

Following the successful mortgage and protection sign-up with your Mortgage Consultant, your file will be given to our Mortgage Administration Team.

They will progress your applications with all parties to exchange and completion.

**You should send them:**

- Further documentation, such as Bank Statements (if requested)
- Documents you have been given to sign by your Broker
- Payment details, for items such as a valuation fee

**They will:**

- Keep you advised of the progress of your mortgage
- Help chase your solicitor, housing association and estate agent
- Liaising with your mortgage lender up to completion

**Contact Details:**

Telephone: 03456 21 22 00

Fax: 03456 21 22 99

Email: [support@mwcl.co.uk](mailto:support@mwcl.co.uk)

Postal Address: PO Box 176, Westerham, Kent. TN16 9AS

Office Address: 311 Upper Elmers End Road, Beckenham, Kent. BR3 3QP.

Our team will be only too happy to assist.

**This was prepared by:**

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