

Your mortgage document checklist

Application Number

Applicant Name

Please review this checklist to ensure you send us the correct documents for your mortgage application. Remember to return all of your documents together with this checklist in the prepaid envelope provided to allow us to progress your application as soon as possible.

Before you send us your documents, please make sure that the details on your Offer in Principle are correct.

Your Offer in Principle is valid for 90 days.

DOCUMENTS TO SEND BACK:

All applicants:

Proof of income		Tick when complete	
		Applicant 1	Applicant 2
Last 3 months bank statements Statements can be originals or printed from online banking (including non-earning applicants)	Must show your name, account number, 3 months salary going in and household expenditure. For joint accounts, both account holders' names must appear on statement.	<input type="checkbox"/>	<input type="checkbox"/>
Latest bank statement If your mortgage repayments are coming out of a different account to your salary	This statement must show your name, account number and sort code.	<input type="checkbox"/>	<input type="checkbox"/>
Your latest payslip Must be original and dated within the last 6 weeks. Online payslips must be printed from the employer's website with name, employer's name, pay date and payment method detailed	If you have included bonuses, commission, overtime and other allowances in your basic income as one amount and would like us to assess your application with these in mind we will require 3 months' payslips. If your bonus is paid annually or bi-annually please also provide salary slips for the month(s) in which the bonus is paid (if different from the last 3 months requested above).	<input type="checkbox"/>	<input type="checkbox"/>
Self-employed? Send us 3 years SA302s or 3 years finalised accounts	These must be original and in the same name as the applicant. SA302s can be obtained for free from HMRC. Finalised accounts must be signed by an accountant. We do not accept Tax Returns.	<input type="checkbox"/>	<input type="checkbox"/>

Only if requested in your letter:

Proof of identity and address	We accept a certified copy of your Passport or Driving Licence, and an original utility bill, bank statement or mortgage statement.	<input type="checkbox"/>	<input type="checkbox"/>
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IMPORTANT CONSIDERATIONS:

Are your documents in date?	<input type="checkbox"/>	<input type="checkbox"/>
Are your documents consecutive with all pages included?	<input type="checkbox"/>	<input type="checkbox"/>
Does the name and address on your application match your documents?	<input type="checkbox"/>	<input type="checkbox"/>
Have you checked the format of your documents against your document guide? Some documents must be originals and for some you can provide certified copies. Please check before sending.	<input type="checkbox"/>	<input type="checkbox"/>

When we have received your documents, we will make a final decision on your mortgage application.

If you have any questions, or if any details are incorrect please call us on **0345 0518446** (Minicom: **0345 055 0607**). Lines are open 8am to 9pm Mon-Fri, and 9am to 4pm on Saturdays. **This number may be included as part of any inclusive call minutes provided by your phone operator.**

FAILURE TO SEND THE CORRECT DOCUMENTATION IN FULL MAY RESULT IN DELAYS TO YOUR APPLICATION