

Five steps to the perfect Residential Packaging



This guide is designed to identify all the documentation required to support a new Residential 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 pay slips 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	If the income relates to Monthly/Weekly bonus Or Overtime/Commission.	Quarterly/Annual bonus
<ul style="list-style-type: none"> • Latest months’ payslip confirming basic income (or 5 consecutive payslips if paid weekly) <i>and</i> • Corresponding latest full months’ bank or building society statement showing basic income. 	<ul style="list-style-type: none"> • Latest month’s payslip if allowances are a fixed value and paid monthly (5 payslips if paid weekly). If the allowance is variable and/or paid less frequently than monthly, 3 months’ payslips are required (13 payslips if paid weekly) <i>and</i> • Corresponding latest full months’ bank or building society statement. 	<ul style="list-style-type: none"> • Latest 3 months’ payslips confirming monthly/weekly bonus or overtime/commission where received <i>and</i> • Latest P60 or HMRC Annual Tax Summary confirming the amount of commission, monthly bonus and / or overtime income received <i>and</i> • Corresponding latest full months’ bank or building society statement showing overtime, commission, monthly bonus. <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) 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	Equity Partner or LLP	Ltd Company
<ul style="list-style-type: none"> • 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>or</i> Latest 2 years' HMRC Tax Assessments (SA302) <i>and</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 **. 	<ul style="list-style-type: none"> • 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>or</i> Latest 2 years' HMRC Tax Assessments (SA302) <i>and</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> • 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"> • 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>or</i> Latest 2 years' HMRC Tax Assessments (SA302) <i>and</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> • 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.

* Previous year must show tax fully paid with a £0.00 balance. The current year can show tax outstanding (until the following January). Current year tax overviews can be replaced by financial accounts.

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

3. Documents required to evidence other sources of income

Rental Income	Pension income	Maintenance income
<p><i>Evidenced as per self employed income</i></p>	<ul style="list-style-type: none"> • Latest pension payslip (must show applicants address) • Corresponding latest 1 full months bank statement showing pension credited <p>or</p> <ul style="list-style-type: none"> • Latest 3 months bank statements with either; <ol style="list-style-type: none"> a) Pension statements showing regularity of payments b) Annuity/pension letter showing lump sum invested & monthly payments <p>or</p> <ul style="list-style-type: none"> c) P60. 	<ul style="list-style-type: none"> • Evidence of the Maintenance Arrangement – The Court order <p>or</p> <ul style="list-style-type: none"> • The CSA / Child Services Maintenance Arrangement <p>or</p> <ul style="list-style-type: none"> • Last consecutive 12 full months' bank or building society statements evidencing an established track record of the payments.
Benefit Income	Investment/Trust fund income <i>(If cannot provide standard self-employment documents)</i>	Reduced Income for a Defined Period of Time
<ul style="list-style-type: none"> • Latest DWP benefit statement showing regularity of payments. <p>Evidence of the source of benefit must be provided</p> <p><i>(As listed within the disability discrimination act of 2005)</i></p> <ul style="list-style-type: none"> • Latest 3 full months consecutive bank statements. 	<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 <p>and</p> <ul style="list-style-type: none"> • Latest corresponding Tax Calculation (see options in 'Self Employed section) <p>and</p> <ul style="list-style-type: none"> • Latest 3 full months, consecutive, bank or building society statements showing Trust fund/ Investment income received. 	<ul style="list-style-type: none"> • An employer's letter, addressed to the Bank (Barclays, Mortgage Loan Servicing, PO Box 8575, Leicester, LE18 9AW), confirming; when the applicant is returning to work, full income details and working hours <p>or</p> <ul style="list-style-type: none"> • Payslips/P60s together with information regarding length and nature of employment, proposed number of hours to be worked upon return <p>and</p> <ul style="list-style-type: none"> • savings to subsidise commitments/ lifestyle whilst on the period of leave. <p><i>Note: Further information may be required in order to fully assess based on individual circumstances.</i></p>
Foster Income		
<p><i>This should be recorded and evidenced as Self Employed income</i></p>		
Child Benefit	Universal Credit	Working/Child Tax credit Income
<ul style="list-style-type: none"> • DWP child benefit letter <p><i>or if the letter is not available then;</i></p> <ul style="list-style-type: none"> • 1 full months bank statement identifying CHB <p><i>(If earnings over £50,000 and/or children are 13 or over, child benefit is not used in affordability).</i></p>	<ul style="list-style-type: none"> • Job centre Plus letter confirming eligibility for Universal Credit AND • 3 full months' consecutive bank statements showing receipt of Universal Credit payments. <p><i>(Can only be considered where there is clear evidence of receipt of another form of allowable gross income for the applicant).</i></p>	<ul style="list-style-type: none"> • HMRC tax credit award letter (all pages) <p><i>or if award letter not available then;</i></p> <ul style="list-style-type: none"> • 3 full months' consecutive statements <i>(identifying the source of income as an acceptable benefit).</i> <p>Note: For Working Tax credit, we will also accept printed Universal Credit Benefit statements.</p>

4. Documents required for proof of prior mortgage commitments and financial advice

Independent legal Advice <i>(Please refer to Lending Criteria on our Intermediary Website to see when applicable)</i>	Proof of Buy to Let or Permission to Let
<ul style="list-style-type: none"> Independent Legal Advice Form to be completed and returned. <p>This must be the Barclays ILA Form that can be found on the Barclays Intermediary Website: https://intermediaries.uk.barclays/useful-documents <i>(Also for additional borrowing in excess of 50k wholly for the benefit of one party of the mortgage).</i></p>	<ul style="list-style-type: none"> A letter from the lender to confirm the property is on BTL /PTL or Offer letter confirming the same or latest mortgage statement AND Latest bank statement to show rental credits or Valid signed AST.

5. Other documents

Deposit <i>(If requested)</i>	Permanent Rights of Residence and Resident in the UK for the last 2 years
<ul style="list-style-type: none"> Document to show sufficient funds to cover deposit stated on application. <i>(eg Savings, Sale of Property, Gift)</i> <p>Evidence of the source of deposit must be provided <i>(eg bank account balance increasing over a period of time)</i></p> <ul style="list-style-type: none"> Letter from the person gifting the deposit, if deposit is a gift. Letter must confirm; <ul style="list-style-type: none"> The amount That is non-refundable Gifter has no interest in the property. 	<ul style="list-style-type: none"> Current UK EU/EEA Passport or residency Permit. <i>(must confirm indefinite Leave to Remain or stamp in foreign passport with valid visa).</i>

Applicant has permanent rights to reside in the UK; however has done so for less than 2 years or is previously a UK resident returning permanently within 6 months of leaving. <i>(Maximum of 90% LTV for purchases)</i>	Applicant does not have permanent rights to reside in the UK, but currently resides in the UK <i>(Maximum of 75% LTV for purchases)</i>
<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 For Employed applicants – an employment reference is required For Self-Employed applicants – evidence that they have remained in the same employment for a minimum of 3 years and 2 years Tax Calculations verifying level of UK income Evidence of deposit required ID for KYC purposes must be verified by a Passport <i>(not UK travel documents or driving license).</i> 	<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 For Employed applicants – an employment reference is required For Self-Employed applicants – evidence that they have remained in the same employment for a minimum of 3 years and provide 2 years Tax Calculations verifying level of UK income Evidence of deposit required ID for KYC purposes must be verified by a Passport <i>(not UK travel documents or driving license).</i>

Additional documentation:

- **Internet Bank statements** – If not stamped and certified by the issuing bank, we will require complete 1 months internet bank statement and corresponding 1 months pay slip (*The statements must show the account number and sort code or these must be available on the customers pay slip*)
- **Fees** – Ensure card details are input
- **HMRC Online Tax Year Overview** – The Online Tax Year Overview can only be accepted if it can demonstrate full payment of tax liability.