

# Submitting a Packaged Case?

## Help us to help you with our key packaging checklist

The better packaged your case is when it gets to us, the less work we have to do in filling in the gaps.

Please use the list below to check you're sending us everything we need.

- DIP number and DIP decision letter
- Application form
- Valuation report
- Lenders/landlord references
- Proof of income/employment references
- Proof of self employment/accountants' references
- Self cert references
- Proof of address
- Proof of ID
- Confirmed valuation fee amount £
- A breakdown of debts for debt consolidation cases
- Explanation of any adverse credit
- Application product code
- All relevant parts of application signed and completed by client/broker:
  - Direct debit  
(please complete stand-alone form if using a generic application form that has been accepted by Salt)
  - Broker submission form  
(please complete stand-alone form if using a generic application form that has been accepted by Salt)
  - Customer Declaration  
(please complete stand-alone form if using a generic application form that has been accepted by Salt)
  - Self-cert page application form
  - Loan into retirement (if applicable)
- Broker contact name, mobile and email

Remember, pristine packaging will make everything run smoothly our end. We may have to send back cases that don't include the above information.

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