



## Application Submission Checklist

Please complete all sections of the application form. The items listed below are the initial items we require to begin assessing the application. We understand that you may not have all the documents at the time of submission, therefore please send through when available.

### Basic requirements for loan:



**Application Declaration**  
signed and dated by all  
borrowers



**Introducer Terms  
and Conditions**  
signed by broker  
and/or packager



**Proof Identification**



**Two Proofs of Residence**  
dated within the last 3  
months



**Salary Fed  
Bank Statements**  
dated within the last  
3 months

### If exit of the loan is re-finance:



**Proof of Income**



**Completed Income  
and Expenditure form**

### If exit of the loan is sale:



**Sales particulars / marketing details for the property which  
is being sold and the property which is being purchased**

*Please note additional documents may be requested once  
the application has been fully assessed*

### Acceptable Documents



- **Application Declaration is a mandatory requirement:** we cannot begin underwriting until this has been received



- **Proof of Identification:** passport or driver's license with the photocard



- **Proof of Residence:** utility bill; credit card statement; bank statement; landline phone bill; *must all be dated within the last 3 months*; council tax demand or HMRC self-assessment letters or tax demand dated within the current financial year. Mobile phone bill; home insurance documents; *TV licenses are not acceptable*



- **Last 3 Months Bank Statement:** these must show clients salary going into their account. Online statements are acceptable if they show the clients name, account details and bank branding – *excel or word documents are not acceptable*



- **Proof of Income:** last 3 months certified payslips if the client is employed or last 2 years SA302's with tax year overviews if the client is self-employed