

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.

IMPORTANT

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 any relevant application fees will not be refunded.

PERSONAL IDENTIFICATION:

Where possible we will verify ID electronically. If this is not possible the following will apply. Please ensure the following documents are current and full:

All cases must have proof of Identification and Residency provided and certified.

- UK/European passport (*a British Visitor's passport is not acceptable*)
 - If the applicant is an EU National, they must have full settled status under the EU Settlement Scheme.
- Current full or provisional UK photo card/paper 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 or full UK paper old style licence (*If using for ID verification, please provide another form of address verification*)
- 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 – Wet Signature required (*this document will be available upon submission of a full mortgage application – Please refer to documents section within the case summary. Please note that you will need to maximise the documents tab to download the declaration*).
- Signed Direct Debit Mandate - Wet Signature required (*this document will be available upon submission of a full mortgage application – Please refer to documents section within the case summary*)
- Clients preferred date for Direct Debit Collection (*Please add a note on the case to confirm this*)
- 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
 - Gifted Deposit letter template available [here](#)

INCOME:

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| <p>Employed (permanent employee): <i>Must receive basic salary only, and been with current employer for at least 6 months or more</i></p> | <ul style="list-style-type: none"> • Latest 1 month bank statements – showing salary receipt • Latest 1 month payslip (if paid weekly, last 4 weeks) • Latest P60 |
| <p>Employed on Fixed-term contract:</p> | <ul style="list-style-type: none"> • Latest 1 months bank statements - showing salary receipt • Latest 1 months payslips • Latest P60 (if applicable) • CV outlining previous employment history |
| <p>Zero-Hour or Temporary Contractors <i>Primary and secondary borrower allowable with minimum 1 year working experience</i></p> | <ul style="list-style-type: none"> • Latest P60's • Last 3 months payslips |
| <p>Contractor:</p> | <ul style="list-style-type: none"> • Latest 1 months bank statements - all accounts (must show invoice payments) • Latest 1 months invoices • Copy of current evidencing a minimum of 3 months since the start of the contract (excluding Construction Industry Scheme Contractors) • CV outlining previous employment history |
| <p>Construction Industry Scheme Contractor: <i>Minimum of 1 years history of working experience (may be with different employers)</i></p> | <ul style="list-style-type: none"> • Latest 3 months bank statements - all accounts (must show invoice payments) • Latest 3 months payslips |

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| <p>Sole Trader</p> | <p>Standard products:</p> <ul style="list-style-type: none"> • Latest 1 month personal bank statements • Latest 2 years SA302's/Tax Returns and corresponding Tax Year Overview <p>Self-employed product:</p> <ul style="list-style-type: none"> • Latest 1 month personal bank statements • First year's SA302/Tax Return and corresponding Tax Year Overview • We will request a current year projection from the Accountant – The accountants must be suitably qualified. Please refer to the SFI lending criteria here for the full list. |
| <p>Partnership (Less than 10) and not an LLP</p> | <p>Standard products:</p> <ul style="list-style-type: none"> • Last 3 years Tax Calculations* • Last 3 months personal and business bank statements <p>Self-employed product:</p> <ul style="list-style-type: none"> • Latest 6 months personal and business bank statements • Latest 1-2 years Tax Calculations* • We will request a current year projection from the Accountant – The accountants must be suitably qualified. Please refer to the SFI lending criteria here for the full list |
| <p>Partner in a Limited Liability Partnership (LLP) or in a firm with 10 or more partners.</p> | <p>Standard products:</p> <ul style="list-style-type: none"> • Latest 1 month personal bank statements • Last 2 years SA302's/Tax Returns and corresponding Tax Year Overview • Last 2 years finalised trading accounts prepared by an acceptable accounting body (must be able to determine partnership share) <p>Self-employed product:</p> <ul style="list-style-type: none"> • Latest 1 month personal bank statements • First year's SA302's/Tax Returns and corresponding Tax Year Overview • A current year projection will also be required from the Accountant – The accountants must be suitably qualified. Please refer to the SFI lending criteria here for the full list. |
| <p>Limited Company Shareholder with shareholding of 20% or more:</p> | <p>Please note that the online 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.</p> <p>If applicant is a minimum 50% shareholder we may consider Net Profit after tax.</p> <p>Standard products:</p> <ul style="list-style-type: none"> • Latest 1 month personal bank statements • Latest 2 years finalised trading accounts prepared by qualified accountant (see our Lending Criteria – Accountants for acceptable qualification list) • Latest 2 years SA302's/Tax Returns and corresponding Tax Year Overview <p>Self-employed product:</p> <ul style="list-style-type: none"> • Latest 1 month personal bank statements • First year's finalised trading accounts prepared by qualified accountant (see our Lending Criteria – Accountants for acceptable qualification list) • First year's SA302's/Tax Returns and corresponding Tax Year Overview • A current year projection will also be required from the Accountant – The accountants must be suitably qualified. Please refer to the SFI lending criteria here for the full list. |

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| Limited Company BTL Additional Documents: | <ul style="list-style-type: none"> • Latest set of audited accounts (where company established for minimum of 18 months) • Latest year's SA302's/Tax Returns and corresponding Tax Year Overview • Personal Guarantees for total borrowing (to include accrued interest & costs) from all Directors – <i>Please note this is an offer condition that will need to be satisfied by the solicitor.</i> • Resolution from Board of Directors agreeing to the loan and verified by Society's legal representative – <i>Please note this is an offer condition that will need to be satisfied by the solicitor.</i> |
| Portfolio Landlord Documents: <i>(For applicants with 4 or more mortgaged BTL properties)</i> | <ul style="list-style-type: none"> • <u>Property Portfolio Form</u> – Form to include properties held in both personal and business names - all applicants portfolio details can be submitted on the same form • <u>Business Plans</u> – Form includes cash flows and personal assets and liabilities form <i>For Limited Company Buy-to-Lets please complete this form for each director Personal assets and liabilities section must be completed for each applicant</i> |
| Pension Income: | <ul style="list-style-type: none"> • Latest 3 months bank statements that show pension credits • State Pension - DWP confirmation letter or latest P60 (no more than 12 months old) • Annuity and Defined Benefit Pension Scheme - Latest advice slip or latest P60/Tax Calculations and latest 1 months bank statements • Defined Contribution Pension Scheme Pot including SIPP's - Latest year's annual statement • Investment income - Latest year's annual statement |
| Rental Income | <ul style="list-style-type: none"> • Most recent year's SA302's/Tax Returns and corresponding Tax Year Overview or latest year's audited accounts (if using net profit) • Property Portfolio Form |
| Self-Build/Custom Build | <ul style="list-style-type: none"> • <u>Supplementary Information Sheet</u> • Planning Permission • Drawings & Plans • Detailed Schedule of works and costings. |
| Other Employment/ Income Sources | Refer to the <u>A-Z criteria guide</u> on the website |

*** Acceptable Tax Calculations:**

- HMRC Online (SA302s)
- Paper SA302s
- Commercial software-generated calculations (must show tax year, name & UTR)

Please note that all three of these documents must be accompanied by the corresponding Tax Year Overview document.

Please upload the supporting documents via the Portal at the point of full mortgage application (FMA) submission. Please ensure all documents are clearly labeled (e.g. '1 months bank statements for App 1' and uploaded against the checklist items. This will help to speed up the processing of your application.

www.saffronforintermediaries.co.uk for more information.