

Mortgage application submission checklist

	Buy to let						Residential					
	Portfolio			Non-portfolio			Residential			Shared ownership		
	E	S/E	C	E	S/E	C	E	S/E	C	E	S/E	C
E – Employed S/E – Self-employed C – Contractor												
Direct Debit mandate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Buy to let property schedule	✓	✓	✓	✓ ¹	✓ ¹	✓ ¹						
Portfolio submission onto BTL Hub	✓	✓	✓									
Combined business plan, cash flow, and assets and liabilities form, along with latest month's bank statement evidencing rent and mortgage payments	✓	✓	✓									
Latest month's payslip				✓								
Latest year's accounts/SA302					✓							
Latest three months' payslips							✓			✓		
Latest three years' accounts/SA302s								✓			✓	
A copy of the latest and previous contract						✓			✓			✓
The latest three calendar months' personal bank statements showing income and expenditure							✓			✓		
The latest three calendar months' personal and business bank statements showing income and expenditure								✓	✓		✓	✓
Memorandum of sale from the housing association										✓	✓	✓

¹ If applicant already owns a buy to let property

Possible additional documents

You may need to provide additional documents in the following scenarios:

Scenario	Document required
If the applicant is declaring any adverse credit	Documentary proof of satisfaction
If no active mortgage found on the credit file	Latest annual mortgage statement
If the applicant is not on the voters' roll	Proof of address*
If the electronic ID check is not passed	Proof of ID**
If it's declared that a credit card is being repaid	Latest credit card statement

*Acceptable proof of address

- Valid UK driving licence[†] – photocard (full or provisional) if not used as proof of ID
- Current bank or mortgage statement dated within the last three months
- Utility bill or landline telephone bill (this cannot be printed off the internet and the landline telephone number must be the same as quoted on the application) dated within last three months
- Council Tax bill
- A positive voters roll result (include reference number or printed copy as evidence)

**Acceptable proof of ID

- Valid UK passport
- Valid UK driving licence[†] – photocard (full or provisional)
- HM Forces/Police warrant card
- Shotgun licence or firearms certificate

[†] Please note that in accordance with the DVLA regulations you'll need to check the expiry date of your photocard driving licence. If the photo is in excess of 10 years old we may not accept it as proof of address and additional other items may be requested.