

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:

- We will require the latest 2 years verification of self-employed income, via one of the following: Two year's accounts certified by a suitable qualified accountant (ACA, FCA, ACCA, FCCA, ACMA, FCMA, AAPA, FAPA, MAAT, FMAAT, CTA or AIA) OR an accountant's reference covering the latest 2 years accounts, again certified by a qualified accountant. Where the applicant is a sole trader or in a partnership, we will accept the latest 2 year's SA302/Tax Calculations and the corresponding Tax Year overviews. Where the applicant is a Self-Employed CIS Contractor, in addition to providing the latest 2 years' SA302/ Tax Calculation and the corresponding Tax Year overviews, please provide the latest 3 months pay-slips (or equivalent e.g., invoices) to evidence income is continuing at a similar level.

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:

- | | | |
|---|---|---|
| <input type="checkbox"/> Annual Bonus/Commission:
The latest payslip showing payment | <input type="checkbox"/> Foster Income:
Latest SA302 & TYO along with latest tax return/Local Authority or Agency confirmation of the last 12 months earnings | <input type="checkbox"/> Benefit Income:
Evidence of entitlement - Award Letter or Monthly Award Statement |
| <input type="checkbox"/> Investment Income:
See self-employed requirements | <input type="checkbox"/> 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.

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.

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)

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

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.

Director's Loan:

- Where the deposit is a director's loan from a company that the applicant owns, we will require the name and registered number of the company and confirmation that the director's loan will be paid to the applicant personally



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.

Debt Consolidation Declaration:

- Remortgage applications for debt consolidation must include a fully completed, signed and dated debt consolidation form.

CORONAVIRUS (IF APPLICABLE TO THE APPLICATION):

- Bounce Back Loan Scheme (BBLs) / Coronavirus Business Interruption Loan Scheme (CBILS):*
Confirmation of the loan amount and payment terms
- Self Employed Income Support (SEISS):*
Copy of Grant