

Intermediaries and investment
professionals only: not for public
distribution

December 2024

Retained/other properties' user guide

How to submit an application where your client will
own other properties on completion.

Contents

This guide shows you how to submit a new residential application where your client will own other properties on completion of the mortgage. The guide takes you through the affordability calculator and Introducer Internet, showing you the screens you need to complete.

The scenario will show the steps you need to take when your client owns 2 other properties.

1. Affordability calculator
2. Introducer Internet



Affordability calculator

01

Affordability calculator

Application details

You'll need to tell us if your clients will own any other properties on completion of this mortgage.

Progress: 1 Mortgage details > 2 Other properties > 3 Income > 4 Commitments and expenditure > 5 Results

Will your client own any other properties on completion of this mortgage?

Yes No

i This includes mortgaged or mortgage free properties that are currently let or to be let, second homes, holiday homes and properties occupied by dependant relatives.

Are the applicants looking to borrow more than 90% LTV?

Yes No

We'll need to consider the running costs for these properties. Do you want to provide these details now?

Yes No

Mortgaged properties

Number of mortgaged properties; including properties outside the UK *?*

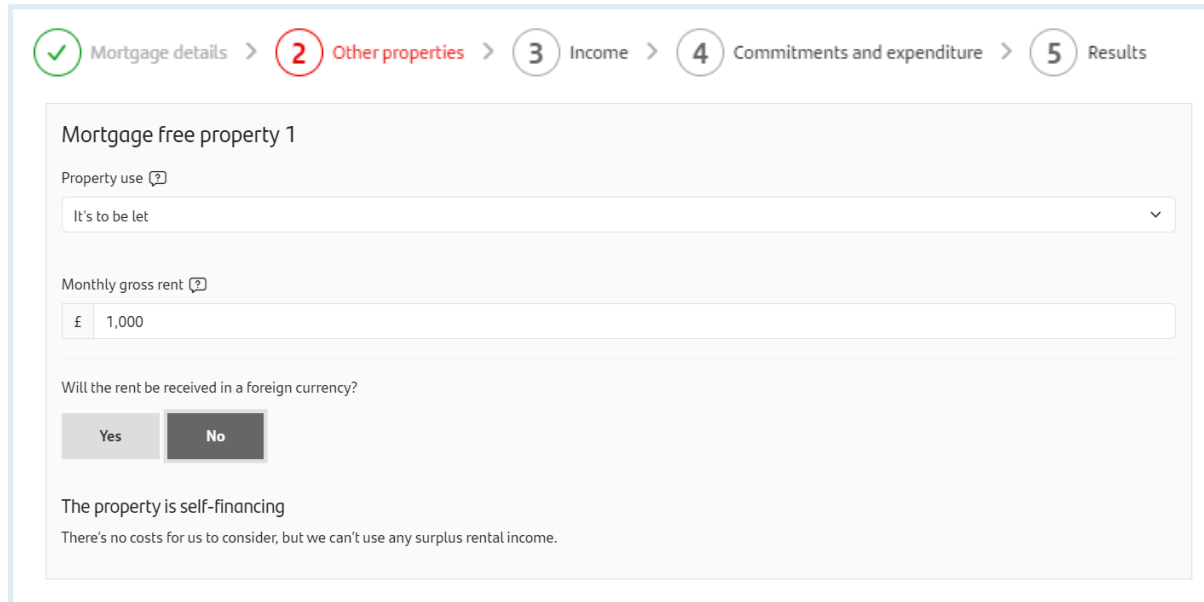
Mortgage free properties

Number of mortgage free properties; including properties outside the UK


- i* Confirm if your client will own any other properties on completion of this mortgage.
- i* You should enter details of other properties now so we can give you a more accurate result.
- i* If you decide not to provide the details now, the calculated loan amount may be higher than what we can offer because we may need to include running costs for the other properties.

Property use > It's to be let and owned mortgage-free

You'll need to enter the property details. The calculator automatically tells you the annual surplus rental income or running costs. If you need help click on the 



The screenshot shows a multi-step navigation bar at the top: 1 Mortgage details (checked), 2 Other properties (highlighted in red), 3 Income, 4 Commitments and expenditure, and 5 Results. Below the navigation bar is a form for 'Mortgage free property 1'. The 'Property use' dropdown menu is set to 'It's to be let'. The 'Monthly gross rent' field is set to '£ 1,000'. There are 'Yes' and 'No' buttons for the question 'Will the rent be received in a foreign currency?'. At the bottom, a note states: 'The property is self-financing. There's no costs for us to consider, but we can't use any surplus rental income.'

 We can't use any surplus income from properties that are 'To be let' as we need 3 months' bank statements to evidence the rental income.

Affordability calculator

Property use > Holiday home/second home and mortgaged

You'll need to enter the property details. The calculator automatically tells you the annual surplus rental income or running costs. If you need help click on the 

✓ Mortgage details >
2 Other properties >
3 Income >
4 Commitments and expenditure >
5 Results

Mortgaged property 1

Property use [?](#)

Estimated property value [?](#)

Mortgage balance [?](#)

Please enter the current mortgage balance outstanding or if higher, the expected mortgage balance at completion.

Type of mortgage [?](#)

Repayment balance [?](#)

Interest only balance [?](#)

Remaining term

 years months

Monthly mortgage payment [?](#)

Monthly property costs

Monthly utilities (gas, water, electric) [?](#)

Monthly council tax [?](#)

Monthly property maintenance [?](#)

Monthly ground rent / service charges [?](#)

Other monthly costs for this property

Monthly running costs of the property: £1,009

We'll automatically take this into account when we assess affordability for the new mortgage.

Other properties summary

We'll give you a summary of the annual rental income and other property costs at the bottom.

Summary
Summary of all other properties

Monthly running costs:
£1,009.00
We will automatically take into account when we assess affordability for the new mortgage

Affordability calculator

Income

If you want to include rental income, enter it in the 'Income' step.

✓ Mortgage details > ✓ Other properties > **3** Income > 4 Commitments and expenditure > 5 Results

Other annual income

Applicant 1

Do they earn or receive any other annual income?

Second job

£ 0

Investment income

£ 0

Maintenance payments

£ 0

Surplus rental income

£ 0

Fostering income

£ 0

i If your client wants to include rental income, enter it here. We'll need 3 months' bank statements to evidence the rental income.

Affordability calculator

Expenditure and commitments

We'll automatically include the monthly running costs of other properties.

✓ Mortgage details > ✓ Other properties > ✓ Income > **4** Commitments and expenditure > 5 Results

Monthly committed expenditure

Use this section to enter any monthly committed expenditure items such as nursery, school, college or university fees, Shared Ownership rent, ground rent, service charge etc.

Do you want to enter any other monthly committed expenditure?

Monthly running costs of other properties: **£1,009**

Nursery/school/college/university fees ^(?)
£ 0

Maintenance payments ^(?)
£ 0

Insurance ^(?)
£ 0

Ground rent (monthly equivalent)
£ 0

Service charge (monthly equivalent)
£ 0

Feudal duty/rent charge/chief rent (monthly equivalent)
£ 0

Any other expenditure you think we'll need to consider? ^(?)
£ 0

Summary

The results page will confirm the maximum loan.

Mortgage details > Other properties > Income > Commitments and expenditure > 5 Results


Results

We may be able to lend up to:	£252,267	If all borrowing is on a 5 year fixed rate or greater we may be able to lend up to:	£275,177
-------------------------------	-----------------	---	-----------------

The amount is only an indication of how much we may be able to lend; it is not an agreement to lend. Consideration of a mortgage application would be subject to our mortgage lending policy and a credit check where the outstanding credit commitments will be considered.

View our [evidence requirements guide](#)

☆ View detailed summary

 Full details of the retained properties are held in the summary. You can view this by clicking on the arrow.

Introducer Internet

02

Property portfolio > Portfolio summary

The 'Property portfolio' screens allow you to enter details of the other properties your client will own on completion.

New Agreement in principle You are in

Personal

Property Portfolio

Portfolio Summary

Financial

Loan Required

Present housing

Declaration and submit

Property Portfolio

Will any applicant own any other properties following the completion of this mortgage? *

Yes No

Add details of the other properties you will own on completion and any being sold before completion. You can provide the details at either AIP or FMA.

To Add a property click **Add property**

Once you have added all the properties, or if you don't want to add any properties now press Next.

← Previous Next

! You can choose if you want to provide information on your client's other properties at either AIP or FMA. If you want to provide the information at FMA click 'Next'.

i The initial map view shows the registered address of the intermediary.

Property portfolio > Portfolio summary

The 'Property portfolio' screens allow you to enter details of the other properties your client will own on completion.

New Agreement in principle You are in

Personal

Property Portfolio

Portfolio Summary

Financial

Loan Required

Present housing

Declaration and submit

Property Portfolio

Will any applicant own any other properties following the completion of this mortgage? *

Yes No

Add details of the other properties you will own on completion and any being sold before completion. You can provide the details at either AIP or FMA.

To Add a property click **Add property**

Once you have added all the properties, or if you don't want to add any p

Information

Check the following details before you continue:

Please note - You've told us you will own other properties on completion but you have not provided details of these properties at AIP.

Please be aware that our lending decision may change between AIP and FMA, because we may need to take into account the running costs of the other properties in our affordability calculation.

Continue **Cancel**

Previous **Next**

⚠ If you choose to provide details of the other properties at FMA, the decision at AIP and FMA may be different as we may need to include costs in our affordability calculation.

Press 'Cancel' to enter at AIP.

Property portfolio > Portfolio summary

The 'Property portfolio' screens allow you to enter details of the other properties your client will own on completion.

 To add the first property, click the 'Add property' button.

Introducer Internet

Property portfolio > Portfolio summary > Add new property – to be let and owned mortgage free

The 'Property portfolio' screens allow you to enter details of the other properties your client will own on completion.

New Agreement in principle You are in

Personal

Property Portfolio

Portfolio Summary

Financial

Loan Required

Present housing

Declaration and submit

Property Portfolio

Will any applicant own any other properties following the completion of this mortgage? *

Yes No

Add details of the other properties you will own on completion and any being sold before completion. You can provide the details at either AIP or FMA.

To Add a property click **Add property**

Once you have added all the properties, or if you don't want to add any properties now

Key:

Portfolio

Already let

- Santander Uk Pic Grafton Gate East, Milton Keynes, MK9 1AN, United Kingdom

Add new property

What is the property address? *

CUSTOMER SERVICES
CENTRE, SANTA, CARLTON PARK,
NARBOROUGH, LEICESTER, LE19
0AL

Will this property be sold before or at completion? *

Yes No

What is the property to be used for? *

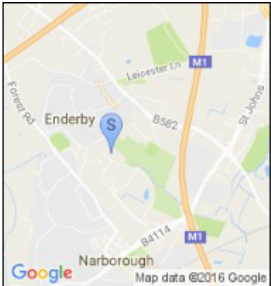
To be let

i Complete the address details and confirm what the property will be used for.

Property portfolio > Portfolio summary > Add new property – to be let and owned mortgage free

The 'Property portfolio' screens allow you to enter details of the other properties your client will own on completion.

Property Portfolio Details



Property Address
CUSTOMER SERVICES
CENTRE,SANTA, CARLTON PARK,
NARBOROUGH, LEICESTER, LE19
0AL

What is the property to be used for?
To be let

Will this property be sold on or before completion?
No

Basic Details

What is the estimated value of this property? *

£ 100,000

Do you currently own this property? *

Yes No

Number of bedrooms? *

2

What is the property type? *

Semi-detached bungalow

Property Costs

Monthly gross rent? *

£ 1,000

Our calculated monthly costs for this property *

£ 0

Mortgage Details

Is the property currently mortgaged, or will the property be mortgaged at completion? *

Yes No

⚠ Complete all the questions then click 'Save'.

Introducer Internet

Property portfolio > Portfolio summary > Add new property – holiday/second home and mortgaged

The 'Property portfolio' screens allow you to enter details of the other properties your client will own on completion.

The screenshot displays the 'Property Portfolio' section of the Santander web interface. A sidebar on the left contains navigation links: 'New Agreement in principle', 'Personal', 'Property Portfolio', 'Portfolio Summary' (highlighted), 'Financial', 'Loan Required', 'Present housing', and 'Declaration and submit'. The main content area is titled 'Property Portfolio' and contains a question: 'Will any applicant own any other properties following the completion of this mortgage?' with 'Yes' and 'No' buttons. Below this is a map of the Midlands region of the UK. An 'Add new property' modal is open, showing a map of London and the following form fields: 'What is the property address?' (filled with 'SANTANDER UK PLC, TRITON SQUARE, LONDON, NW1 3AN'), 'Will this property be sold before or at completion?' (with 'Yes' and 'No' buttons), and 'What is the property to be used for?' (with a dropdown menu set to 'Holiday/Second home'). At the bottom of the modal are 'continue' and 'Cancel' buttons. Below the modal, a 'Portfolio' table lists properties under 'Already let' and 'To be let' categories. Navigation buttons 'Previous' and 'Next' are at the bottom of the main interface.

Property Portfolio

Will any applicant own any other properties following the completion of this mortgage? *

Yes No

Add details of the other properties you will own on completion and any being sold before completion. You can provide the details at either AIP or FMA.

To Add a property click: [Add property](#)

Add new property

What is the property address? *

SANTANDER UK PLC, TRITON SQUARE, LONDON, NW1 3AN

[Post Code Search](#)

Will this property be sold before or at completion? *

Yes No

What is the property to be used for? *

Holiday/Second home

[continue](#) [Cancel](#)

← Previous Next

Portfolio
Already let
<input checked="" type="checkbox"/> Santander Uk Plc Grafton Gate East, Milton Keynes, MK9 1AN, United Kingdom
To be let
<input checked="" type="checkbox"/> Customer Services Centre,Santa Carlton Park, Narborough, Leicester, LE19 0AL, United Kingdom

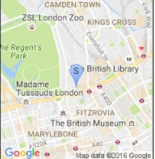
i Complete the address details and confirm what the property will be used for.

Introducer Internet

Property portfolio > Portfolio summary > Add new property – holiday/second home and mortgaged

The 'Property portfolio' screens allow you to enter details of the other properties your client will own on completion.

Property Portfolio Details



Property Address
SANTANDER UK PLC, TRITON SQUARE, LONDON, NW1 3AN

What is the property to be used for?
Holiday/Second home

Will this property be sold on or before completion?
No

Basic Details

What is the estimated value of this property? *
£ 100,000

Do you currently own this property? *
 Yes No

Number of bedrooms? *
3

What is the property type? *
Detached house

Mortgage Details

Is the property currently mortgaged, or will the property be mortgaged at completion? *
 Yes No

What is the current mortgage balance outstanding or if higher, the expected mortgage balance at completion? *
£ 75,000

What is the current monthly mortgage payment or if higher, the monthly mortgage payment at completion? *
£ 450

Who is the lender? *
Other

Name of the lender *
other

Please enter the method of repayment and breakdown of loan parts? *

Balance	Method of Repayment	Term
£ 50,000	Repayment *	20 - 0
£ 25,000	Interest Only *	20 - 0

Property costs

Monthly utilities (gas, water, electric) *
£ 100

Monthly council tax *
£ 150

Monthly property maintenance? *
£ 138

Monthly ground rent/service charges *
£ 0

Other monthly costs for this property? *
£ 75

Our calculated monthly costs for this property *
£1,009

Save

! Complete all the questions then click 'Save'.

Property portfolio > Portfolio summary

The 'Property portfolio' screens allow you to enter details of the other properties your client will own on completion.

New Agreement in principle You are in

Personal

✓ Property Portfolio

✓ **Portfolio Summary**

Financial

Loan Required

Present housing

Declaration and submit

Property Portfolio

Will any applicant own any other properties following the completion of this mortgage? *

Yes No

Add details of the other properties you will own on completion and any being sold before completion. You can provide the details at either AIP or FMA.

To Add a property click **Add property**

Once you have added all the properties, or if you don't want to add any properties now press Next.

Key- Edit View Delete

Portfolio

To be let

- Customer Services Centre, Santa Carlton Park, Narborough, Leicester, LE19 0AL, United Kingdom

Holiday/Second home

- Santander Uk Plc Triton Square, London, NW1 3AN, United Kingdom

⚠ Once all properties have been added click 'Next'.

Financial > Income details

If your client would like to use any allowable rental income we've calculated, it can be added here.

New Agreement in principle

- Personal
- ✓ Property portfolio
- Financial
- Applicant 1**
- Employment details
- Income details**
- Financial declaration
- Commitments
- Budget planner
- Loan required
- Present housing
- Declaration and submit

Other annual income

Second job *

£ 0

Investment income *

£ 0

Maintenance payments *

£ 0

Rental income * [Q Portfolio summary](#)

£ 0

Fostering income *

£ 0



If we've calculated that your clients could use some of their rental income in our affordability calculation, you can view a breakdown of this income in the 'Portfolio summary'.

Introducer Internet

Financial > Income details

If your client would like to use any allowable rental income we've calculated, it can be added here.

Summary of Property Portfolio x


This summary is based on details from the property portfolio section.


Monthly costs - automatically taken into account in our affordability assessment for the new mortgage. If the cost of let property is £0 it mean's it self financing

Surplus rental income - if you'd like this to included in our affordability assessment for the new mortgage please enter it in the Income details section of the application.

	Property use	Monthly costs	Surplus rental income	Self financing
Carlton Park, Narborough, Leicester, Leicestershire, LE19 0AL, United Kingdom	Holiday/Second home	£1,009	N/A	N/A
Santander House, 201 Grafton Gate East, Milton Keynes, Buckinghamshire, MK9 1AN, United Kingdom	To be let	£ 0	N/A	Yes
Total		£1,009		

Cancel

 A summary is displayed showing any monthly costs we'll need to take, and then any annual income that we could consider in our affordability calculation. If you want to use any income you'll need to add it.

 Any allowable rental income can only be added at AIP. You can't add rental income at FMA.

Financial > Budget planner

If we've calculated a monthly cost for any of your clients' other properties, we'll automatically add it here.

New Agreement in principle You are in Application > My applications > Budget planner

Budget planner

Income and commitment breakdown ?

Total combined net monthly income

(as calculated within the **affordability calculator**)

£

Monthly committed expenditure

Childcare and education ?

£

Maintenance payments ?

£

Monthly running costs of other properties ?

£1,009 [Portfolio summary](#)

Life, health insurance and private pensions ?

£

Additional committed expenditure ?

£

[Back](#) [Continue](#)



We'll automatically take into account any monthly costs we calculate. Clicking 'Portfolio summary' to see details of all the properties.



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