECURED ON IT.**

**THE PAYMENT RATES ON THIS HOUSING LOAN MAY BE ADJUSTED BY THE LENDER FROM TIME TO TIME. (Applies to variable rate loans only)**

Note: The above notice in respect of adjustments to repayment rates will not apply during any period when the loan is at a fixed rate. If you or your dependants intend to use the property as a principal place of residence, you must show evidence of mortgage protection insurance, unless you are exempt under the Consumer Credit Act 1995. Maximum loan to value of Owner Occupier Residential Properties - 90% of purchase price or valuation whichever is lower. Lending levels are subject to monthly repayment burden, typically not exceeding c. 35% of borrowers disposable income and will vary according to individual circumstances. Loan requests considered on the basis of proof of income, financial status and demonstrated repayment capacity (including capacity to repay at higher interest rates). Loans not available to people under 18. Mortgage loans require to be secured by a mortgage and charge on the subject property. A typical €100,000, 20 year mortgage for an Owner Occupier Residential Property with LTV greater than 80% will have a variable interest rate of 3.15% and APR 3.2%, and 240 monthly repayments of €562.14. If the APR does not vary during the term of the mortgage, the total cost of credit, i.e. the total amount repayable less the amount of the loan, would be €35,127.77 (inclusive of valuation report fees of €215). The total amount repayable would be €135,127.77. The effect of a 1% increase in interest rates for such a mortgage will add €51.77 to the monthly repayments. Execution and registration of the mortgage deed will involve payment by you of your solicitor's fees, outlays and registration fees. The amount of solicitor's fees can be determined by negotiation with your solicitor, who will also inform you of the amount of the outlays and registration fees. A valuation of the property must be carried out by a valuer on our panel of valuers prior to loan approval. This valuation will cost you €150 which will be refunded to you if your loan application is unsuccessful. If the valuation of the property is undertaken more than four months before the requested date of drawdown of the loan or of the final stage payment, a re-valuation will be required which will cost you €65. If the conditions of your loan require a final valuation following completion of the building of the property, renovations or repairs to it, this will cost you €65.

#### The following is applicable only where the interest rate is FIXED

An early breakage charge is payable in the following cases where the fixed interest rate period has not expired:

- (a) if a capital payment or full repayment is made to the Loan, or
- (b) if the Loan is converted to a variable interest rate, or
- (c) if the Loan is converted to another fixed interest rate.

The formula to calculate the early breakage charge is : amount (A) x remaining term in days divided by 365 (U) x difference in cost of funds (D%)

Definition of terms used in this formula:

**(A) amount** – The amount being repaid early or the amount being converted to a variable rate or another fixed rate period.

**Original cost of funds** – The cost of funds for Haven for the fixed rate period at the time the fixed rate period commenced.

**Cost of funds for the fixed rate period remaining** – The cost of funds used will be as of 5pm the day previous to the request to calculate the early breakage charge.

**(U) remaining term in days** – Remaining number of days left before the fixed rate is due to expire.

**(D) difference in cost of funds** – The difference between the original cost of funds and the cost of funds for the fixed rate period remaining.

#### Worked example:

Assume a 5 year fixed rate loan. Full repayment of €100,000 after 3 years (A); remaining term 2 (U); difference in cost of funds 2% (D). The early breakage charge would be as follows: (A) 100,000 \* (U) 2 \* (D) 2% = €4,000.

At the end of a fixed interest rate period, the interest rate on your loan will default to the standard variable interest rate then offered by Haven at that time unless you choose an alternative interest rate, if on offer by Haven to you at that time. Our standard variable interest rate is a variable interest rate. If the interest rate on your loan defaults or otherwise converts to a variable interest rate then offered by Haven, your interest rate and the amount of your instalments could increase or decrease during the term of your loan and your interest rate could be higher than the fixed interest rate that applied during any fixed interest rate period.

# Approval in principle checklist



The following list details the standard documentation required to progress a mortgage application. We may require further information based on your personal circumstances or to further clarify any documentation or information you submit to us before we can consider your application complete. Your Mortgage Intermediary will talk to you about what documentation is required for your application.

## How long it takes us to deal with your application

Once your Mortgage Intermediary receives your application and any other information they have asked you to give us as set out in the Approval in Principle checklist, they will contact you within three business days to say we have received it.

- a) If there is any information missing they will tell you, within three business days;
- b) We will let your Mortgage Intermediary know our decision on your mortgage application within ten business days of receiving all the information we need;
- c) If we cannot make a decision within ten business days we will tell your Mortgage Intermediary why and when we are likely to make a decision

## Documentation required to support your Mortgage Application

Item Description	1st App	2nd App
<b>Standard Documents – Required for all Applications</b>		
<b>1</b> Fully completed and signed Declaration, Authorisation and Consent form		
6 months most recent current account statements if not held with Haven. (If you are switching your mortgage to Haven or Topping Up your Haven mortgages, 3 months most recent statements)		
6 months most recent statements for any of the following: <ul style="list-style-type: none"> <li>&gt; Savings</li> <li>&gt; Investments</li> <li>&gt; Borrowings including mortgages</li> </ul> * Reduced Statement Requirements may apply in certain circumstances (Please consult with your Broker for further detail)		
If you are currently renting and there is no regular standing order or direct debit evidencing rent being paid out of your current account, we require a copy of the lease or rental agreement		
If you have lived abroad within the past 3 years or have a bank account outside Ireland, we require a foreign credit check from the relevant country, in English		
If you are separated or divorced, we require a copy of the separation agreement or alternatively solicitor’s written confirmation of any financial obligations and/or maintenance payments stipulated in the separation agreement		
If you require a work permit/visa to work in Ireland, we require your original Irish Residency Permit (IRP)		
If you are in receipt of income that is not included in your contract of employment, please send us the following Revenue documents to confirm your declared level of income: <ul style="list-style-type: none"> <li>&gt; 2 Years most recent Revenue acknowledged Forms 11</li> <li>* 3 Years most recent Revenue Acknowledged Forms 11 may be required in certain circumstances (Please consult with your Broker for further detail).</li> </ul>		
Equity Input for Purchase – please provide details of the source of the Balance of Funding to complete the proposed property transaction, documentary evidence will be required prior to loan offer.		
If you have any non-PAYE income please send us one of the following documents to confirm your tax affairs are in order: <ul style="list-style-type: none"> <li>&gt; ROS Charges and Payments statement confirming your tax is paid; or</li> <li>&gt; A letter of confirmation from your accountant confirming your tax affairs are in order, including any Revenue arrangements that may be in place</li> </ul>		
<b>2</b> <b>Valuation Report - You will be advised when this is required so you do not need to arrange it prior to that time. Your Mortgage Intermediary can inform you of how to arrange a valuation. It needs to be completed by a valuer from the Haven Residential Mortgage Valuers Panel.</b>		
<b>For Employees</b>		
Income Certificate(s) available on <a href="http://www.havenmortgages.ie">www.havenmortgages.ie</a> signed, dated and stamped by your employer confirming permanency and basic salary		
For Employees - If you want to borrow past the age of 68, we require confirmation from your employer of your intended retirement date		
3 most recent payslips		

Item Description	1st App	2nd App
<p>Your most recent statement of earnings e.g. Employment Detail Summary (EDS) from revenue.ie to confirm your earnings history (this is not required if you are switching your mortgage to Haven or Topping Up your Haven mortgage)</p>		
<p>If your income is performance related, made up of any non-basic income (e.g. shift /overtime etc.) or you are on a contract, we require 3 years most recent statement of earnings eg. Employment Detail Summary, (EDS) from revenue.ie to confirm your track record of earnings</p>		
<p>If you are currently on leave from work, we require a letter from your employer confirming your return date under the same terms and conditions prior to leave</p>		
<p><b>3 For Self-Employed/Sole Trader/Director of a Company/Partnerships</b></p>		
<p>2 years most recent audited accounts or trading accounts certified by your accountant  * 3 Years' most recent Audited Accounts or Trading Accounts certified by your Accountant may be required in certain circumstances. (Please consult with your Broker for further detail).</p>		
<p>To confirm your declared income please send us the following Revenue documents:  &gt; 2 most recent Revenue acknowledged Forms 11.  * 3 Years most recent Revenue Acknowledged Form 11 may be required in certain circumstances (Please consult with your Broker for further detail).</p>		
<p>Confirmation of tax position from your accountant or ROS Charges &amp; Payments Statement</p>		
<p>6 months most recent current account business bank statements for the business accounts. (3 Months if you are switching your mortgage to Haven or Topping Up your Haven Mortgage).</p>		
<p>6 months most recent statements for any business borrowings  * Reduced Business Loan Statement requirements may apply in certain circumstances (Please consult with your Broker for further detail)</p>		
<p><b>4 Rental Income</b></p>		
<p>If you are in receipt of rental income from another property we require your most recent Revenue acknowledged Form 11 or Form 12 together with P21 detailing this income. We will also require bank statements to evidence where this rental income is received.</p>		
<p>We also require tax confirmation in the respect of this income – MyAccount Tax clearance Cert from Revenue OR ROS Charges &amp; Payments evidencing a credit or Nil Balance position OR Tax confirmation letter from Accountant confirming Tax Affairs are in order.</p>		
<p><b>5 Self-Build Properties:</b></p>		
<p>For Self- Build proposals - To enable us to provide you with a credit decision, we require the following details:</p>		
<p>&gt; Value of site</p>		
<p>&gt; Size of property</p>		
<p>&gt; Site Address</p>		
<p>&gt; Build cost</p>		
<p>&gt; Letter of Supervision for Self-Build including detailed costings</p>		
<p>Further details and documentary evidence (including Certified Costings) will be required prior to loan offer – full details will be outlined on your Approval in Principle letter.</p>		
<p><b>6 Customer Identification</b></p>		
<p>In order to comply with legislation to combat money laundering and terrorist financing you will need suitable proof of identity and residential address</p>		
<p>(a) A current valid passport or current driving licence and</p>		
<p>(b) A current utility bill or current bank/ financial institution statement</p>		
<p>We are required by law to collect and verify your Personal Public Service Number (PPSN) or Tax Reference Number (TRN). This is required by the Central Bank of Ireland's Central Credit Register for Customer Identification.</p>		
<p>In order to verify your PPSN/TRN you will need to provide us with an original or electronic version (for example, a PDF or photo) of a document showing your PPSN/TRN and full name. For a list of acceptable documents and more information on how to provide it, visit <a href="http://www.havenmortgages.ie/ccr">www.havenmortgages.ie/ccr</a>.</p>		