

NON-PORTFOLIO LENDING GUIDELINES AND SUBMISSION REQUIREMENTS

January 2019

Submission requirements

The following items must be submitted on application:
<p>In respect of self-employed income:</p> <ul style="list-style-type: none"> last two years accounts prepared by a qualified member of an accountancy body acceptable to us (see section 5) last two years HMRC produced SA302 tax calculation (or equivalent) and Tax Year Overview
<p>In respect of employed income:</p> <ul style="list-style-type: none"> Last three months' payslips or most recent P60 <p>Please refer to section 2 of these guidelines for clarification of eligible income sources.</p>
<p>In respect of property:</p> <ul style="list-style-type: none"> A fully completed property schedule (please see mortgage application)
<p>In respect of expatriate applications:</p> <ul style="list-style-type: none"> A certified copy of a current UK passport Three separate proof of residency documents

The applicants most recent residential mortgage statement may be requested where it is not possible to evidence the mortgage by credit reference agency search.

We reserve the right to contact the applicant(s) and request additional information or references such as an accountant's reference, employment reference, mortgage statements or a bank reference.

These guidelines are designed for non-portfolio landlords who own up to three mortgaged buy-to-let properties. Applications for portfolio landlords, limited companies, limited liability partnerships, HMOs and multi-unit blocks must be made through our portfolio application process, even if the customer is classified as non-portfolio under PRA regulation. For more information about criteria and rates available, please visit www.paragonbank.co.uk

Our valuations are instructed as soon as an application is received, which may be before the case is fully underwritten. If you wish to opt out of this service on an application, and would like the valuation to be instructed after the case has been underwritten, please call us on 0345 849 4040 at the time of submission.

Lending guidelines

These guidelines represent a summary of our lending criteria for non-portfolio landlords and single self contained residential investment properties located in England, Wales and Scotland. These guidelines may be altered at any time without prior notice. Requirements may vary for individual cases and these are guidelines only.

1. Loan requirements

- **Minimum loan amount**

Purchase/Remortgage : £30,000

- **Minimum property valuation:**

£75,000

- **Loan to value (LTV)**

The maximum loan to value per property for purchases and remortgages is as follows:

- up to 80% LTV: maximum loan up to £500,000
- up to 75% LTV: maximum loan up to £750,000
- up to 70% LTV: maximum loan up to £1,000,000

Any fees that may be added to the loan are excluded from the LTV calculations.

Limits for holiday lets and expatriates can be found in sections 12 and 13 of these guidelines.

- **Maximum aggregate borrowing**

A lending limit of £1,000,000 will apply. Applicant(s) must own no more than three buy-to-let mortgaged properties, regardless of lender, including the proposed application.

- **Loan purpose**

We will generally consider applications for either purchase or remortgage of residential investment property and further advances. Capital raising will be considered for all purposes concerned with the owning and renting of residential property.

- **Purchase application**

The loan amount will be based upon the lower of purchase price or current valuation.

We will not consider applications where the applicant is purchasing a property from an associated limited company.

Proof of the source of the deposit may be requested, but will be required in all instances for expatriate applications.

Where the applicant(s) are not providing the whole of the balance of the purchase price from their own funds, full details must be provided for consideration by us.

- **Remortgage application**

We will consider remortgage applications where the applicant has been the registered proprietor for less than 6 months. In these instances, the loan amount will be based upon the lower of the purchase price or current valuation. Exceptions will be considered where it can be demonstrated, that since the date of purchase, significant improvement works which have enhanced the property value have been carried out. A schedule of works and evidence of expenditure will be required.

In all instances, the property must be registered at the Land Registry (or in Scotland, Registers of Scotland) as owned by the applicant(s), at the date of completion.

- **Consumer buy-to-let**

We will accept applications that qualify as consumer buy-to-let mortgage contracts, subject to the applicants not being expatriates and the appropriate criteria being met. More information concerning consumer buy-to-let can be found on our website at www.paragonbank.co.uk.

- **Mortgage term**

Minimum: 5 years

Maximum: 25 years

- **Repayment methods**

Interest only, capital and interest repayment and part interest only and part capital repayment loans are available.

Although we do not require a life policy to be assigned, we strongly recommend that suitable cover for the amount and term of the loan is in place to provide adequate protection for the applicant(s).

- **Property investment clubs and syndicates**

We will not accept applications where the property is being purchased or refinanced through, or where the applicant is in anyway connected to, a property investment club or syndicate.

2. Income/affordability

We will assess the affordability of a mortgage based on the expected monthly income generated from letting the property to a tenant. The actual income generated may be different and can be influenced over time by changes within the rental market.

The applicant(s) will remain responsible for meeting the costs of the mortgage and the additional costs associated with letting property for the duration of ownership.

- **Income**

Applicants should have a minimum combined gross annual income of £25,000 per annum.

Applicant's income can include:

- gross employment income
- taxable self employed income

Income from renting property, state benefits, state pensions and investment income will not be considered, but may be taken into account when calculating the tax band applicable to an applicant.

There is no minimum income requirement for expatriate applications, but details of all income must be provided.

- **Affordability**

All applications will be subject to validation of :

- The income requirements above
- The gross rental income from the property should equal or exceed the Interest Cover Ratio (ICR) as determined by the tax band applicable to an applicants income. The tax band applicable to the applicant with the highest income will be used.

All calculations will be based on either the current reference rate published on our website, or the product charging rate plus 2%, whichever is the greater. Five year fixed rate products will be calculated using either the product charging rate or 4%, whichever is the greater.

The tax band and ICR levels are as follows:

Applicant type	Applicable ICR	Holiday lets (AST rent used)	Holiday lets* (Holiday let income used)
Basic rate tax payer (20%)	125%	125%	150%
Higher rate tax payers (40%)	140%	140%	150%
Additional rate tax payers (45%)	140%	140%	150%
Expatriates	140%	N/A	N/A

*Where evidenced holiday let income is used, an additional calculation of 100% of the achievable monthly AST rent must also be met.

We must be satisfied that the applicant(s) are able to withstand increases in mortgage interest rates, cover rental voids and be able to afford the mortgage now and after any fixed/discounted period expires. We may request evidence of contingency funds which could be used to support increased mortgage payments. We may decline an application if we believe the applicant will not be able to meet mortgage payments should interest rates increase.

3. Personal details

- **Applicant(s)**

Applications will be considered for a maximum of two individuals who should all have been resident and liable to tax in the UK for a minimum of the last two years, unless the applicants are expatriates.

Applications from limited companies are not acceptable.

All applicant(s) must have indefinite leave to remain in the UK.

At least one applicant must be the owner of a residential property or residential investment property.

All expatriate applicants must hold a current UK passport, and have had a UK bank account for at least three years.

- **Age at application**

Minimum: 21 years

The applicant(s) should not be over 80 years of age at the end of the mortgage term.

- **Identity**

Where the identity of all applicants cannot be established through the underwriting process, proof of identity verified by the solicitor or intermediary will be required. We will also accept documents certified as true copies of the originals if verified using the Post Office Identity Document Checking Service.

Expatriates will be required to provide a certified copy of their current UK passport, together with three separate proof of residency documents.

4. Credit history

A comprehensive review of the credit history for each applicant will be undertaken, which will include a credit search on all applicants. In addition, we will use a credit score in order to ascertain the acceptability of the application. A UK credit search will be carried out on expatriate applicants wherever possible.

We will not consider applications where an applicant:-

- has historic or current county court judgements
- is an historic or currently disqualified director

We reserve the right to obtain a new credit search at any time and any change in the applicant(s) credit history could lead to the application being reviewed.

It is important that we are provided with accurate information. We will check the details with Fraud Prevention Agencies and if false or inaccurate information is identified, details will be passed to the Fraud Prevention Agencies and criminal prosecution may be considered.

5. Employment

For expatriates, please see section 13 of these guidelines.

At least one applicant must be employed or self-employed as defined below.

- **Employed applicant(s):**

Applicant(s) must be in permanent non-probationary employment.

Applicant(s) on long term contract work will be considered on an individual basis.

- **Self employed applicant(s):**

Applicant(s) must have been trading in their present business for a minimum of two years and be able to provide two years accounts and/or tax returns as per our submission requirements.

Applicant(s) who work on a subcontract basis will be treated as self-employed.

An applicant will be classed as self employed where the individual owns 20% or more shareholding of the company or is employed by a family business.

- **Accepted accountancy institutes:**

- Institute of Chartered Accountants in England & Wales (ACA/FCA)
- Institute of Chartered Accountants of Scotland (CA)
- Association of Chartered Certified Accountants (ACCA/FCCA)
- Chartered Institute of Management Accountants (ACMA/FCMA)
- Association of International Accountants (AAIA/FAIA)
- Association of Authorised Public Accountants (AAPA/FAPA)
- Association of Accounting Technicians (MAAT/FMAAT) - Must be a practicing and licensed member under the AAT organisation regulations or work for, and be indemnified by, another accountancy firm with a separate qualification from the above list

6. Property

We will take a first legal charge and will only consider single self contained properties in England, Wales or Scotland (where products are available). Houses in Multiple Occupation and multi-unit blocks are not acceptable, and applications for these types of property must be made through our portfolio application process, even if the customer is classified as non-portfolio under PRA regulation.

- **Minimum property valuation:**

£75,000

- **Valuations**

A security assessment and valuation report will be arranged to determine the property value, the realistic and sustainable monthly rental income and the suitability of the property for mortgage purposes.

Any property we are considering should be lettable in its current condition.

Properties that are likely to have low demand from tenants due to their current condition, location or other factors, including poor maintenance or management of common areas, will not normally be acceptable

We reserve the right to accept or decline any individual property.

Before completion of the loan a revaluation will be arranged by us, at the applicant's expense, where the initial valuation is more than four months old.

The property must comply with the current Energy Performance Certificate Regulation, and have a minimum rating of E, unless there is an applicable exemption.

Our valuations are instructed as soon as an application is received, which may be before the case is fully underwritten. If you wish to opt out of this service on an application, and would like the valuation to be instructed after the case has been underwritten, please call us on 0345 849 4040 at the time of submission.

- **At our discretion, the following types of property may be considered on an individual basis:**

- ex local authority houses
- a flat in a block over four storeys high (ten storeys within the M25 area) or with more than 100 units
- leasehold flats or maisonettes attached to, or above, commercial premises

- **Property exclusions**

Property is unacceptable if it is:

- an ex-local authority flat or maisonette
- non-traditional construction such as concrete or timber or where existing or possible structural defects are apparent
- a shared ownership property (currently or previously)
- a converted flat where the applicant occupies a property in the same building
- a freehold flat or maisonette in England and Wales
- designated as defective under any housing legislation
- subject to agricultural or other planning restrictions
- subject to notice of mineral extraction, contaminated land or previous mining subsidence and landfill
- being purchased under the Right to Buy Scheme or Housing Association Scheme
- built within the last ten years without an NHBC certificate or other guarantee acceptable to us
- located within either ten metres of an electrical sub-station or 100 metres of an overhead high voltage cable or communication mast
- a studio flat, under 30 square metres
- a new or recently built flat where there is, or is likely to be, a low demand from tenants
- a property with an element of "flying freehold"
- a self-build property

- a property with restrictions relating to sale or occupancy such as Section 106 notice, pre-emption clause
- a property subject to chancel repairs/liability
- a property subject to issues identified by an environmental search
- a property which is commercial
- let on any other basis than a private residential tenancy agreement
- a property with solar panels installed where they are subject to a lease agreement
- a holiday let that has restrictive covenants relating to occupancy

- **Tenure**

Freehold/heritable in England, Wales and Scotland, or leasehold in England and Wales only (subject to a minimum of 85 years unexpired term at the commencement of the mortgage and 65 years unexpired term at the end of the mortgage).

Note: Possessory title is not normally acceptable.

- **Occupation**

Depending on the specific conditions of each loan, the property must either be occupied by acceptable tenants (see Let Property and Holiday Let Properties sections for details), or may be vacant between lettings for up to 90 days, subject to the terms of the insurance cover being complied with

- **Let property**

The landlord is responsible for checking the legal status of a tenant to ensure they have a permanent right to reside in the UK.

In England and Wales, property may either be let:

- on an assured shorthold tenancy subject to a minimum term of six months and a maximum of 36 months

or

- to a limited company registered in England, Wales or Scotland for up to three years or to a local authority, housing association or suitable educational institute for up to five years in all instances, provided it is subsequently occupied by a private individual or individuals whose rights of occupation do not extend beyond the term granted to the acceptable tenant.

In Scotland, property may be let:

- on a short assured tenancy subject to a minimum term of six months and a maximum term of 12 months

or

- on a private residential tenancy.

For full details please refer to the General and Special conditions booklet that is appropriate to the property location, which can be found on our website www.paragonbank.co.uk.

Each tenancy agreement must require the rent to be paid at either monthly or quarterly intervals.

Property shall not in whole or in part be let to or occupied by:

- the applicant, or any member of their family
- the vendor of the property, or any member of their family
- any previous owner of the property, or any member of their family
- an employee of the applicant
- an associated subsidiary, or parent company of the applicant

Sale-and-rent-back arrangements are not acceptable.

Holiday lets are acceptable. Please see section 12 of these guidelines for the specific criteria.

Where a tenancy agreement pre-dates the completion of the loan then the solicitor acting must ensure that our interests are fully protected.



7. Solicitors

We will normally instruct the applicant's solicitors/licensed conveyancers to act provided:

- the firm has a minimum of four partners each holding current practising certificates/licenses, operates from commercial premises, has been in business for at least three years and is currently registered with the Law Society/Council for Licensed Conveyancers
- the solicitor/licensed conveyancer acting holds a current practising certificate and is currently registered with the Law Society/Council for Licensed Conveyancers
- the firm is registered on Lender Exchange, agrees to our terms and conditions and has been accepted onto our conveyancing panel

Should an applicant(s) choose a firm that is not acceptable to us we will instruct a firm of our choosing to act on our behalf and any costs incurred will be the responsibility of the applicant(s) whether or not completion takes place.

We will not allow a change of solicitor/licensed conveyancer post-issue of Offer of loan.

In all cases, we reserve the right to instruct alternative solicitors/licensed conveyancers to act solely for us and any costs incurred will be the responsibility of the applicant(s) whether or not completion takes place.

Please see our approved conveyancing panel on our website at www.paragonbank.co.uk for a full list of approved firms.

8. Property insurance

Index linked buildings insurance will be required to be maintained for the rebuilding cost of the property.

The applicant(s) must make their own insurance arrangements subject to confirmation that the policy is acceptable to us, or, for leasehold property, the freeholders may already have adequate cover in force under the terms of the lease.

Details of the policy must be provided to confirm that suitable cover will be in force and our interest must be noted on the policy. In such circumstances the applicant must contribute towards the cost of contingency insurance taken out by Paragon, to cover any subsequent loss as a result of any inadequacy of the insurance arranged by them.

All properties must be acceptable to our insurers on standard terms ie exclusions or increased excesses must not apply.

We reserve the right to request a copy of the insurance policy where the borrower has arranged their own buildings insurance.

9. General

• Decision

When considering an application a detailed assessment of the following circumstances will be made, so that an informed decision can be reached regarding the acceptability of the case:

- the applicant's credit history
- the applicant's income and employment status
- the rental income available is sufficient to support the loan
- the suitability and value of the property
- the loan to value
- the tenant's right to reside
- the applicant's credit score

• Final decision

We reserve the absolute discretion to determine whether to make an offer and the terms on which the offer is made.

• Our Offer of Loan will lapse if completion does not take place within three calendar months of issue

- **Verification**

We will contact all applicants by telephone to verify information submitted in support of the application.

We reserve the right to validate any references or other documentation received in the course of assessing the application.

Updated references will be required where completion has not taken place within six months.

- **Legal charges**

We require a first legal charge (or in Scotland, Security) over the property.

We will not accept subsequent charges in favour of any other party, for any purpose, including borrowing from other lending institutions.

- **Interest rates, fees and redemption terms**

Please refer to the guide entitled "Buy-to-let product guide" for full details.

Any application fee/valuation fee will be charged immediately on acceptance of a case for processing and the valuation will normally be instructed immediately thereafter.

- **Direct debit mandates**

It is a condition of the loan that monthly payments are made from an account in the applicant's name(s), with a UK based bank and made by direct debit which is to be set up prior to the issue of an offer.

- **Email address**

Please note that our offer of advance will be issued by email. Therefore we require email addresses for the principal applicant, solicitor and intermediary.

10. Further advances

Further advances may be available on properties in England and Wales, subject to the criteria set out in our Non-portfolio further advance lending guidelines. Our Non-portfolio further advance products are funded by Paragon Bank PLC and will be registered by way of second charge against the property. Details of our lending guidelines and current product range can be found on our website at www.paragonbank.co.uk/intermediary/documents.

The affordability assessment will take into account both the proposed advance and the existing loans secured against the property.

If you wish to discuss an application with us, please call on 0345 849 4040. Alternatively, applications can be made on our online portal at www.paragonbank.co.uk/intermediary/mortgages/buy-to-let/product-switch-and-further-advances.

11. Product switches

If the current mortgage product incentive period is coming to an end, it may be possible to switch to a new product. Details of our current product switch range can be found on our website at www.paragonbank.co.uk/intermediary/documents.

Applications can be made on our online portal at www.paragonbank.co.uk/intermediary/mortgages/buy-to-let/product-switch-and-further-advances.



12. Holiday Let properties

We will consider applications for properties occupied as furnished holiday lets. The standard criteria set out in these guidelines will apply, but is subject to the following exceptions: -

- **Loan to value (LTV)**

The maximum loan to value per property for purchases and remortgages is as follows:

- Up to 70% LTV – maximum loan up to £500,000

Any fees that may be added to the loan are excluded from the LTV calculation.

- **Affordability**

All calculations will be based on either the current reference rate published on our website, or the product charging rate plus 2%, whichever is the greater.

The affordability of the application will be assessed in one of two ways:

- Using the rental income that can be achieved on a monthly Assured Shorthold Tenancy for the property (AST), calculated at the standard Interest Cover Ratio (ICR) percentages shown in the table below.
- Where two years holiday rental income can be evidenced by accounts, the gross annual rental income, averaged over 12 months, should equal to or exceed the ICR of 150% based on our current reference rate. There will be a secondary calculation to ascertain that holiday rental income can also cover a minimum of 100% of the achievable monthly AST rent.

Applicant type	AST rent used	Holiday let income used
Basic rate tax payer	125%	150%
Higher rate tax payers	140%	150%
Additional rate tax payers	140%	150%

We must be satisfied that the applicant(s) are able to withstand increases in mortgage interest rates, cover rental voids, manage the additional expenses associated with running a holiday let and be able to afford the mortgage now and after any fixed/discounted period expires.

- **Applicant**

Applicants to own no more than ten holiday let properties in total.

- **Property**

Available for single self-contained properties only, with no restrictive covenants regarding occupancy in place.

- **Let property**

The property must be let on an approved holiday occupancy agreement, for a maximum period not exceeding one month.

The property must not in whole or in part be let to or occupied by:

- The applicant, or any member of their family
- The guarantor, or any member of their family
- The vendor of the property, or any member of their family
- Any previous owner of the property, or any member of their family
- An employee of the applicant
- An associated subsidiary, or parent company of the applicant If the property is subsequently let out on an AST basis, the let property criteria in section 7 of these guidelines will apply.

- **Valuation**

The property will only be deemed suitable if, in the opinion of the Paragon surveyor, it is capable of being let on an AST basis, and that there is an acceptable level of rental demand.

13. Expatriate applications

We will consider applications from expatriate applicants. The standard criteria set out in these guidelines will apply, but is subject to the following exceptions:

- **Loan to value (LTV)**

The maximum loan to value per property for purchases and remortgages is as follows:

- Up to 70% LTV – maximum loan up to £750,000
- Up to 65% LTV – maximum loan up to £1,000,000

Any fees that may be added to the loan are excluded from the LTV calculation.

- **Purchase application**

Proof of the source of deposit will be required in all instances.

- **Income**

There is no minimum income requirement, but applicants must provide details of all income.

- **Affordability**

All calculations will be based on either the current reference rate published on our website, or the product charging rate plus 2%, whichever is the greater.

The affordability of the application will be assessed as follows:

- For individual and joint applicants, the gross rental income should equal to or exceed the Interest Cover Ratio (ICR) of 140%

Applicant type	Single self-contained unit properties
Expatriate applicants	140%

We must be satisfied that the applicant(s) are able to withstand increases in mortgage interest rates, cover rental voids, factor in the additional expenses associated with engaging the services of a managing agent and be able to afford the mortgage now and after any fixed/discounted period expires.

- **Applicant(s)**

Applications will be considered for a maximum of two individuals, who must hold a current UK passport, and are residing outside of the UK in one of the following countries:

Austria	Greece	Norway
Belgium	Hungary	Poland
Bulgaria	Iceland	Portugal
Canada	Ireland	Singapore
Cyprus	Italy	Slovak Republic
Czech Republic	Japan	Slovenia
Denmark	Kingdom of the Netherlands	Spain
Finland	Luxembourg	Sweden
France	Malta	Switzerland
Germany	New Zealand	United States

All applicants must have held a UK bank account for a minimum of three years.

- **Identity**

Expatriates must provide a certified copy of their current UK passport, together with three separate proof of residency documents.

- **Credit history**

A UK credit search will be undertaken wherever possible. We will not consider applications where there is evidence of poor credit history.

- **Employment**

All employment statuses are accepted, and full details must be provided as part of the application.

- **Property**

Available for single self-contained properties only, with no restrictive covenants in place.

The services of a managing agent must be engaged to oversee the property, and details of the agent must be provided prior to completion of the loan.

Where an application falls outside the guidelines but you feel it should be considered further, please refer it to us on an individual basis for a decision.

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