

Proof of Title – Broker Guidance

Purpose: To outline what evidence is acceptable to confirm the supplier's route to title of assets.

1. Underlying Invoice & Proof of Payment

Provide one of the following:

- Invoice + Bank Statement.
 - Invoice addressed to supplier/customer and
 - Bank statement showing:
 - Account name
 - Sort code & account number (must match verified Bank Wizard details)
 - Screenshots must clearly link the payment to the payer.
- Invoice + Supplier Email Confirmation:
 - Invoice addressed to supplier/customer and
 - Email from original supplier confirming invoice is paid in full.
 - It must be from a company email address (not Hotmail, Gmail, etc.) and reference invoice number or asset details in full.

2. Settling Finance on Behalf of Supplier/Customer

Provide:

- Settlement letter addressed to the supplier/customer
- Invoice to UTB instructing payment of settlement, e.g.: "Please settle <finance company> agreement <agreement number> for the sum of <settlement amount> on our behalf."
- If settlement letter is addressed to a third party:
 - Copy of the purchase invoice between the owner and supplier
 - Proof of payment for any additional equity.

3. Refinancing Assets from Another Lender

Provide one of the following:

- Signed & dated underlying finance agreement (term lapsed) and asset clear on HPI
- Signed & dated underlying finance agreement and clearance letter from finance company

4. Accountant's Letter (must be approved by credit prior)

- Letter confirming assets are unencumbered and title sits with our customer
- Letter to confirm that the assets are contained within the company's asset register.
- Include accountant's accreditation for underwriter review & approval

5. Exceptions

If documentation differs from the above, refer to an underwriter on 020 7190 5555 to confirm acceptance or agree on