

# BUY TO LET CHECKLIST.

**Our checklist items are the evidence or information you need to provide to support the application.**

**The specific items you need for each individual case will show on the Summary Screen in the Portal (see the Checklist Item section).**

**This guide will help you to submit the right documents so we can get your case to offer as quickly as possible.**

## APPLICANT

Checklist Item	What we need... (where listed as portal checklist item or specifically requested)			
Proof of applicant income	<p>One or more applicants must be employed/self-employed or be in receipt of pension income.</p> <p>Proof of income is not required in every case, but may be required at U/W discretion.</p>			
Evidence of income		Payslip/Contract (weekly payslips acceptable if applicant is paid weekly)	Accounts or Tax Calculation (SA302) with the corresponding Tax Year Overview	Other
	Employed	1 months	-	P60
	Fixed Term Contractor	1 months	-	P60 and invoice plus copy of contract
	Self-employed - Sole trader	-	Latest	-
	Self-employed - Sole trader	-	Latest	-
	Sub-contractor	1 months	-	-
	Limited Company Director	-	Latest	-
	Retired	-	Latest Pension statement or other income source	-
Proof of Basic Rate Tax Status - All Applicants	Where all applicants are declared as basic rate tax status during application, proof of basic rate tax status will be required. Where ICR meets 140%, we will assess the cases as such and will not require proof of tax status.			
Applicant signed declaration	Provide the Application Signed Declaration form.			
Right to Reside (for non EEA applicants)	Provide certified proof of Right to Reside for the relevant applicant and passport OR a copy of their UK government Share Code.			
Skilled Worker / Health and Care Visa	Provide certified proof residency status in the UK for the relevant applicant through passport stamp OR other immigration documentation such as evisa together with Share Code.			
IVA/Scottish Trust Deed Completion Certificate	Completion Certificate (showing the applicants full name) from the managing agent confirming the IVA/Scottish Trust Deed was conducted appropriately.			
Bankruptcy Discharge Certificate	Bankruptcy Discharge Certificate (showing the applicant full name) confirming they were discharged from bankruptcy more than 6 years ago.			
Applicant (including any Director) aged 80 or over at end of term	Applicants (including any Directors) older than 80 years at the end of the mortgage term should have a clear succession plan in place. Please provide confirmation of this.			

## LOAN

Checklist Item	What we need...
Direct Debit Mandate	<p>A Direct Debit mandate is required.</p> <p>The Direct Debit mandate must be from an account in the applicant's own name.</p> <p>For Limited Company/LLP applications we can accept Direct Debit mandates from one of the applicant's personal accounts or from the Limited Company/LLP account.</p>
Secured Lending Statements	<p>Where TML are unable to identify mortgage payment profiles from bureau data, we may request mortgage statements or a lender's reference.</p>
Void Reserves	<p>TML may request evidence that the applicant holds a minimum of 3 months of funds to meet mortgage payments in instances of rental voids. A full copy of a bank or deposit statement/bank data in an electronic format from an approved source demonstrating an acceptable level of savings may also be required.</p>

## DEPOSIT

Checklist Item	What we need...
Gifted Funds/Equity Form	<p>Complete and provide the following, available on our downloads page intermediaries. <a href="http://themortgagelender.com/intermediaries/downloads/">themortgagelender.com/intermediaries/downloads/</a></p> <p>For Gifted Deposit Cases</p> <p>Gifted Funds/Equity Form</p> <p>Certified ID for the donor (if we cannot ID electronically)</p> <p>Evidence of funds (bank statements or other document evidencing the funds)</p> <p>For Gifted Equity Cases</p> <p>Gifted Funds/Equity Form</p> <p>Certified ID for the donor (if we cannot ID electronically)</p>
Gifted Deposit - Evidence	<p>Provide evidence of the donor funds.</p>
Proof of Sale Proceeds	<p>Provide a letter from a solicitor confirming the sale proceeds will cover the deposit.</p>
Proof of Savings	<p>Provide at least 3 months' recent bank statement(s) showing a build-up of regular savings covering the full deposit amount. If the savings are not generated by the applicant's own resources or have been derived from lump sum payments, please provide full details.</p>
Proof of Inheritance	<p>Provide a letter from a solicitor confirming the inheritance covers the deposit and bank statements showing the funds.</p>
Proof of Sale of Shares/Investment	<p>Provide a contract note confirming sale of shares/investment and bank statements showing the funds</p>
Other Deposit	<p>Provide evidence and source of funds for the deposit.</p>
Vendor/Builder Incentives	<p>Confirmed by a Solicitor and Valuer using a UK Finance Disclosure of Incentives Form.</p>

## PROOF OF IDENTITY (POI)

Checklist Item	What we need...		
	Section A	Section B	Section C
We will try to electronically ID all applicants, but where we can't, please provide 1 document from Section A or 1 document from Section B and 1 from Section C.	Full (signed) UK passport Non-UK (signed) passport UK issued travel document (signed) and Grant of Asylum letter (both required). UK Photo Card Driving Licence (signed) UK Provisional Photo Card Driving Licence (signed) UK issued Firearm Certificate/Shotgun Licence EEA state member: Valid travel document or Official EU ID cards	UK (signed) Paper Driving Licence - Old Style Latest HMRC Tax Coding Notice State Benefit Notification Letter (Tax Credit Notifications are not acceptable) HM Forces Identification Card	Bank/Building Society Statement Utility Bill (excluding mobile phone & catalogue/mail order) Credit Card Statement State Benefit Notification Letter (Tax Credit Notifications not acceptable) Most recent Lender Statement* Current Local Authority Council Tax Notification*
Documents from Section C must be dated within the last 3 months except if indicated by (*) & must contain the applicant's full name & address. We require separate documents for POI & POR.			
Where we require you to provide copies of the documents being used, you must certify them appropriately. Where photographic identification is being supplied and the transaction has been conducted on a 'face-to-face' basis, you must also confirm that the photograph is a 'true likeness' of the individual. The certification must clearly state your full name, the name of the firm you represent, the FCA number of the firm and be signed and dated. We may at any time contact you to request details of your CDD processes and/or copies of your records, including identification documents.			

## PROOF OF RESIDENCY (POR)

Checklist Item	What we need...
We will try to electronically confirm POR for all applicants, but where we can't, please provide 1 of the following documents.	HM Forces Identification Card Bank/Building Society Statement Utility Bill (excluding mobile phone and catalogue/mail order) Credit Card Statement State Benefit Notification Letter (Tax Credit Notifications are not acceptable) UK Photo Card Driving Licence (signed)* UK Provisional Photo Card Driving Licence (signed)* Latest HMRC Tax Coding Notice* Most recent Lender Statement* Current Local Authority Council Tax Notification*
Documents must be dated within the last 3 months except where indicated by an (*) & must contain the applicants full name & address. We require separate documents for POI & POR.	
Where we require you to provide copies of the documents being used, you must certify them appropriately. Where photographic identification is being supplied and the transaction has been conducted on a 'face-to-face' basis, you must also confirm that the photograph is a 'true likeness' of the individual. The certification must clearly state your full name, the name of the firm you represent, the FCA number of the firm and be signed and dated. We may at any time contact you to request details of your CDD processes and/or copies of your records, including identification documents.	

## LIMITED COMPANIES/LLP

Checklist Item	What we need...
Personal Guarantee	We require a personal guarantee from ALL Directors and Shareholders, regardless of the number of applicants and their shareholding. Directors and Shareholders under the age of 18 are exempt, but require proof of age.
Directors or shareholders	We will accept up to 4 directors or shareholders. They must cover a minimum of 75% shareholding. If the company has less than 4 directors or shareholders, all must be included in the mortgage application
Limited Company/LLP applications	We will only accept applications from Special Purpose Vehicle (SPV) Ltd companies.
Acceptable Standard Industrial Classification (SIC) Codes	8100 Buying and selling of own real estate. 68209 Other letting and operating of own or leased real estate. 68320 Management of real estate on a fee or contract basis. 68201 Renting and operating of Housing Association real estate. 55100 Provision of accommodation for short term stay 55209 Other holiday and other collective accommodation
Verifications	We require a Certificate of Incorporation.

## PORTFOLIO LENDING

Checklist Item	What we need...
Portfolios of 4-10 properties	Complete the Portfolio Details Form and Business Plan.
Portfolio of more than 10 properties	Complete the Portfolio Details Form, Business Plan, Assets and Liabilities Form and Cashflow Statement
Subsequent portfolio submissions	For any cases across a 12-month period following the first Portfolio Submission, there may be the opportunity to follow a more streamlined application process. That means we'll use the existing documents that have been submitted and only require a reduced number of documents to support the application. Please refer to our website or Business Development Manager/Key Account Manager for more information.

## OTHER

Checklist Item	What we need...
Employment Reference	TML has requested an employment reference for the relevant applicant.
Arboriculturist Report	Provide Arboriculturist Report as detailed in the valuation report.
Drain Report	Provide the Drain Report detailed in the valuation report.
Electrical Report	Provide the Electrical Report detailed in the valuation report.
Roofing Report	Provide the Roofing Report detailed in the valuation report.
Structural Engineer's Report	Provide the Structural Engineer's Report detailed in the valuation report.
Timber/Damp Report	Provide Timber/Damp Report detailed in the valuation report.
EWS1	Provide EWS1 form in line with RICS guidance or where detailed in the valuation report.
Warranty Type - Other	Provide information on the warranty type for the building.
Owner without mortgage	Provide an estimate of the value of the applicant(s) current residence.

## DID YOU KNOW...

You can send messages directly to our Underwriting Team through the system, just go to the Case Summary Screen, Notes section and click Add new.

## TIPS...

Solicitors – Applicants' Own Solicitors: TML will operate a market standard legal panel which offers applicants a choice of firm from a wide panel of solicitors/licensed conveyancer firms, whose activities are overseen by a panel manager firm appointed by TML (currently LMS). Each member of the

TML panel will have at least three partners or three authorised persons with respect to solicitors or conveyancers respectively. For Buy to Let loans to a Company or LLP, solicitors need to have experience of transactions of this nature and so separate confirmation should be sought from TML that a firm is suitably qualified to act.

If the applicant wishes to instruct a non-panel solicitor/licensed conveyancer to act on their behalf, they can do so, however in this scenario, TML will appoint its own firm to act on its behalf and the applicant will be required to pay both sets of fees. There may be other situations in which TML appoints its own firm to act on its behalf, for example, on feesassisted products. In situations of this nature, TML will appoint a firm from its preferred panel.

**THANKS  
FOR CHECKING.**