

# The **co-operative** bank for intermediaries

THESE HINTS AND TIPS ARE DESIGNED TO HELP MAKE THE *APPLICATION* PROCESS AS SMOOTH AS POSSIBLE SUPPORTING YOU WITH GETTING A QUICKER OFFER.

## Documents required for all applications

For ALL applicants	Proof of Income – Employed applicants	Proof of income - Self-employed sole traders	Proof of income - Self-employed Limited Company Directors	Proof of income – Fixed term contract
<ul style="list-style-type: none"> <li>✓ Latest full months bank statement showing salary credits / income from self employed</li> </ul>	<ul style="list-style-type: none"> <li>✓ Latest 3 months payslips</li> </ul>	<ul style="list-style-type: none"> <li>✓ Latest 2 years SA302 &amp; Tax Year Overview</li> <li>✓ or Latest 2 years Tax Calculation &amp; Tax Year Overview`s</li> </ul> <p>*If profits have reduced please provide an explanation to prevent any delays</p>	<ul style="list-style-type: none"> <li>✓ Latest 2 years SA302 &amp; Tax Year Overview or Latest 2 year`s Tax Calculation &amp; Tax Year Overview`s</li> </ul> <p>*If profits have reduced please provide an explanation to prevent any delays</p>	<ul style="list-style-type: none"> <li>✓ A copy of the contract to confirm start date, salary and contract duration</li> </ul>

## Personal Bank statements – Salary Credits

- ✓ We require a full month's bank statement (between 28-31 days) and dated within the last 2 months.
  - ✓ Must show running balance.
  - ✓ The address on the bank statements should match the applicant's declared current address. If it doesn't, clarify the reason.
  - ✓ Does the employer name match the information provided?
  - ✓ Does the net amount on the payslip match the information provided?
  - ✓ Do the dates match the information provided?
  - ✓ Do they have standing orders or regular personal incoming/outgoing transactions?
  - ✓ Do they have any large transactions? Have any bounced payments?
  - ✓ Do they have any undisclosed credit commitments
- \*Please use the notes section in the application or start a conversation to PRE EMPT any queries like the above

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Additional documents needed for different types of applications

Purchase Application -Proof of deposit	Purchase applications -Gifted deposit
<ul style="list-style-type: none"> <li>✓ Include a break down in notes if from multiple sources</li> <li>✓ Evidence and build-up of funds</li> <li>✓ If inheritance please confirm when received and how much</li> </ul>	<ul style="list-style-type: none"> <li>✓ Confirmation of Gift Deposit Declaration (<a href="https://www.co-operativebank.co.uk/confirmation-of-gifted-deposit.pdf">confirmation-of-gifted-deposit.pdf (co-operativebank.co.uk)</a>)</li> </ul>

Additional documents for New Build applications	Additional documents for Re mortgage applications when Capital Raising
<ul style="list-style-type: none"> <li>✓ CML/UK Finance disclosure of discounts and incentives form (as part of the valuation once submitted )</li> </ul>	<ul style="list-style-type: none"> <li>✓ A breakdown and explanation of the capital raising purpose in the application notes</li> <li>✓ <b>Ensure deductions are factored into affordability i.e. Childcare costs, Student loans, credit commitments (even if being repaid via capital raise)</b></li> </ul>

For applicants receiving Child Maintenance payments
<ul style="list-style-type: none"> <li>✓ A copy of the Court Order / Child Maintenance Service (CMS) / solicitor's letter</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>✓ Latest 3 months bank statements to verify receipt of maintenance payments</li> </ul>

For applicants who are on Maternity leave
<ul style="list-style-type: none"> <li>✓ 3 latest payslips &amp; in addition to this the payslip prior to the maternity leave.</li> <li>✓ Whether the applicant is returning on a full/part time basis and any anticipated childcare costs must be declared on the application form.</li> </ul> <p>* Future childcare costs – if answered no or no change to current childcare costs if having additional children it would be useful to understand why e.g. grandparents</p>

For applicants who receive a bonus or who have variable income
<ul style="list-style-type: none"> <li>✓ P60 is normally only required for bonus or to help establish an income pattern where there is a lot of variable pay.</li> </ul>

**\*\* If your case has been agreed outside of policy by exception upfront. Please add this to the notes confirming the name of your BDM and what has been agreed.**

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## Final Hints and Tips where applicable .....

- ✓ If using a future pay rise (within 3 months) a letter from the employer confirming the new salary that is due within the next 3 months will be required.
- ✓ For self-employed applicant's, the last 2 years SA302's & Tax Year Overviews figures must match.
- ✓ If applicant/s have back ground BTL `s please provide a BTL portfolio at application stage to speed the process [buy-to-let-portfolio.pdf \(co-operativebank.co.uk\)](#)
- ✓ Provide us with an employer's direct email address to help us speed up the process in the event a reference is required
- ✓ Confirm that any solicitor chosen by your client is on our list of approved solicitors, otherwise this may cause delays in processing an offer
- ✓ Photographs of supporting documentation are acceptable
- ✓ Ensure the applicant's full legal name is declared (including middle & previous names) as this can affect the credit score.

We also have a Broker Support team who are available to help you should you need their support; including further clarification on the documents we require for your client or any pre-application queries. You can reach them on 0345 070 1999, Option 1

Further help can be found under our application help section on our website [Application help | The Co-operative Bank for Intermediaries](#)

FOR INTERMEDIARIES ONLY