

APPLICATION CHECKLIST

RESIDENTIAL



Help us to help you.

Please use this checklist as a guide to ensure that your application gets reviewed as quickly as possible and is right first time.

PROOF OF INCOME

Employed:

- Latest 3 months payslips (we will also require this for any second jobs being used as part of the application)

Self-employed:

- The latest SA302 including the Tax Year overview; or, an accountants reference completed by a suitably qualified accountant (ACA, FCA, CA, ACCA, FCCA, MAAT, FMAAT, ACMA, FCMA, APPA, FAPA, CTA or AIA); or, the latest years accounts, again completed by a suitably qualified accountant (dated within the last 12 months)

CIS Workers: Latest years SA302 and corresponding Tax Year Overview for affordability along with the latest 3 months payslips (or equivalent) as to verify sustainability of earnings.

Contractors:

- Latest contract which would be required to have at least 6 months remaining (we will assess weekly rate x 46). Where there is less than 6 months remaining confirmation of a new contract will also be required and the lower of current or future contract will be used for affordability

Additional income:

- Annual Bonus/Commission:
The latest payslip showing payment

- Foster Income:
Latest SA302 & TYO along with latest tax return/Local Authority or Agency confirmation of the last 12 months earnings

- Benefit Income:
Evidence of entitlement - Award Letter or Monthly Award Statement

- Investment Income:
See self-employed requirements

- Maintenance Income:
Court Order or Child Maintenance (CMS)/Child Support Agency (CSA) agreement and latest 3 months bank statements showing credits

DEPOSIT

Savings:

- 3 months bank statements (showing build-up of savings and balance to cover deposit amount required). Where the deposit is coming from savings, the latest savings statement will usually be acceptable. We may ask for further evidence around the build-up of funds or evidence to support individual transactions.

Gifted Deposits:

- Fully completed and signed gifted deposit letter (only acceptable from parent, child, grandparent, brother, sister, uncle/aunt, foster parent, or legal guardian. This includes step relatives)

Release of equity:

- We would need sight of the mortgage offer of the property to be remortgaged or a Memorandum of Sale if the property is to be sold to fund the deposit.

Inheritance:

- Can be evidenced via a statement showing funds paid into the applicant(s) account and corresponding evidence from a solicitor's letter confirming the source.

Builder/Vendor deposit:

- Written confirmation required confirming the amount and the source. Max 5% of the Purchase Price.

Help to Buy ISA:

- Latest ISA statement which shows a build-up of funds



PROOF OF ID

The following documents can be accepted:

- Valid UK Passport
- Valid UK Driving Licence - Photocard (Full or Provisional)
- Valid non-UK passport or National ID card
- HM Forces/Police Warrant Card
- Current firearms licence or shotgun certificate

PROOF OF RESIDENCY

Satisfactory proof of residency at the current address. The following documents can be accepted:

- Valid UK Driving Licence - Photocard (Full or Provisional)
- Utility Bill *
- Bank/ Credit card statement*
- Latest Council Tax Bill
- Latest HM Revenue & Customs correspondence or Benefit Letter
- Latest Mortgage/Council Rent Statement

Permanent Right to Reside:

- Non-UK Passport with Residency Permit or Biometric residence permit issued by the Immigration and Nationality Directorate (IND) part of the Home Office.
- EEA/Swiss Citizens can provide their 'Share Code' as to prove their settled/pre-settled status in the UK.

*must be dated within the last 3 months

GENERAL (IF APPLICABLE TO THE APPLICATION):

New Build:

Disclosure of Incentives form: provide full details of any incentives being offered by the builder for the new build property.

EWS1 Form:

If the subject property is a flat and above 4 storeys, we will need to see a fully completed and signed EWS1 form.



CORONAVIRUS (IF APPLICABLE TO THE APPLICATION):

Furlough:
Evidence of return to work required by
payslips or employers letter

Self Employed Income Support (SEISS):
Copy of Grant

Payment Holidays:
Confirmation that the application is not
currently on any payment holidays, where
this is not visible from the credit file further
information may be requested

Self-employed fact find:
Fully completed Coronavirus self-employed
fact find

*Bounce Back Loan Scheme (BBLs) /
Coronavirus Business Interruption Loan
Scheme (CBILS):*
Confirmation of the loan amount and
payment terms