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Packaging requirements

This information is for intermediaries and introducers only.

All applications

- Completed declaration (signed and dated by all applicants and relevant boxes ticked)
- Latest 3 months consecutive bank statements (1 month for Buy to Let) for each applicant showing income and expenditure
- Proof of Income (see income section below for full breakdown of requirements for each type of income

Income

Employed

PAYE
- Monthly paid – Latest 3 months' payslips required (1 month for Buy to Let)
- Weekly paid – 6 payslips required. 4 consecutives for the latest month and 1 each from the previous 2 months

Note: Where an applicant is employed by a family business – we will request an accountant's reference to independently verify and confirm income for each relevant applicant

Self employed

Sole trader
- Loan over 75% LTV – Latest 2 years' full and final accounts prepared by a qualified accountant
- Loan below 75% LTV – Latest 2 years' Tax Calculations and Tax Year Overviews **or**, latest 2 years full and final accounts prepared by a qualified accountant

Limited Company or Partnership

Shareholding/equity over 33.3%
- Loan over 75% LTV – Latest 2 years' full and final accounts prepared by a qualified accountant
- Loan below 75% LTV – Latest 2 years' Tax Calculations and Tax Year Overviews **or**, latest 2 years full and final accounts prepared by a qualified accountant

Shareholding/equity less than 33.3%
- Latest 2 years' Tax Calculations and Tax Year Overviews, **or**
- As per PAYE above, and
- a letter from the senior partner / accountant confirming entitlement / profit share allocation

Sub-contractor (Self-Employed)
- Latest 2 years' Tax Calculations and Tax Year Overviews

Construction Industry Scheme
- Latest 12 months' CIS vouchers **or** latest 3 months' CIS Vouchers and latest annual statement

Note: We may also request a reference from the main contractor

Umbrella Company
- Latest P60, and
- Latest 3 months' payslips, **or**
- 6 weekly payslips (4 consecutives for the latest month and 1 each from the previous 2 months)

Pension

State Pension
- Latest 3 months' bank statements, or
- Annual Award Letter (from DWP)

Private Pension
- Latest 3 months' pension payslips and P60, **or**
- Annual payslip and P60

Self-Invested Private Pensions (SIPPs)
- Latest investment statement confirming underlying value

Rental income

Latest signed APT and proof of rental income for 6 months (bank statements should also show the mortgage payment for each BTL where applicable)

Maintenance

Court Ordered
- Regular credits evidenced on latest 3 months' bank statements and
- Copy of Court Order (required prior to offer if not available at application)

Non-Court Ordered
- Regular credits evidenced on latest 3 months' bank statements

Stipend
- Provider confirmation letter confirming eligibility and period

Overtime and bonuses
- Latest P60 **or**
- Latest March payslip

Commission
- Latest 2 years' P60s (copy of contract is required if employment is less than 2 years)

Maternity leave
- Latest 2 years' P60s (copy of contract is required if employment is less than 2 years)

Foster care allowance
- Latest 12 months' remittance advice/invoices **or**
- Latest year's Tax Calculation and Tax Year Overview

Disability allowance
- Annual Award Letter (DLA)

Working Family/Child Tax Credits
- Latest DWP statement

See our lending criteria guidelines and product guide for further information

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Application specific

Credit Repair
- Adverse explanation letter

Note: if DMP/IVA is to continue after completion, we will request a reference from the provider

Self-build
- Fully completed Self-build submission form
- Full costings/estimates (provided by a suitably experienced/qualified professional)

Eco Self-build
- As Self-Build above **and**
- Preliminary EPC report/grading and SAP points

Buy to Let

Holiday BTL
- **Purchase** – confirmation from a reputable letting agent of expected annual rental income
- **Remortgage** – most recent set of accounts for rental property **or**
- Confirmation from a reputable letting agent of expected annual rental income

Limited Company BTL
- Assets and Liabilities statement for each director of SPV
- Business plan and financial projections (confirming the landlord's strategy, experience, and how the new borrowing fits the portfolio)
- Latest 3 months Ltd Co bank statements (if available and an established business)
- Evidence of rental income
- Property Portfolio Schedule
- Personal income evidence/tax returns for last year (Tax calculations and tax year overviews) for each Guarantor/Director

Shared ownership
- **Purchase** – memorandum of sale
- **Remortgage** – proof of 2 years rental payments

Foreign Nationals
- Skilled Worker Visa
- Health and Social Care Visa
- UK Ancestry Visa, or a British National (Overseas) Visa
- Family Visa (Spouse or Partner/Parent/UK Ancestry/Skilled Worker Dependent)
- Armed forces exemption Visa

Applicant specific

- Certified copy of current valid passport
- Proof of permanent right to reside/indefinite leave to remain with no restrictions on employment

Please refer to our Application Specific section for Foreign National packaging requirements

Re-mortgage with Capital Raising

Funds to repay Help to Buy equity loan
- Evidence of outstanding equity loan value

Home improvements
- Cosmetic improvements >25K – Quotes or Costings provided by a professional on headed paper or from a business email address
- All structural improvements – Quotes or Costings provided by a professional on headed paper or from a business email address

Purchase of an additional property
- Confirmation of purpose and whether property will be bought outright or additional mortgage required

Purchase with deposit

Deposit from Savings
- Proof of deposit through sight of latest 3 months' savings statements showing build up

Gifted deposit
- Gifted Deposit Declaration
- Proof of deposit from original source

Interest Only Repayment Strategy

Downsizing
- Provider confirmation letter confirming eligibility and period

Endowment
- Latest copy of policy statement showing current and expected value

Cash lump sum from pension
- Evidence of pension value and ability to draw down necessary amount

ISA (cash or stocks and shares)
- Evidence of current balance and must have been in existence prior to application date

Sale of other property
- Property details and any outstanding mortgages

Other assets
- Full details of asset including type, age and value via copy of latest valuation

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