



INTERMEDIARY SUBMISSION REQUIREMENTS CHECKLIST

November 2020

Providing us with the right information when submitting an application can significantly reduce the amount of time that it takes for the application to move from submission to offer of loan. If you don't have all of the documentation to hand at that point, providing this to us within 24 hours of submitting the application will still allow the underwriter to review it when making their decision, and potentially reduce the need for further information being requested.

We've laid out below our minimum submission requirements, and the additional information asked for on the majority of applications. We would encourage you to send this through to us as soon as you've submitted your online application, by uploading these documents straight on to our [intermediary portal](#).

Submission requirements for all applications

	 Portfolio landlords		 Non-portfolio landlords
	Individual	Limited Company	Individual
Fully completed online application, plus an additional applicant form where there are more than two applicants	✔	✔	✔
Fully completed property schedule <i>(We can accept your own property schedule, providing it contains all of our required fields)</i>	✔	✔	✔
If employed: • the last three months' payslips	✔	✘	✔
If self-employed, the last two years: • SA302 tax calculations (or equivalent) • Tax Year Overview • Tax return / SA100	✔	✘ <i>Sole traders and for rental income from property held in personal name</i>	✔ <i>SA302 tax calculations only</i>
For limited companies whose principal purpose is holding buy to let property: • the last two years accounts, prepared by a qualified member of an accountancy body acceptable to us	✔	✔	✘
The last three months' rental bank statements <i>(To confirm all rental income and investment mortgage payments across all portfolios)</i>	✔	✔	✘
Signed direct debit instruction <i>(A copy will be emailed out upon submission of the case)</i>	✔	✔	✔

This covers our basic submission requirements and should not be relied upon as a definitive list.

Additional documentation to support applications

All cases are different, so it's important that you also send us any additional information that is relevant and could influence the underwriting decision. Some good examples of these are:

- **COVID contingency overview**

As a minimum, this should cover the following:

- Have your clients/their tenants experienced any disruption during the pandemic?
- Tenancy types, eg students/professionals/DSS etc.
- What contingency do they have to manage voids/repairs?

- **Property transaction details**

For example: deposit source; unusual title specifics, incorporation details and any information that is relevant to the underwriting decision.

- **Source of applicant's income**

For example: details of where the figures are visible on the supporting documentation.

- **Source of wealth used to acquire the properties in the applicant's portfolio**

For example: inheritance, previously high-income earner and a breakdown of portfolio growth.

If you're not sure or have any questions about the best information to supply to us in support of an application, your Regional Manager will be more than happy to talk this through with you, so please don't hesitate to call. You can find the details of your [Regional Manager on our website](#).

After their initial assessment, one of our underwriters will call to discuss your case in further detail and confirm if any additional documents are required. This is an important telephone call. If you are unavailable at that time, please ensure you call the underwriter back as soon as possible.


In the unlikely event that we require more information from you, we will call you immediately to discuss what we need and why.

Once we have received satisfactory answers to all of our enquiries, as soon as the valuation is received, reviewed and accepted, we should then be able to issue the offer of loan.


By providing the right information early on, you can not only reduce the number of times that we need to contact you, but also help us achieve our aim of reducing the time to offer, whilst still maintaining our usual high level of customer service.

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