

## **Bank of Ireland Registration Process**

### **How to register with Bank of Ireland if you are Direct Authorised:**

Bank of Ireland have minimum qualifying criteria you have to meet in order to be considered for registration at this time.

Your firm will need:

1. 5 or more qualified Advisors
2. Completed £50m mortgage business in the last 12 months

If you meet this qualifying criteria please use the link below and complete the full registration process, selecting 'Buy to Let Club' as your Mortgage Club when prompted.

<https://www2.mortgageapplicationservice.co.uk/web/index.html#/index/BOI/agentRegistration>

If you do not meet the lenders qualifying criteria but feel there is a compelling reason for Bank of Ireland to consider your application to submit business please contact your Buy to Let Club Telephone BDM to discuss.

### **How to register with Bank of Ireland if you are an Appointed Representative:**

You cannot use Buy to Let Club as a payment route if you are an AR.

Bank of Ireland have limited distribution, please contact your network for direct access.

### **What to do if you are already registered with Bank of Ireland:**

- Log into Bank of Ireland and go to your user profile.
- Open your "Registered company details" section
- Select "Add new mortgage club" this will bring up a dropdown where you can select "Buy to Let Club"
- Save changes