

# Application submission guidelines

Buy to Let new business



# Documents we may need:

(we may ask for others, but only if we really need to)

## Income verification – employed applicants:

- P60 and latest month's payslips (where the latest P60 is not available the latest three months' or 12 weekly payslips are acceptable)
- Online payslips are acceptable with company name or logo, tax ref no, employee name, NI no, pay date, pay period and deductions.

## Income verification – self-employed applicants

Depending on the employment status of the applicant(s):

- Latest year's HMRC Tax Calculation and Tax Year Overview documents for Directors with 20% or more share in the company, Partnerships, Sole Traders or Sub-contractors must be no more than 18 months old.

## ID and Proof of address

We try to identify the applicant electronically so don't send ID unless requested as this can slow down processing.

- Proof of address documents (not online versions) include: bank statement – less than 3 months old. Utility bills (i.e. gas, electricity, water) or cable/satellite/phone bill (excluding mobile phones) – less than 3 months old. Council/local authority tax bill – less than 12 months old and valid for the current year.
- Proof of ID (including name and signature) include: valid UK passport. Valid (UK) photocard driving licence (full or provisional). Full old style paper driving licence (UK) – current, signed.

## Bank statements

Depending on the employment status of the applicant(s):

- Three months' personal bank statements if the accounting period on the certificate or the HMRC Tax Calculation and Tax Year Overview is more than 12 months old.

## Other

- Proof of deposit.

Payslip & P60	Last year's HMRC Tax Calculation and Tax Year Overview Documentation	Accountant's Certificate	Proof of mortgage payments	Proof of ID	Proof of address	BTL portfolio form
May be required for employed applicants	May be required for Directors with 20% or more share in the Company/Sole Traders/ Partnerships/ Sub-contractors	May be required for Directors with 20% or more share in the Company	Credit search or last annual mortgage statement*	Required if no EID name match	Required if no voters roll address match	Required to evidence BTL income for non-portfolio landlords

\* Where annual mortgage statements are more than six months old, the latest two months' bank statements showing the mortgage payments are also required.



## Things to remember

- Ensure you have provided each Applicant with a copy of the declaration, explained the content of the declaration and obtained each Applicant's verbal agreement to the terms of the declaration before submission.
- Ensure the applicant(s) self-employment type is input correctly as this determines what proof of income, if any, we will require.
- Use our rental calculator before you submit a case.
- Using our document upload facility on MSO saves time in processing. You'll see a list of all required documents on your outstanding case tasks.
- Don't send documents that haven't been requested as this can affect processing times.
- Check the documents aren't out of date.

## Is your customer a Portfolio Landlord?

### The application process:

The application process is the same as a standard application, however you'll need to select a product from the portfolio landlord range. You'll need to fully complete the Buy to Let portfolio information. Please include full addresses and postcode of all properties in the portfolio, including any unencumbered properties. You can either:

- **complete the form and upload to Portfolio Manager in MSO**
- **enter the details directly into Portfolio Manager in MSO.**

If you have any further questions call us on 0800 121 7788.



**0800 121 7788**

Monday to Friday 9am - 5pm



**Live chat**

Monday to Friday 8am - 6pm



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