

SUPPORTING DOCUMENTS - MINIMUM REQUIREMENTS



All documents listed below that are required to evidence status/income/personal identification and address verification must be uploaded to the case at the point of submission of the full mortgage application.

If any of these documents remain outstanding 3 weeks after submission the case will be cancelled.

Please note that if cases are cancelled due to documents not being provided within this timescale the application fee will not be refunded.

PERSONAL IDENTIFICATION:

Please ensure the following documents are current and full:

- UK/European passport (*a British Visitor's passport is not acceptable*)
- Current full or provisional UK photo card driving licence
- UK driving licence
- EU ID Card
- British Armed Forces ID Card

If any of the above are not available please contact us for guidance.

ADDRESS VERIFICATION:

- Current full or provisional UK photo card driving licence (*if not used to verify identity*)
- Current full UK driving licence
- Local Authority Council Tax Bill or statement (*valid for the current year*)
- Utility bill/statement or prepayment agreement issued in the last 3 months
(*current year for water bills*) mobile telephone statements are not accepted.
- Bank/Building Society/National Savings statement dated within the last 3 months - including Current; Savings or Loan statements (Not mortgage). Internet prints are not accepted, but bank statements printed in branch, stamped by the issuing branch, are acceptable.
- UK Credit Union statement issued within the last 3 months
- UK Credit Card bill issues within the last 3 months and showing current address
- HMRC Tax Coding/Notification/Demand/Assessment/Tax Credit letter issued within the last 12 months
- Care Home letter signed by an appropriate authority
- Letter from Commanding Officer or military unit issued in the last 3 months and confirming residency in service quarters
- Letter from UK College/University issued in the last 12 months and confirming in-house residency and dates
- Local Authority tenancy agreement issued in the last 12 months
- Letter from DWP or Job Centre Plus or local authority confirming entitlement to benefits or state pension issued within the last 12 months

OTHER:

- Signed Application Declaration Form
- Signed Direct Debit Mandate (*please also advise client's preferred date for payment collection*)
- Proof of Deposit (Purchases) - unless entirely from sale equity e.g.
 - *Savings – UK bank statements*
 - *Gifted Deposit – letter from Donor(s)** plus evidence of funds*
- New Build Property Declaration (if applicable)**

INCOME:

Employed (permanent employee): <i>Must not be FTB, receive basic salary only, and been with current employer for at least 6 months or more</i>	• Latest 1 month bank statements – showing salary receipt • Latest 1 month payslip (if paid weekly, last 4 weeks) • Latest P60
All other employed (permanent employee) including FTBs:	• Latest 3 months bank statements – showing salary receipt • Latest 3 months payslips (if paid weekly, last 12 weeks) • Latest P60
Employed on Fixed-term contract:	• Latest 3 months bank statements - showing salary receipt • Latest 3 months payslips • Latest P60 (if applicable) • CV outlining previous employment history (last 2 years in same industry required)
Contractor:	• Latest 3 months bank statements - all accounts (must show invoice payments) • Latest 3 months invoices • Copy of current and previous contract • CV outlining previous employment history (last 2 years in the same industry required)
Sole Trader / Partner:	Standard products: • Latest 3 months personal and business bank statements, and • Latest 3 years finalised trading accounts* prepared by qualified accountant (see our Lending Criteria – “Accountants” for acceptable qualification list) • or • Latest 3 years Tax Assessment Forms ** Self-employed product: • Latest 6 months personal and business bank statements • Latest 1-2 years finalised trading accounts* prepared by qualified accountant (see our Lending Criteria – “Accountants” for acceptable qualification list) • Latest 1-2 years Tax Assessment Forms (SA302's) • NB: A current year projection will also be required from the Accountant – Saffron will obtain this

Limited Company Shareholder with shareholding of 20% or more:	Please note that the on line mortgage portal asks for Net Profit. Our standard approach is that we use salary and dividends to assess affordability. Please therefore input the combined figure in the income field. Net Profit will only be considered where 100% shareholding held and Saffron discretion based on holistic view of the business. Standard products: • Latest 3 months personal and business bank statements • Latest 3 years finalised trading accounts* prepared by qualified accountant (see our Lending Criteria – “Accountants” for acceptable qualification list) • Latest 3 years Tax Assessment Forms (SA302's) Self-employed product: • Latest 6 months personal and business bank statements • Latest 1-2 years finalised trading accounts* prepared by qualified accountant (see our Lending Criteria – “Accountants” for acceptable qualification list) • Latest 1-2 years Tax Assessment Forms** • NB: A current year projection will also be required from the Accountant – Saffron will obtain this
Pension Income:	• Latest 3 months bank statements that show pension credits, plus • State Pension - DWP confirmation letter or latest P60 (no more than 12 months old) • Annuity - Last 3 months advice slips or latest P60 plus confirmation from the annuity provider • Defined benefit pension scheme - As above
Other Employment / Income Sources	Refer to the A-Z criteria guide on the website or call your BDM

*** Latest set of accounts must not be more than 18 months old**

**** Acceptable Tax Calculations:**

- HMRC Online (SA302s); or
- Commercial Software (must show tax year, name & UTR) and be accompanied by the associated Tax Year Overview document; or
- Paper SA302's

ADDITIONAL INFORMATION FOR THE FOLLOWING PRODUCTS:

Self Build / Custom Build:

Supplementary Information Sheet** / Planning Permission / Drawings & Plans / schedule and costings for works

****These documents are available via the ‘Other Documents’ link on our website**

Please upload the supporting documents via the Portal at the point of FMA submission.

www.saffronforintermediaries.co.uk for more information