

# Mortgage Applications Supporting Documentation Certification Header Sheet for Buy to Let Cases Only

For completion by Mortgage Broker/Intermediaries

## Mortgage case details

Please complete all boxes below

<p>MAX Case Reference Number <input style="width: 90%;" type="text"/></p> <p>Customer 1 Name <input style="width: 90%;" type="text"/></p> <p>For Buy to Let only Quote Reference No. <input style="width: 90%;" type="text"/></p>	Date	<input style="width: 95%;" type="text"/>
Mortgage Application Type		<input style="width: 95%;" type="text"/>
Customer 2 Name		<input style="width: 95%;" type="text"/>

The Mortgage Account Reference Number will be sent to you by Buy to Let Administration Team

## Mortgage application supporting document details

Please tick the relevant supporting documentation attached

### Employed Income

- Latest month's payslip confirming basic income and/or fixed allowances that are paid monthly
- Latest 3 months' payslips confirming overtime, commission, allowances that are variable or paid less than monthly or monthly bonus
- Corresponding latest bank or building society statement confirming basic income and/or allowances, overtime, commission or monthly bonus.
- Latest P60 or HMRC Annual Tax Summary confirming the amount of commission, monthly bonus and/or overtime income received.
- Latest 2 years' P60s or HMRC Annual Tax Summaries or latest 2 years' Tax Year End payslips showing total income (normally March) or previous 2 years' individual payslips (showing annual bonus payments) where customer is in receipt of basic income, allowances and annual bonuses ONLY. The annual bonus must have been paid within the last 35 months'.

### Self employed Income

- Latest 2 Years' Tax Calculations - This can be a printoff of the online submission from the HMRC website or the calculation submitted to HMRC by a qualified accountant, which should be produced via accountants' commercial software and will need to have the unique HMRC reference number and customer's name.
- Last 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).

### Limited Companies (in addition to the above requirements)

- Most recent years' Financial Accounts produced by a qualified Accountant. The most recent year must be dated within 18 months of the application submission date.

### Equity Partner/LLP

- Last Tax Calculation and a letter from a Finance/Senior Partner confirming the income shown on the corresponding Tax Calculation and 3 months bank/ building society statements confirming receipt

### Other Documents

- A completed BTL Portfolio Landlord Schedule including all Buy to Let and Permission to Let properties held whether mortgaged or owned outright.

- Last 3 months' bank or building society statements showing receipt of all rental income.
  - Latest bank or building society statement to evidence the monthly mortgage payments for all existing residential and BTL/PTL mortgages not held with Barclays
  - Solicitor's details in application (If applicable)
- ### Other Income
- Maintenance** – Evidence of the Maintenance Arrangement – The Court order, CSA / Child Services Maintenance Arrangement or your last 12 months' bank or building society statements showing an established track record of the payments.
  - Benefit Income** – The latest DWP benefit statement confirming the source and level of income received and the latest 3 full months, consecutive, bank or building society statements showing receipt benefit income.
  - Pension Income** – Refer to policy.
- Please provide any other additional information relating to the application.

- Proof of Address
- Proof of Identity
- Confirmation of Permanent Right to Reside
- Interest Only Declaration
- Total number of pages in Pack including this page

**Additional Documentation:** (Note for Internet Bank Statement not stamped by issuing bank the following criteria need to be met: 3 months statements and corresponding payslips)

**Note: Additional documentation may still be requested, refer to the lending criteria on our Intermediary website:**  
<https://intermediaries.uk.barclays/home/lending-criteria/> for guidelines

**\*\*\* Data security attestation \*\*\***

Have you reviewed all documents including bank statements, to check if the 16 digit credit/debit card numbers are displayed this is to fulfil PCI DSS and protect customer payment card data and GDPR requirements.

Signature

**Document certification** Please stamp within the box and provide your details

Name	<input type="text"/>	Certification Stamp I certify that all documents included within this pack are true copies of original documents which have been shown to me		
Role	<input type="text"/>			
Area	<input type="text"/>			
Signature	<input type="text"/>		Date	<input type="text"/>
Broker's Name	<input type="text"/>		Broker's ID Number	<input type="text"/>