

<u>Client details</u>	<u>Notes</u>	<u>Enquiry date</u>
Wellbank reference		
Client name(s)		
Client Address (full Address)		New Prop add.
Client telephone Numbers		
<u>Compliance & Client Care</u>		<u>Notes</u>
IDD Given <input type="checkbox"/>	Fact Find completed <input type="checkbox"/>	
KFI <input type="checkbox"/>	Accident Sick & Unem <input type="checkbox"/>	
Mortgage Type & E R P		<u>Recall date</u>
<u>Money Laundry</u>	<u>Type</u>	<u>Verified & where</u>
Identity (passport/driving licence etc)	Valid only	
Address verification (bills)	Not mobile	
<u>Data Protection</u>	<u>How</u>	<u>Archived Securely (How)</u>
Credit Search Authorization (Perm to Contact)		
<u>Wellbank Other Records</u>	<u>Where (Notes)</u>	
Fee authorization form		
Loan amount £	purchase Price (valuation) £	

Other Notes (if needed Please write overleaf)

DiP History	KFI History	Next Action	Result
1	1	1	
2	2	2	
3	3	3	
4	4	4	
5	5	5	
<u>Client closure</u>	<u>Notes/details</u>	6	
Kfi/ff/id/add/		7	
Doc returned form		8	
Satisfaction call			
Compliance ok			