

# How to attach documents to an application

After submitting an application to the Lender, click the message icon next to the application to open the **Document Request List**.



02/11/2021 13:12

62049904

Mr Paul Ryan & Mrs Emer Ryan

Haven FMA

This will show a list of the documents the Lender requires to process the application.

## Document List Status

Haven require the following documentation in order to process your application

Subject	Category	Description
Application	AIP Process General	Approval in Principle Checklist
Application	AIP Process General	Completed Haven Declaration, Authorisation and Consent form
Application	AIP Process General	Haven Affordability Calculator & Broker Cover Sheet

Next, click the **Attach Documents** icon at the top right of the Document List page to show the dialogue window for attaching documents.



Attach Documents

## Document Requests and Attachments

Request	Reference	Type	Subtype	File
Application Amended AIP Request Checklist	ef772176-2c21-4b42-88fd-7b68326adb07	Amended AIP Request Checklist		<a href="#">Attach</a>
Applicant 1 1st Savings/Loan/Credit Card Statements	d1a6c128-fc19-4754-bf4e-b032b6fe8308	1st Savings/Loan/Credit Card Statem...		<a href="#">Attach</a>

Click the **Attach** button next to the document type you wish to attach. This will open the **Attachments - Upload Documents** screen.

Click **Choose File** to browse your computer for the document and then click **Open** to attach.

**Please note :** Documents can only be uploaded in a PDF or JPG format and a max file size of 3mb per document upload category.

## Attachments - Upload Documents

Upload	
Request	Application Amended AIP Request Checklist
Reference	ef772176-2c21-4b42-88fd-7b68326adb07
Type	Amended AIP Request Checklist
Subtype	
File	<a href="#">Choose File</a> No file chosen

Click **Upload Document**.

Repeat this process to attach all the documents required for the application.

**Please note :** You must attach and send all documents together that are required to support an application. Failure to do so will require all documents to be attached and submitted again.

Once all documents are attached, the **Send/Track** process can be used again to send the attached documents to the lender.

Send attachment_Approval In Principle Checklist fillable.pdf	Haven FMA	Mrs Mary Roche & Mary Roche	Queued	<input checked="" type="checkbox"/>
Send attachment_Balance of funds.pdf	Haven FMA	Mrs Mary Roche & Mary Roche	Queued	<input checked="" type="checkbox"/>

Once all documents are sent, the status of the document will then be updated to "Processing".

Haven will then review all documents submitted and provide a status update to you. You will receive an email to advise when Haven have provided an update. Once you receive an update notification, open Lendex and Track the application.

When the application has been successfully tracked back, open the message icon next to the application. You will then see the **Document Status List**.

The status of the documents submitted will be amended to **"Accepted"** or **"Rejected"**

AIP Process General	Balance of Funds	Rejected	Does not meet requirements
Identification	Certified Photo Identification	Rejected	Document scan illegible
Identification	Certified Address Verification	Not Received	
Identification	CCR Verification - PPSN/TRN Proof	Rejected	Document scan illegible
PAYE Income Verification	CV	Not Received	
PAYE Income Verification	Cert of Income	Accepted	

*If a document has been **"Rejected"** you will need to remove the previous document and attach another document before resubmitting to Haven for review again.*

**Please note :** All new AIP's from the 11th November will create a document list, one won't be created for existing cases already submitted to Haven. Please continue to submit documents as normal for these cases. All new AIP's created from the 11th will also create a document list when that case is promoted to Full Loan Offer.

If you require any assistance please call support on **01 254 4938** or email **gareth@mbl.ie**