



# Criteria and Packaging Guide



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# Lending Criteria at a glance

The information contained in the table below is a summary overview of current Residential and Buy to Let lending policy. To view detailed information please ensure you refer to the 'knowledge' help centre within the Intermediary Hub.

	Residential	Buy to Let																			
Term	Minimum: 5 years Maximum: 40 years (25 years for Interest Only and 35 years for Family Springboard)	Minimum: 5 years Maximum: 35 years Interest Only (25 years for Repayment)																			
Maximum LTV	Purchase application-95% LTV (100% LTV Family Springboard) Interest Only maximum-75% LTV Part and Part maximum-85% LTV Like for Like remortgage-90% LTV Remortgage with capital raising-85% LTV Remortgage with debt consolidation-80% LTV New Build houses-90% LTV New Build flats-85% LTV *Specific limits apply for Special Schemes. For more information, see full lending criteria Maximum LTV is subject to product availability.	<ul style="list-style-type: none"> <li>LTV should be calculated based on the lower of purchase price or valuation obtained</li> <li>ALL Maximum LTV thresholds noted are subject to product availability at time of application.</li> </ul> <table border="1"> <thead> <tr> <th rowspan="2">LTV</th> <th colspan="3">Maximum loan size</th> </tr> <tr> <th>New Build</th> <th>Flats</th> <th>Houses</th> </tr> </thead> <tbody> <tr> <td>≤60%</td> <td>£1m</td> <td>£2m</td> <td>£2m</td> </tr> <tr> <td>&gt;60-70%</td> <td>£500k</td> <td>£1m</td> <td>£1m</td> </tr> <tr> <td>&gt;70-75%</td> <td>£500k</td> <td>£500k</td> <td>£1m</td> </tr> </tbody> </table>	LTV	Maximum loan size			New Build	Flats	Houses	≤60%	£1m	£2m	£2m	>60-70%	£500k	£1m	£1m	>70-75%	£500k	£500k	£1m
LTV	Maximum loan size																				
	New Build	Flats	Houses																		
≤60%	£1m	£2m	£2m																		
>60-70%	£500k	£1m	£1m																		
>70-75%	£500k	£500k	£1m																		
Loan Size	Minimum Loan: £5,000 Maximum Loan: Bespoke product pricing above £5 million Houses > 85% LTV maximum loan of £570,000 Flats > 85% LTV maximum loan of £275,000	Minimum individual loan: £35k Maximum individual loan: £2m Flats >70% LTV maximum loan of £500k Flats >60% LTV maximum loan of £1m New Builds >60% LTV maximum loan of £500k All New Builds maximum loan of £1m *Loans above £1m require the borrower to earn more than £75k personal income or £100k if a joint application and will be capped at 60% LTV																			
Interest Only Criteria	Maximum 75% LTV (interest only element of mortgage) Customers may be able to borrow up to 85% LTV with a Part and Part repayment option the Interest Only element would be to a maximum of 75% (50% if the repayment strategy is sale of the mortgaged property) Minimum income: £75,000 gross annual income for a single applicant or £100,000 for a joint application where no individual earns more than £75,000. The income components considered when deciding if the minimum income requirements are met are: Basic PAYE Salary + sustainable PAYE allowances + self-employed income. Repayment vehicles: Max 75% LTV: <ul style="list-style-type: none"> <li>Endowment policy</li> <li>Existing Stocks and Shares ISA</li> <li>Existing share or unit investment trust (professionally managed)</li> </ul> Max 50% LTV: <ul style="list-style-type: none"> <li>Sale of Property (clients are required to have a minimum equity of £300,000 for a property in Greater London, £250,000 for a property South East and East Anglia, and £200,000 for a property located anywhere else in the UK).</li> </ul>	Maximum 75% LTV Repayment vehicles: Sale of property is an acceptable repayment vehicle for all BTL applications																			
Affordability	A full affordability assessment is undertaken during application/underwriting, which includes stressing existing borrowing and, new or additional borrowing at differing internally managed rates, which are applied automatically. To support with affordability Joint borrower/sole proprietor applications can be considered. For any repayment mortgage term greater than 35 years and up to 40 years, a maximum term of 35 years would be applied for affordability purposes.	£25,000 minimum gross personal/earned income per annum for individual loans of £35,000 to £1m (for joint applications, at least one applicant must earn £25k). £75,000 minimum gross personal/earned income for individual loans above £1m (£100k for joint applicants, where neither one earns £75k). Applications for customers that meet the following criteria will initially be assessed on an Interest Coverage Ratio (ICR) basis: <ul style="list-style-type: none"> <li>Currently own or part own a UK residential owner occupied property</li> <li>Require a loan amount ≤£1m</li> <li>Not a portfolio landlord (hold 4 or more BTL mortgages upon completion)</li> <li>Any rental income from background properties must cover mortgage payments at 100%+.</li> <li>The cover required will be dependent on the customer's income tax band: The gross rental income, confirmed by the valuer, must cover the stressed monthly mortgage interest payment by at least – Basic Rate Taxpayers – 125% Higher/ Additional Rate Taxpayers – 160%.</li> </ul> If the applicant doesn't meet the minimum ICR eligibility they are required to pass an affordability test which includes an interest rate stress test applied automatically. Joint borrower/sole proprietor considered to support minimum income and affordability criteria.																			
Portability	Rates are generally portable subject to terms and conditions.																				
Offer Validity	6 months from date of submission (6-month new-build offer extension may be available subject to request).																				
<b>Applicants</b>																					
Maximum Applicants	4 (maximum of 2 applicants' income will be considered, therefore applicants 1 and 2 should have the highest incomes) and all applicants' commitments and liabilities will be considered for affordability)																				
Minimum Age	18 years																				
Maximum Age	No maximum age, however applications will usually be subject to manual underwriter assessment if the proposed term takes an applicant into retirement or past age 70 and their income is required for affordability purposes. Affordability must be demonstrated for the full term.	Mortgage term must not extend beyond age 80 years for any applicant																			
Lending into Retirement	Applications may still be considered on an individual basis where they can evidence their ability to repay the mortgage where it extends into retirement	Lending into retirement considered, providing at least one applicant meets minimum income requirements in retirement – documentary proof required where retirement stated to begin within 5 years of application submission or if already retired																			
Allowable Gross Income	Please review Allowable Income tables within the 'knowledge' Help centre within the Intermediary Hub	Please review Allowable Income tables within the 'knowledge' Help centre within the Intermediary Hub																			

Property		
Location	England, Scotland, Wales, and Northern Ireland	England, Scotland, Wales, and Northern Ireland
Tenancy	N/A	Assured Shorthold Tenancy/Occupation Contract: min term 6 months, max term is 2 years Model Tenancy Agreements (MTA) considered but must not exceed term of IO mortgage. Note: Company/Corporate Lets permitted (min term 6 months, max term 3 years remaining)
Maximum Exposure	N/A	£2m – maximum loan per property £3m – maximum aggregate BTL borrowing with Barclays Maximum 10x Income Cap £4.5m – maximum aggregate BTL borrowing across all lenders, including Barclays
Maximum Mortgaged Rental Properties	N/A	BTL Investors – max 3 mortgaged BTL/PTL properties across all lenders, including Barclays BTL Landlords – max 6 mortgaged BTL/PTL properties with Barclays and max 10 mortgaged BTL/PTL properties across all lenders, including Barclays Note: Cap applies to distinct mortgaged rental properties held. It no longer applies at individual applicant level HMOs – unacceptable if mandatory local authority licence required (HMOs which have been designated by the local housing authority as being subject only to additional/selective licencing can be accepted).
<b>Further support</b>  'Knowledge' section within the Intermediary Hub  Get in touch via web chat  0345 073 3330		

# Six steps to perfect packaging

This guide is designed to identify all the documentation required to support a new Barclays mortgage application. Please review each section to identify which elements are applicable to your customer.

Additional documentation may still be requested. Please read this document in conjunction with the lending criteria on our Intermediary website: <https://intermediaries.uk.barclays/home/lending-criteria/>

## 1. For customers who have employed income

Basic Income & Taxable Allowances (e.g. Shift allowance)	Overtime, Commission and Bonus paid monthly (or more frequently)	Annual/Quarterly Bonus (or bonus paid less frequently than monthly)
<ul style="list-style-type: none"> <li>Latest month's payslip (or 5 consecutive payslips if paid weekly)</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>Corresponding latest full month's bank statement for applications above 85% LTV. We may also request this document on certain cases at our discretion.</li> </ul> <p>Where the latest bank statement does not show the most recent salary credited the previous payslip must also be submitted.</p>	<ul style="list-style-type: none"> <li>Latest 3 months' payslips confirming monthly/ weekly bonus or overtime/commission where received (5 payslips if paid weekly)</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>Corresponding latest full month's bank statement for applications above 85% LTV. We may also request this document on certain cases at our discretion.</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>Latest P60 confirming the amount of commission, monthly bonus and/or overtime income received</li> </ul> <p>Note: The amount used for affordability purposes will be 100% of the three-month average (if supported by the latest P60), otherwise we will use the <b>higher</b> of the figure supported by the P60 or 50% of the three-month average.</p>	<ul style="list-style-type: none"> <li>Latest 2 years' P60s</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Latest 2 years' Tax Year End payslips showing total income (normally March)</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Previous 2 years' individual payslips showing bonus payments</li> </ul>

All payslips must display the customer's name and show the date, gross income, and net income. If the payslips are two-sided, please upload both sides, so that the name of the customer and their employer can be clearly seen.

Bonus, Commission and Overtime paid monthly or more frequently

- Capped at 100% of basic salary plus allowances
- Applies for both affordability and income multiples.

Annualised Bonus – Including any bonus paid less frequently than monthly

The lower of; the latest year's bonus or average bonus over the 2 most recent years, then:

- 100% used for income multiples and NOT capped in line with salary
- 50% used for affordability, NOT capped in line with salary.

## 2. For customers who have self-employed income

Self-Employed Sole trader or general partner (including rental income for residential applications)	Ltd Company Director
<ul style="list-style-type: none"> <li>• Latest 2 years' HMRC Tax Assessments (SA302) OR Latest 2 years' Tax Calculations*</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Latest 2 years' HMRC Tax Year Overviews showing the full tax liability has been paid (the most recent year may be replaced by Financial Accounts produced by a qualified accountant)</li> </ul> <p>Note: Any overdue tax liability must be entered as a commitment unless evidence is received that it has been paid.</p>	<ul style="list-style-type: none"> <li>• Latest 2 years' HMRC Tax Assessments (SA302) OR Latest 2 years' Tax Calculations*</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Latest 2 years' HMRC Tax Year Overviews showing the full tax liability has been paid (the most recent year may be replaced by Financial Accounts produced by a qualified accountant)</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Most recent year's Trading Accounts produced by a qualified Accountant. These must be dated within 18 months of the application submission date.</li> </ul>
Equity Partner in an LLP	Limited Company Directors (Using Profit After Tax (PAT) as Income)
<p><b>If &lt;1yr with LLP &amp; Employed previously:</b></p> <ul style="list-style-type: none"> <li>• The latest contract to evidence income</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• The most recent bank statement – to evidence income received is in line with the contract</li> </ul> <p>AND</p> <p><b>Where the applicant's equity share in the LLP is ≥20%:</b></p> <ul style="list-style-type: none"> <li>• Most recent year's trading accounts produced by a qualified Accountant (dated within 18 months of the application start date)</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Last P60</li> </ul> <p><b>If &lt;1yr with LLP &amp; Self-Employed previously:</b></p> <ul style="list-style-type: none"> <li>• The latest contract to evidence income</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• The most recent bank statement – to evidence income received is in line with the contract</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Latest 2 years' HMRC Tax Assessments (SA302) OR Latest 2 years' Tax Calculations*</li> </ul> <p>AND</p> <p><b>Where the applicant's equity share in the LLP is ≥20%:</b></p> <ul style="list-style-type: none"> <li>• Most recent year's trading accounts produced by a qualified Accountant (dated within 18 months of the application start date)</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Latest 2 years' tax overviews</li> </ul> <p><b>If 1yr+ with LLP (or long enough to have completed their first tax return reflecting one full year as partner):</b></p> <ul style="list-style-type: none"> <li>• Latest years' HMRC Tax Assessments (SA302) OR Latest years' Tax Calculations*</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Latest tax overview</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• The latest contract to evidence income</li> </ul> <p><b>If &gt;2yrs with LLP (or long enough to have completed at least two tax returns reflecting at least two full years as partner):</b></p> <ul style="list-style-type: none"> <li>• Latest 2 years' HMRC Tax Assessments (SA302) OR Latest 2 years' Tax Calculations*</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Latest 2 years' tax overviews</li> </ul> <p>AND</p> <p><b>Where the applicant's equity share in the LLP is ≥20%:</b></p> <ul style="list-style-type: none"> <li>• Most recent year's trading accounts produced by a qualified Accountant (dated within 18 months of the application start date)</li> </ul> <p>Note: In all cases – where the contract carries repayment terms of interest charges for a partnership loan this is to be captured as a commitment.</p>	<p>Profit, after any applicable corporation tax has been deducted, can be considered towards the affordability assessment, in addition to the applicant's director's salary where applicable, where the following requirements are met:</p> <ul style="list-style-type: none"> <li>• The Loan amount (less capitalised product fees) is ≥£1m</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• The borrower(s) collectively own greater than 50% of the company's shares. For applications of this nature, we will require:</li> <li>• Latest 2 years' HMRC Tax Assessments (SA302) OR Latest 2 years' Tax Calculations*</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Latest 2 years' HMRC Tax Year Overviews showing the full tax liability has been paid (the most recent year may be replaced by Financial Accounts produced by a Chartered Accountant)</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Latest 2 years' trading accounts produced by a Chartered Accountant. The most recent years' accounts must be dated within 18 months of the application submission date</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Accountant's Reference (to support the application we will require additional information from the company accountant.) Details of the information required can be found in the 'useful Documents' section at <a href="https://intermediaries.uk.barclays/">https://intermediaries.uk.barclays/</a></li> </ul> <p>Please note: The maximum amount of Limited Company profit after tax (PAT) that can be considered as part of the overall affordability assessment is the lower of: 50% of the three-year average Limited Company PAT, or 50% of the Limited Company PAT for the latest trading year. The amount of PAT used will be determined by the percentage shareholding of the applicant. The Maximum amount of PAT used towards affordability cannot exceed 5x the average (Salary + Dividends) paid to the applicant(s) over 2 most recent years.</p>

### Equity Partner in an LLP with overseas profit

Where the income/profit share attributable to the applicant from the overseas profit is required for affordability purposes:

If overseas profit is remunerated in Sterling with no exchange from any foreign currency this income can be considered. To evidence this information, the letter from the Finance Director/senior partner, mentioned above, must also confirm the following:

- How long the applicant has been a partner in the firm;
- Applicant's level of Income;
- Jurisdiction where the applicant is based;
- That the applicant is contracted and remunerated in sterling

\*A tax calculation is either

- An online print from the HMRC website showing the breakdown of the customer's income – customers should be recommended to use this approach, or
- The calculation or computation submitted by the customer's accountant to HMRC, this should be produced via accountants' commercial software and will need to have the unique tax reference number (not required if present on Latest 2 Years' Tax Year Overviews provided) and customer's name
- SA302 provided by HMRC – where online version is not available.

Tax Year Overviews should only be accepted where they demonstrate full payment of any tax liability. Where Year 2 documentation does not demonstrate this, underwriters have discretion to request financial accounts; however any outstanding tax liability must be accounted for when assessing affordability. All supporting documentation provided for the most recent year (Year 1) must relate to a period ending no earlier than 18 months prior to the date of mortgage submission.

It is not acceptable to rely on tax calculations alone as verification of UK taxable income.

## 3. For customers who are on a Fixed-Term Contract

Employed on a PAYE basis e.g. via an Umbrella/Agency (inc. professional sports)	Self-Employed using Daily Rate calculation	Self-Employed
<ul style="list-style-type: none"> <li>• Please refer to the 'For customers who have employed income' section</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Evidence of 12 months' contracts (a minimum of 2 contracts must be provided if latest contract covers &gt;12mths) is required – the only exception is where the applicant has recently moved from employee to contractor and provides services to their previous employer. In this case, we require confirmation that the client employed the applicant for at least 3 years before they became a contractor along with a copy of the service contract showing terms of remuneration, duration of contract and conditions of cancellation or termination.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of 12 months' contracts (a minimum of 2 contracts must be provided if latest contract covers &lt;12mths) is required – the only exception is where the applicant has recently moved from employee to contractor and provides services to their previous employer. In this case, we require confirmation that the client employed the applicant for at least 3 years before they became a contractor along with a copy of the service contract showing terms of remuneration, duration of contract and conditions of cancellation or termination</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Latest 3 full months' consecutive personal bank statements confirming receipt of income</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Latest 3 full months' consecutive business bank statements confirming receipt of income</li> </ul>	<ul style="list-style-type: none"> <li>• Please refer to the 'For customers who have self-employed income' section</li> </ul>

**Note:** Applicants employed in professional roles where contracts are provided on a fixed term basis, but each contract rolls to the next placement and so the overarching employment does not change (i.e. Junior Doctors, Teachers, Junior Solicitors), should be keyed as employed. These roles will all receive a salary.

## 4. For customers with other sources of income

Rental Income (BTL Applications)	Foster Income	Maintenance
<ul style="list-style-type: none"> <li>• Latest 3 consecutive full months' bank or building society statements showing receipt of all rental income.</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• To evidence rental income prior to any deductions where the property is managed: The most recent monthly letting agent fees statement. This must be dated within the last 3 months and verified on a corresponding bank statement.</li> </ul> <p>Care: A tenancy agreement (AST/Occupation Contract) should not be provided; where rental income cannot be evidenced by way of bank statements e.g., because the applicant is paid rent in cash, this cannot be accepted.</p>	<ul style="list-style-type: none"> <li>• Latest 2 years' Local Authority Council Statements (latest dated in last 18 months)</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• A letter from the foster agency confirming the total foster income received for each of the last two years</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Last 3 months' bank statements showing foster income</li> </ul> <p>Note: Foster income should be recorded as per self-employed income using the total annual income as detailed on the Local Authority Council statements.</p> <p>Care: Assessment required of sustainability and continued affordability over the term.</p>	<ul style="list-style-type: none"> <li>• Evidence of the Maintenance Arrangement – The Court order</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• The CSA/Child Services Maintenance Arrangement</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Last consecutive 3 full months' bank or building society statements evidencing an established track record of the payments.</li> </ul> <p>Care: Assessment required of sustainability and continued affordability over the term.</p>
Rental Income (Residential Applications)		Child Tax Credits
<ul style="list-style-type: none"> <li>• Please refer to the 'For customers who have self-employed income' section.</li> </ul>		<ul style="list-style-type: none"> <li>• HMRC tax credit award letter (all pages)</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Latest bank statement (identifying the source of income as an acceptable benefit).</li> </ul> <p>Note: Acceptable only where children are under 13.</p>

#### 4. For customers with other sources of income (continued)

Discretionary Mortgage Subsidies and Housing Allowance	Investment/Trust fund income	
<ul style="list-style-type: none"> <li>Contract of Employment</li> </ul> Care: Assessment required of sustainability and continued affordability over the term. Restricted term subsidies may only be considered as a secondary income subject to a minimum term of five years.	<ul style="list-style-type: none"> <li>A letter from a qualified Accountant or Trustees to confirm: the source of income, the amount of income for the last 6 months, that no encumbrances exist, and that the income will continue for the proposed term of the mortgage</li> </ul> AND <ul style="list-style-type: none"> <li>Evidence of the source of income (e.g. portfolio of stocks and shares)</li> </ul> AND <ul style="list-style-type: none"> <li>Latest Tax Calculation/SA302</li> </ul> AND <ul style="list-style-type: none"> <li>Latest 3 full months', consecutive, bank or building society statements showing Trust fund/Investment income received</li> </ul>	
NHS staff bank		
<ul style="list-style-type: none"> <li>Latest 3 months' payslips (5 payslips if paid weekly)</li> </ul> AND <ul style="list-style-type: none"> <li>Corresponding latest full month's bank statement for applications above 85% LTV. We may also request this document on certain cases at our discretion.</li> </ul> Please record the NHS Staff Bank element as a separate employer. The basic income recorded should be the annualised equivalent of the 3 month average (5 week average if paid weekly).		
Child Benefit	Universal Credit	Child Tax Credits/ Working Tax Credits
<ul style="list-style-type: none"> <li>DWP child benefit letter</li> </ul> OR <ul style="list-style-type: none"> <li>1 full month's bank statement identifying the benefit</li> </ul> Note: Acceptable only where children are under 13, and highest earning applicant has a gross income less than £60,000.	<ul style="list-style-type: none"> <li>3 months' Universal Credit statements (printed online statements acceptable)</li> </ul> AND <ul style="list-style-type: none"> <li>The most recent full month's bank statements, clearly identifying the source of the income as being Universal Credit.</li> </ul> Note: Income evidenced as being received in the form of Universal Credit payments for an applicant can only be considered where there is clear evidence of receipt of another form of allowable gross income for that applicant. The following elements of Universal Credit are not considered sustainable income and should be deducted from the total amount received (if this results in a negative amount then no Universal Credit should be recorded): <ul style="list-style-type: none"> <li>Housing Benefit where this element will cease after completion;</li> <li>If disability benefit is paid to the mortgage applicant but is for a dependant, then this cannot be considered for affordability purposes;</li> <li>The 'Child Element' where the children are 13 or over.</li> </ul>	<ul style="list-style-type: none"> <li>HMRC tax credit award letter (all pages)</li> </ul> AND <ul style="list-style-type: none"> <li>Latest full month's bank statements clearly identifying the source of the income.</li> </ul> Note: Child Tax Credit Not acceptable where the children are 13 or over.
Scottish Child Payment		
<ul style="list-style-type: none"> <li>Social Security Scotland letter (all pages)</li> </ul> OR <ul style="list-style-type: none"> <li>Latest full month's bank statements clearly identifying the source of the income.</li> </ul> Note: Acceptable only where the children are aged under 11.		
Benefit Income	Investment/Trust/Unearned Income (if standard self-employed documents are unavailable)	Reduced Income for a Defined Period of Time (e.g. maternity/paternity leave)
<ul style="list-style-type: none"> <li>Latest DWP Benefits Statement</li> </ul> AND <ul style="list-style-type: none"> <li>Latest full month's bank statements clearly identifying the source of the income.</li> </ul> Allowable Benefits: <ul style="list-style-type: none"> <li>Disability Living Allowance (DLA) – being replaced by the Personal Independence Payment</li> <li>Attendance Allowance</li> <li>Income Support</li> <li>Council Tax Benefit</li> <li>Carer's Allowance</li> <li>Disability Working Allowance</li> <li>Incapacity Benefit</li> <li>Industrial Injuries Disablement Benefits</li> <li>Employment and Support Allowance (replaced Incapacity Benefit/Income Support in October 2008)</li> </ul> Note: Where the claimant has been migrated to Universal Credit, please refer to the documentary requirements in that section. DLA income must be in the name of the mortgage applicant to be used in the mortgage application. If DLA income is paid to the mortgage applicant, however, for the benefit of the applicant's dependant(s), then this cannot be used for the mortgage application.	<ul style="list-style-type: none"> <li>A letter from a qualified Accountant or Trustees to confirm: the source of income, the amount of income for the last 6 months, that no encumbrances exist, and that the income will continue for the proposed term of the mortgage</li> </ul> AND <ul style="list-style-type: none"> <li>Latest corresponding Tax Calculation (see options in 'Self Employed' section)</li> </ul> AND <ul style="list-style-type: none"> <li>Latest 3 full months', consecutive, bank or building society statements showing Trust fund/Investment income received.</li> </ul> Care: Assessment required of sustainability and continued affordability over the term.	<ul style="list-style-type: none"> <li>Latest payslip</li> </ul> AND <ul style="list-style-type: none"> <li>Latest payslip prior to reduction in income</li> </ul> AND <ul style="list-style-type: none"> <li>Information regarding return-to-work position including:               <ul style="list-style-type: none"> <li>Intended return date</li> <li>Proposed basic income upon return</li> <li>Where the applicant is paid hourly: proposed number of hours to be worked upon return</li> <li>Where the applicant intends to amend their working hours, confirmation that the applicant has had this approved by their employer</li> </ul> </li> </ul> Note: Affordability assessment will be based on 'return to work' pay. Further information may be required to fully assess based on individual circumstances.

#### 4. For customers with other sources of income (continued)

Permanent Income Protection Payments	Personal or Workplace Pension and Annuities Income (currently receiving)
<ul style="list-style-type: none"> <li>Policy statement clearly laying out pay-out schedule and amounts.</li> </ul> <p>Note: 100% received net of tax and should be treated as such in assessing affordability. "Grossing-up" calculations may be conducted to ascertain an equivalent Loan to Income multiple to be used in the assessment. Assessment required of sustainability and continued affordability over the term.</p>	<ul style="list-style-type: none"> <li>Latest pension payslip (must show applicant address) and corresponding full month's bank statement</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Latest full month's bank statement clearly identifying the source of the income</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>Pension Statement</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Pension/Annuity Statement</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>P60</li> </ul> <p>Note: Pension statements and annuity letters may not be handwritten or amended and must:</p> <ul style="list-style-type: none"> <li>Show applicant's name and address, which must match that stated on the application form;</li> <li>Show pension/annuity company's name, address, telephone number and company's registration number (if Limited) and be on headed paper or show company stamp;</li> <li>Show pay dates;</li> <li>Cover at least one month (five consecutive weeks);</li> <li>Show gross income;</li> <li>Show net pay.</li> </ul> <p>Pension statements (Private/Company/State) must:</p> <ul style="list-style-type: none"> <li>Show regularity of payment;</li> <li>Not be older than 12 months.</li> </ul> <p>Annuity letters must:</p> <ul style="list-style-type: none"> <li>Show lump sum invested in fund;</li> <li>Show amount payable monthly;</li> <li>Show end date if applicable;</li> <li>Not be older than 12 months.</li> </ul> <p>Drawdown from a Self-Invested Personal Pension (SIPP) is not an acceptable income.</p>
UK State Pension (currently receiving)	
<ul style="list-style-type: none"> <li>Latest full month's bank statement (clearly identifying the source of the income as state pension)</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Proof of benefit letter</li> </ul>	

#### 5. Other Documents

Proof of funds to repay commitments	Proof of Buy-to-Let (BTL) or Permission-to-Let (PTL)	Independent Legal Advice
<p>Please send the latest available document:</p> <ul style="list-style-type: none"> <li>Bank/Building Society statement</li> <li>Savings account statement</li> <li>Investment funds statement showing: <ul style="list-style-type: none"> <li>Stocks &amp; Shares balance (75% haircut)</li> </ul> </li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Stocks &amp; Shares Certificate showing drawdown of shares (100% of drawdown shares)</li> <li>Letter from employer to confirm bonus to be paid (must be paid within 30 days of submission, and confirm the customer's name and address)</li> <li>Proof of proposed sale of property by either: <ul style="list-style-type: none"> <li>Online property particulars (e.g. Rightmove)</li> <li>Memorandum of Sale from Estate Agent</li> <li>Letter from Solicitor to confirm sale price</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>A letter from the lender to confirm the account is BTL/PTL</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Original mortgage offer confirming the same</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Latest mortgage Statement showing the account is BTL/PTL</li> </ul>	<ul style="list-style-type: none"> <li>Independent Legal Advice Form to be completed and returned. This must be the Barclays ILA Form that can be found on the Barclays Intermediary Website: <a href="https://intermediaries.uk.barclays/home/useful-documents/">https://intermediaries.uk.barclays/home/useful-documents/</a></li> </ul> <p>Please refer to Lending Criteria on our Intermediary Website to see when applicable, includes:</p> <ul style="list-style-type: none"> <li>Additional borrowing in excess of £50k (wholly for the benefit of one party of the mortgage)</li> <li>Joint borrower sole proprietor</li> <li>Family Springboard</li> </ul>
Let-to-Buy applications (Customer is re-mortgaging their current residential property to BTL & purchasing a new residence)	Portfolio Landlord (Buy-to-let applications)	
<p>Where the subject property is the same as the current residence confirmation of the onward residential address is required pre-completion</p> <ul style="list-style-type: none"> <li>Copy of Mortgage Offer for onward purchase</li> <li>Buy-to-let Mortgage valuation confirming rental income</li> <li>Copy of ARLA Letter for confirmation of rent.</li> </ul> <p>Note: Please ensure the onward purchase is added into the affordability section on the application form.</p>	<ul style="list-style-type: none"> <li>A completed BTL Portfolio Landlord Schedule including all Buy to Let and Permission to Let properties held whether mortgaged or owned outright. This must be the Barclays Property Schedule that can be found on the Barclays Intermediary website: <a href="https://intermediaries.uk.barclays/home/useful-documents/">https://intermediaries.uk.barclays/home/useful-documents/</a></li> </ul>	
Lending into retirement		
<p>Full details must be provided of how the customer will fund the mortgage into retirement with documentary proof being submitted evidencing affordability for the full mortgage term.</p> <ul style="list-style-type: none"> <li>Statements from the organisation providing the pension confirming both the projected pension income and the assumed normal retirement date</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>FCA regulated letter from the Scheme Administrator</li> </ul> <p>Note: Applications can be considered on a repayment or interest only basis where one or more applicants will be retired (past normal retirement age) or aged over 70 at maturity of the mortgage, either where affordability requirements are met by the younger applicant/s or where customers can evidence their ability to repay the mortgage into retirement. If any applicant intends to work beyond age 70 this will be considered on a case-by-case basis at underwriter discretion.</p>		



## 5. Other Documents (continued)

Proof of deposit	Permanent Rights of Residence (PRR)
<ul style="list-style-type: none"> <li>• Document to show sufficient funds to cover deposit stated on application and any other applicable costs including stamp duty e.g. bank statements, Proof of proposed sale of property etc.</li> </ul> <p>Note: The underwriter must be able to establish the provenance of the funds (e.g. bank account balance increasing over a period of time).</p> <p>If deposit is a gift the letter must confirm:</p> <ul style="list-style-type: none"> <li>– The amount of the gift</li> <li>– That it is non-refundable (a true gift and not a loan)</li> <li>– That the gifter will have no interest in the subject property.</li> </ul>	<ul style="list-style-type: none"> <li>• Current UK or NI Passport</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Residency Permit (must confirm indefinite Leave to Remain)</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Endorsement in non-UK passport</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• A valid 'Share code'</li> </ul>
Shared Ownership	
<ul style="list-style-type: none"> <li>• Memorandum of Sale to be supplied from the housing association containing the following items to avoid any delays: <ul style="list-style-type: none"> <li>– The letter must be sent from the housing association to the customer, not Barclays</li> <li>– It must contain the property purchase price</li> <li>– The % of the property the customer is buying</li> <li>– How much the rent will be per month to the housing association for the remaining share</li> <li>– Property address</li> <li>– If leasehold – the term of the lease</li> <li>– If there is ground rent and how much this would be</li> </ul> </li> </ul>	

## 6. Residency requirements

### Residential applications

		UK Residency History		
		Current UK Resident for 12 months or more	Current UK Resident for under 12 months	Non-UK Resident
Applicant's income is required to meet solvency affordability or personal convent requirements	Applicant has Permanent Right to Reside (PRR) in the UK *	Acceptable  (This is a typical case)	Additional Criteria applies*  (See notes below)	Not acceptable  The application should be declined.  (With the exception of British Armed Forces personnel posted or deployed overseas)
	Applicant does not have PRR*	<ul style="list-style-type: none"> <li>Maximum 90% LTV</li> <li>Additional documentation required*</li> </ul>	<ul style="list-style-type: none"> <li>Can be considered for Wealth/ Premier customers (marker and/or qualifying) only</li> <li>Maximum 75% LTV</li> <li>Additional documentation required*</li> </ul>	
Applicant's income is NOT required to meet solvency affordability or personal convent requirements	Applicant has Permanent Right to Reside (PRR) in the UK	Acceptable		
	Applicant does not have PRR			

### Buy to let applications

		UK Residency History		
		Current UK Resident for 2 Years or more	Current UK Resident for under 2 years	Non-UK Resident
Applicant's income is required to meet solvency affordability or personal convent requirements	Applicant has Permanent Right to Reside (PRR) in the UK *	Acceptable  (This is a typical case)	Additional documentation required*  (See notes below)	Not acceptable  The application should be declined.  (With the exception of British Armed Forces personnel posted or deployed overseas)
	Applicant does not have PRR*	<ul style="list-style-type: none"> <li>Maximum 65% LTV.</li> <li>The applicant must have at least 1 year remaining on their visa.</li> <li>Additional documentation required*</li> </ul>	Not acceptable	
Applicant's income is NOT required to meet solvency affordability or personal convent requirements	Applicant has Permanent Right to Reside (PRR) in the UK	Acceptable		
	Applicant does not have PRR			

\* The following documentation is required:

- The applicant's visa
- Employed applicants: 3 months' bank statements AND 3 months' payslips are required, showing mandated salary paid in the UK to the applicant's own bank account. Where an applicant has travelled from another country to work in the UK, to be paid in cash this is unacceptable.
- For new-to-bank customers: Identification must be verified by a Passport
- For purchase applications: The source of funds being used in the transaction (including deposit and SDLT) must be evidenced.

## Additional Notes

- **Cash payments** – Where customers are paid in cash, bank statements must always be provided, and cash payments confirmed to underwriter.
- **Changes to Income** – Where advised of an imminent increase in income only the current level of proven income (using the documentary evidence listed in this document) must be used when assessing income multiples and affordability. Relying on any element of future increases in income is not acceptable.
- **Child related benefits:** Only acceptable where children are under 13 (under 11 for Scottish Child Payment). E.g. where there are 4 children and 2 children are over the allowable age, you should record 50% of the total benefit income.
- **Declarations** – You must ensure that your customer has read the relevant mortgage declarations prior to submitting an application. For documents relating to this please refer to <https://intermediaries.uk.barclays/home/useful-documents/>
- **Family Springboard Mortgage** – For documents relating to this please refer to our help guide at <https://intermediaries.uk.barclays/home/useful-documents/>
- **Fees** – Ensure card details are input on application.
- **Foreign currency income** – Can be considered where there is a guaranteed minimum GBP equivalent expressed in the applicant's contract and the applicant is not exposed to any exchange-rate risk.
- **Remortgage** – If the subject property is being remortgaged with us, this needs to be recorded as 'repaid' in the application.
- **Rental income (residential)** – Where net property rental income is to be used in the affordability assessment this should be treated as self-employed income and evidenced accordingly.
- **Unencumbered** – A certified copy of the proof of identity documentation must be submitted.
- **Zero Hours Contracts** – Can be considered provided sustainability of income at the required level is clearly evidenced.