

# Buy to Let Mortgages submission checklist

**Are you unsure about what documents to provide?** Use the checklist below to cut through the confusion and make sure we have what we need to process an application.

All Buy To Let Mortgage applications	<b>Mandatory documentation</b>	
	Standard Declaration (signed by all applicants and fees section completed)	
	Direct Debit Mandate	
	Income Verification ▶ Required for basic rate tax payers, first time buyers and top slicing	
	Latest 3 months' personal bank statements ▶ Required for Tier 2 and Tier 3 products and first time buyers	
	<b>You may also need to submit the following</b> - further information can be found on our website	
5 year+ fixed rate additional details (see our <b>5 year+ fixed rate assessment guide</b> for further details)		



## **New** Top slicing

Where rental income does not meet the required ICR, we can consider using income to support a buy to let, see our criteria guide for full details (not available to portfolio landlords).



## Portfolio landlord

Any applicant that owns more than 3 mortgaged buy to let properties will be considered a portfolio landlord.

Portfolio applications	<b>Portfolio Documentation</b> - you can use our forms, the landlord's forms or any other format	
	Existing Property Portfolio Details	
	Assets & Liability Statement	
	Business Plan	
	Latest 3 months' bank statements to demonstrate cashflow ▶ Showing rental income and mortgage payments	

**All documents can be uploaded to the application.**

**If you have any queries about submitting a portfolio or income supported case to us please contact one of our Sales Team or our call centre.**

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# Documentation guidelines

All documents need to be certified as a true copy of the original document and must be signed and dated by the broker, or submitted with a completed document certification form.

<b>Signed declaration</b>	Must have both pages uploaded/be signed and dated/fees ticked correctly as per KFI.
<b>Proof of income - employed</b>	<ul style="list-style-type: none"> <li>▶ Most recent 3 months' payslips and P60.</li> <li>▶ If weekly – 12 weeks required.</li> <li>▶ If employed by a family member – letter from accountant to support.</li> <li>▶ Fixed term contract – a copy of contract (if less than 6 months to run, evidence of contract extension is required.)</li> </ul>
<b>Proof of income - self-employed</b>	<p>Latest 1 or 2 years' accounts</p> <p>We only accept accounts prepared by accountants with the following qualifications: ACA/FCA, CA, ACCA/FCCA, AAPA/FAPA, CIMA, CIPFA.</p> <p><b>OR</b> latest 1 or 2 years' SA302 (or online tax calculation) PLUS corresponding tax year overview.</p>
<b>Proof of income/ other income</b>	<ul style="list-style-type: none"> <li>▶ Tax credits - all pages of award letter and age(s) of children.</li> <li>▶ Pension - confirmation from pension provider.</li> <li>▶ Second job - 3 months' payslips and P60.</li> <li>▶ Maintenance - court order and 3 months' bank statements.</li> </ul>
<b>Bank statements</b>	<ul style="list-style-type: none"> <li>▶ Latest 3 months' required.</li> <li>▶ Must show - salary/self-employed income, household utilities, daily expenditure, current mortgage or rent payments.</li> <li>▶ Statements always required for the account nominated for Precise Mortgages Direct Debit.</li> </ul>
<b>Rent/mortgage conduct</b>	Proof of latest 12 months' payments via bank statements OR rent reference/mortgage statement.
<b>Gifted deposit</b>	To be addressed to Precise Mortgages and must confirm: Full name and address of the donor, the amount of gift, relationship to the applicant, whether the gift is repayable, if the donor intends to reside in the property or has any interest in the property.
<b>Proof of deposit (savings/other)</b>	<ul style="list-style-type: none"> <li>▶ Regular savings - 3 months' bank statements to evidence build up of funds.</li> <li>▶ Lump sum - latest statement plus evidence of the originating source.</li> </ul>
<b>Identification</b>	<ul style="list-style-type: none"> <li>▶ Refer to Anti-money laundering guidelines available at <a href="http://precisemortgages.co.uk">precisemortgages.co.uk</a> for certification requirements and acceptable documents.</li> <li>▶ Confirmation face to face identification has taken place. Where not face to face, 2 forms of identification are required from Group A/B.</li> </ul>
<b>Proof of address</b>	▶ Bank statement/utility bill/council tax bill/mortgage statement (see list C on Anti-money laundering guidelines).
<b>CML Disclosure of incentives form</b>	To confirm full details of all incentives being received.
<b>Let to buy</b>	Buy to let remortgage - copy of the mortgage offer for the onwards residential purchase.

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