

# 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)	
	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.**

Call us	0800 116 4385
Visit us	<a href="https://www.precisemortgages.co.uk">precisemortgages.co.uk</a>
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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>Standard declaration</b>	Must have both pages uploaded and be signed and dated.
<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>	For gifts over £50,000, a Gifted Deposit Form available on our website.
<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>UK Finance 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.

<b>Get in touch</b>	Contact your local BDM
	0800 116 4385
	<a href="http://precisemortgages.co.uk">precisemortgages.co.uk</a>
	  



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