

Five steps to the perfect Buy-to-Let Packaging



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

Additional documentation may still be requested – refer to the lending criteria on our Intermediary website:

<https://intermediaries.uk.barclays/home/lending-criteria/>

All payslips must display the customer’s name and show the date, gross income and net income. If the payslips are folded in half please upload both sides of the payslip so that the name of the customer and their employer can be seen.

1. For customers who have employed income

| Basic Income | Employed with Salary Allowance | Monthly/Weekly bonus or Overtime/ Commission | Quarterly/Annual bonus |
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| <ul style="list-style-type: none"> Latest month’s payslip confirming basic income (or 5 consecutive payslips if paid weekly) | <ul style="list-style-type: none"> Latest month’s payslip (or 5 consecutive payslips if paid weekly) | <ul style="list-style-type: none"> Latest 3 months’ payslips confirming monthly/weekly bonus or overtime/ commission where received (5 payslips if paid weekly) <i>and</i> Latest P60 or HMRC Annual Tax Summary confirming the amount of commission, monthly bonus and/ or overtime income received <p>Note: Where amounts vary, we will use the average value as primary income.</p> | <ul style="list-style-type: none"> Latest 2 years’ P60s or HMRC Annual Tax Summary <i>or</i> Latest 2 years’ Tax Year End payslips showing total income (normally March) <i>or</i> Previous 2 years’ individual pay slips (showing bonus payments)/P60 where customers have basic income and allowances ONLY. <p><i>Note: The Annual bonus must have been paid within the last 35 months.</i></p> |

2. For customers who have self-employed income (The primary income source must not be Rental Income)

| Sole trader/Partnerships | Equity Partner in an LLP | Ltd Company |
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| <ul style="list-style-type: none"> • Latest 2 years' HMRC Tax Assessments (SA302) <i>or</i> • Latest 2 Years' Tax Calculations – This can be a print of the online submission from the HMRC website or the calculation submitted to HMRC by a qualified Accountant, this should be produced via accountants' commercial software and will need to have the unique HMRC reference number and customer's name** <i>and</i> • 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)*. | <ul style="list-style-type: none"> • Latest 2 years' HMRC Tax Assessments (SA302) <i>or</i> • Latest 2 Years' Tax Calculations – This can be a print of the online submission from the HMRC website or the calculation submitted to HMRC by a qualified Accountant, this should be produced via accountants' commercial software and will need to have the unique HMRC reference number and customer's name** <i>and</i> • 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)* <i>and</i> • A letter from a Finance/Senior Partner confirming income <i>and</i> • Latest 3 full months', consecutive, bank or building society statements showing income received. | <ul style="list-style-type: none"> • Latest 2 years' HMRC Tax Assessments (SA302) <i>or</i> • Latest 2 Years' Tax Calculations – This can be a print of the online submission from the HMRC website or the calculation submitted to HMRC by a qualified Accountant, this should be produced via accountants' commercial software and will need to have the unique HMRC reference number and customer's name** <i>and</i> • 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)* <i>and</i> • Most recent year's Trading Accounts produced by a qualified Accountant. These must be dated within 18 months' of the application submission date. <p>Note: If the client is paid a dividend which does not appear on the trading accounts, for example a shareholder in a 'micro-entity' firm, a letter from the accountant addressed to Barclays is required confirming the amount of dividend paid for each of the last 2 trading years. Confirmation of the turnover and Profit after Tax is also required from the accountant if they do not appear on the trading accounts.</p> |

* The current year can show tax outstanding (until the following January) Current year tax overview can be replaced by financial accounts. Please also note that it is acceptable for the customers unique HMRC reference number to be on the HMRC Tax Year Overview(s) provided, instead of the Latest 2 Years' Tax Calculations.

** Dated within 18 months' of the submission date.

3. For customers that 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 |
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| <ul style="list-style-type: none"> • Please refer to the 'For customers who have employed income' section • Evidence of 12 months' contracts (a minimum of 2 contracts must be provided if latest contract covers >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 | <ul style="list-style-type: none"> • Evidence of 12 months' contracts (a minimum of 2 contracts must be provided if latest contract covers >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 • Latest 3 full month's consecutive personal bank statements confirming receipt of income • Latest 3 full month's consecutive business bank statements confirming receipt of income | <ul style="list-style-type: none"> • Please refer to the 'For customers who have self-employed income' section |

4. Documents required to evidence other sources of income

| Rental Income | Pension income | Maintenance income |
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| <ul style="list-style-type: none"> • Latest 3 consecutive full months' bank or building society statements showing receipt of all rental income. <p><i>and</i></p> <ul style="list-style-type: none"> • 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. <p><i>and</i></p> <p>Note: Profit derived from existing Buy to Let / Investment or 'Permission to Let' properties is NOT an acceptable source of allowable income when considering Personal Covenant Assessment or Solvency.</p> <p>Care:</p> <p>A tenancy agreement (AST) should not be provided;</p> <p>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"> • Latest pension payslip (must show applicant address) <p><i>or</i></p> <ul style="list-style-type: none"> • Latest bank statement with either; <ol style="list-style-type: none"> a) Pension statements showing regulatory of payments b) Annuity/pension letter showing lump sum invested & must show monthly payments <p><i>or</i></p> <ul style="list-style-type: none"> c) P60. | <ul style="list-style-type: none"> • Evidence of the Maintenance Arrangement – The Court order <p><i>or</i></p> <ul style="list-style-type: none"> • The CSA/Child Services Maintenance Arrangement <p><i>or</i></p> <ul style="list-style-type: none"> • Last consecutive 3 full months' bank or building society statements evidencing an established track record of the payments. |
| | | Child Tax credit Income |
| | | <ul style="list-style-type: none"> • HMRC tax credit award letter (all pages) <p><i>and</i></p> <ul style="list-style-type: none"> • Latest bank statement (identifying the source of income as an acceptable benefit). <p>Note: Acceptable only where children are under 13.</p> |

| Benefit Income | Investment/Trust fund income <i>(If cannot provide standard self-employment documents)</i> | Reduced Income for a Defined Period of Time <i>(e.g. maternity/paternity leave)</i> |
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| <ul style="list-style-type: none"> • Latest DWP benefit statement showing regularity of payments • Evidence of the source of benefit must be provided <i>(As listed within the disability discrimination act of 2005)</i> <i>and</i> • Latest bank statement • Allowable benefits: <ul style="list-style-type: none"> – Disability Living Allowance - being replaced by the Personal Independence Payment – Attendance Allowance – Income Support – Council Tax benefit – Invalid Care Allowance – Disability Working Allowance – Incapacity Benefit – Industrial Injuries Disability Benefit – Employment and Support Allowance (replaced Incapacity benefit/Income Support in October 2008) | <ul style="list-style-type: none"> • 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 <i>and</i> • Latest corresponding Tax Calculation (see options in 'Self Employed section') <i>and</i> • Latest 3 full months', consecutive, bank or building society statements showing Trust fund/ Investment income received. | <ul style="list-style-type: none"> • Latest payslip <i>and</i> • Latest payslip prior to reduction in income <i>and</i> • Information regarding return to work position including: <ul style="list-style-type: none"> – Intended return date – Proposed basic income upon return – Where the applicant is hourly paid: proposed number of hours to be worked upon return – Where the applicant intends to amend their working hours; confirmation that the applicant has had this approved by their employer <p><i>Note: Further information may be required in order to fully assess based on individual circumstances.</i></p> |
| <p>Foster Income</p> <p><i>This should be recorded and evidenced as Self Employed income</i></p> | <p style="text-align: center;">Universal Credit</p> <ul style="list-style-type: none"> • 3 months' Universal Credit statements (printed online statements acceptable) <i>and</i> • The most recent full month's bank statements, clearly identifying the source of the income as being Universal Credit. <p>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.</p> | <p style="text-align: center;">Child Benefit</p> <ul style="list-style-type: none"> • DWP child benefit letter <i>or if the letter is not available then;</i> • 1 full month's bank statement identifying CHB <i>(Acceptable only where children are under 13, and highest earning applicant has a gross income less than £50,000)</i> |

| Repayment into retirement <i>(Is acceptable under this criteria)</i> | Permanent Income Protection Payments | Proof of funds to repay commitments |
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| <ul style="list-style-type: none"> At least one applicant meets minimum income requirements in retirement – documentary proof required where such retirement is stated to commence within 5 years of application submission or if already retired Applicants satisfying minimum income requirements are in receipt of income from an acceptable source as defined in the “Allowable Gross Income and Requirements Table” section. Mortgage term does not extend beyond age 80 years of any applicant. Where there is reliance on surplus disposable income to support any rental cover shortfall, full detail must be provided of how the borrower/s will fund the mortgage into retirement with documentary proof being submitted (where such retirement is stated to commence within 5 years of application submission) evidencing affordability for the full mortgage term. | <ul style="list-style-type: none"> Policy statement clearly laying out pay-out schedule and amounts <p>Care: assessment required of sustainability and continued affordability over the term.</p> <p>(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)</p> | <p>Please send the latest available document:</p> <ul style="list-style-type: none"> Bank/Building Society statement Savings account statement Investment funds statement showing <ol style="list-style-type: none"> Stocks & Shares balance (75% haircut) or <ol style="list-style-type: none"> Stocks & Shares Certificate showing drawdown of shares (100% of drawdown shares) Letter from employer to confirm bonus to be paid <ul style="list-style-type: none"> - Must be paid within 30 days of submission, and confirm the customer’s name & address Sale of Property including home mover equity by either: <ol style="list-style-type: none"> Copy of RightMove/Confirm Property address or <ol style="list-style-type: none"> Memorandum of Sale from Estate Agent or <ol style="list-style-type: none"> Letter from Solicitor to confirm sale price |

5. Documents required for a Re-Mortgage and Change to existing Barclays Mortgage

| Let to buy applications <i>(Customer is re-mortgaging their current residential property to BTL & purchasing a new residence)</i> | Independent Legal Advice <i>(Please refer to Lending Criteria on our Intermediary Website to see when applicable)</i> |
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| <ul style="list-style-type: none"> Where the subject property is the same as the current residence confirmation of the onward residential address is required pre-completion Copy of Mortgage Offer for onward purchase Copy of ARLA Letter for confirmation of rent. <p>Note: Please ensure the onward purchase is added into the affordability section on the application form.</p> | <ul style="list-style-type: none"> Independent Legal Advice Form to be completed & returned. <p>This must be the Barclays ILA Form that can be found on the Barclays Intermediary Website:</p> <p>https://intermediaries.uk.barclays/useful-documents</p> |

IF THE SUBJECT PROPERTY IS BEING REMORTGAGED WITH US, THIS NEEDS TO BE SHOWN AS REPAYED

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| <ul style="list-style-type: none"> • Fees | Ensure card details are input |
| <ul style="list-style-type: none"> • Individual self-contained units on single freehold | Details of the valuations of the rental income of the individual units and the whole property |
| <ul style="list-style-type: none"> • Internet Bank statements | If not stamped and certified by the issuing bank, we will require complete 1 month's internet bank statement and corresponding 1 month's payslip or 5 consecutive payslips if paid weekly (<i>the statements must show the account number and sort code or these must be available on the customers payslip</i>) |
| <ul style="list-style-type: none"> • Purpose of Capital Raising must be | Property renovations BTL/Residential Purchase/Home Improvements If for a purchase this must be simultaneous |
| <ul style="list-style-type: none"> • 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/ |
| <ul style="list-style-type: none"> • Unencumbered | A certified copy of the proof of identity documentation must be submitted |

6. Other documents

| Portfolio Landlord | Applicant has permanent rights to reside, however has been in the UK less than 2 years (For employed applicants only) |
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| <ul style="list-style-type: none"> • 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: https://intermediaries.uk.barclays/useful-documents | <ul style="list-style-type: none"> • Latest 3 full months' payslips If paid weekly, 13 consecutive pay slips need to be provided to cover this time period - showing salary paid in the UK via a mandated salary to the applicant's own bank account <i>(Where a professional has travelled from another continent to work in the UK, to be paid in cash is unacceptable)</i> • Corresponding latest 3 full months' bank statements • Evidence of deposit required • ID for KYC purposes must be verified by a Passport (not UK travel documents or driving license) • Proof of residency status. |