

# 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"> <li>• Latest months’ payslip confirming basic income (or 5 consecutive payslips if paid weekly) <i>and</i></li> <li>• Corresponding latest full months’ bank or building society statements showing all income as per payslips (Only applicable for cases &gt;75% LTV).</li> </ul>	<ul style="list-style-type: none"> <li>• 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></li> <li>• Corresponding latest full months’ bank or building society statement showing income as per payslips (Only applicable for cases &gt;75% LTV).</li> </ul>	<ul style="list-style-type: none"> <li>• Latest 3 months’ payslips confirming monthly/ weekly bonus or overtime/commission where received (13 payslips if paid weekly) <i>and</i></li> <li>• Latest P60 or HMRC Annual Tax Summary confirming the amount of commission, monthly bonus and / or overtime income received <i>and</i></li> <li>• Corresponding latest full months’ bank or building society statements showing income as per payslips (Only applicable for cases &gt;75% LTV). Note: Where amounts vary, we will use the average value as primary income.</li> </ul>	<ul style="list-style-type: none"> <li>• Latest 2 years’ P60s or HMRC Annual Tax Summary <i>or</i></li> <li>• Latest 2 years’ Tax Year End payslips showing total income (normally March) <i>or</i></li> <li>• Previous 2 years’ individual pay slips (showing bonus payments)/P60 where customers have basic income and allowances ONLY. <i>Note: The Annual bonus must have been paid within the last 35 months</i></li> </ul>

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

Sole trader/Partnerships	Equity Partner in an LLP	Ltd Company
<ul style="list-style-type: none"> <li>• Latest 2 years' HMRC Tax Assessments (SA302)</li> </ul> <p style="text-align: center;"><i>or</i></p> <ul style="list-style-type: none"> <li>• 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**</li> </ul> <p style="text-align: center;"><i>and</i></p> <ul style="list-style-type: none"> <li>• 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)*.</li> </ul>	<ul style="list-style-type: none"> <li>• Latest 2 years' HMRC Tax Assessments (SA302)</li> </ul> <p style="text-align: center;"><i>or</i></p> <ul style="list-style-type: none"> <li>• 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**</li> </ul> <p style="text-align: center;"><i>and</i></p> <ul style="list-style-type: none"> <li>• 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)*</li> </ul> <p style="text-align: center;"><i>and</i></p> <ul style="list-style-type: none"> <li>• A letter from a Finance/Senior Partner confirming income</li> </ul> <p style="text-align: center;"><i>and</i></p> <ul style="list-style-type: none"> <li>• Latest 3 full months, consecutive, bank or building society statements showing income received.</li> </ul>	<ul style="list-style-type: none"> <li>• Latest 2 years' HMRC Tax Assessments (SA302)</li> </ul> <p style="text-align: center;"><i>or</i></p> <ul style="list-style-type: none"> <li>• 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**</li> </ul> <p style="text-align: center;"><i>and</i></p> <ul style="list-style-type: none"> <li>• 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)*</li> </ul> <p style="text-align: center;"><i>and</i></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> <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>

\* 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. 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 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"> <li>• Latest pension payslip (must show applicants address)</li> <li>• Corresponding latest 1 full months bank statement showing pension credited</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Latest 3 months bank statements with either;               <ol style="list-style-type: none"> <li>a) Pension statements showing regularity of payments</li> <li>b) Annuity/pension letter showing lump sum invested &amp; monthly payments</li> </ol> </li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>c) P60.</li> </ul>	<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 12 full months' bank or building society statements evidencing an established track record of the payments.</li> </ul>
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>
<ul style="list-style-type: none"> <li>• Latest DWP benefit statement showing regularity of payments. Evidence of the source of benefit must be provided</li> <li>• Latest 3 full months consecutive bank statements</li> <li>• Allowable benefits:               <ul style="list-style-type: none"> <li>– Disability Living Allowance – being replaced by the Personal Independence Payment</li> <li>– Attendance Allowance</li> <li>– Income Support</li> <li>– Council Tax benefit</li> <li>– Carers Allowance</li> <li>– Disability Working Allowance</li> <li>– Incapacity Benefit</li> <li>– Industrial Injuries Disability Benefit</li> <li>– Employment and Support Allowance (replaced Incapacity benefit/Income Support in October 2008)</li> </ul> </li> </ul>	<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> <p>and</p> <ul style="list-style-type: none"> <li>• Latest corresponding Tax Calculation (see options in 'Self Employed section')</li> </ul> <p>and</p> <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>	<ul style="list-style-type: none"> <li>• 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</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Payslips/P60s together with information regarding length and nature of employment, proposed number of hours to be worked upon return</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• Evidence of savings to subsidise commitments/lifestyle whilst on the period of leave.</li> </ul> <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"> <li>DWP child benefit letter <i>or if the letter is not available then;</i></li> <li>1 full months 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></li> </ul>	<ul style="list-style-type: none"> <li>3 months Universal Credit statements (printed online statements acceptable) <i>and</i></li> <li>The most recent full months' bank statements, clearly identifying the source of the income as being Universal Credit.</li> </ul> <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>	<ul style="list-style-type: none"> <li>HMRC tax credit award letter (all pages) <i>or if award letter not available then;</i></li> <li>3 full months' consecutive bank statements (<i>identifying the source of income as an acceptable benefit</i>).</li> </ul> <p>Note: Child Tax credit is only acceptable where children are under 13.</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"> <li>Independent Legal Advice Form to be completed and returned.</li> </ul> <p>This must be the Barclays ILA Form that can be found on the Barclays Intermediary Website: <b><a href="https://intermediaries.uk.barclays/useful-documents">https://intermediaries.uk.barclays/useful-documents</a></b> <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"> <li>A letter from the lender to confirm the property is on BTL /PTL <i>or</i></li> <li>Offer letter confirming the same or latest mortgage statement <i>AND</i></li> <li>Latest bank statement to show rental credits.</li> </ul>
Repayment into retirement <i>(where the mortgage term will be completed before the age of 70)</i>	Repayment into retirement <i>(where the mortgage term will exceed 70 or retirement age)</i>
<ul style="list-style-type: none"> <li>Statements from the organization providing the pension confirming both the projected pension income and the assumed normal retirement date <i>or</i></li> <li>FCA regulated letter from the Scheme Administrator</li> </ul>	<ul style="list-style-type: none"> <li>Full details must be provided of how the customer will fund the mortgage into retirement or beyond age 70 with documentary proof being submitted evidencing affordability for the full mortgage term</li> </ul> <p><i>Note: Applications can be considered on a repayment or interest only basis where one or more applicant 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</i></p>

Proof of funds to repay commitments	Permanent Income Protection Payments
<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>a) Stocks &amp; Shares balance (75% haircut)</li> </ul> </li> <li><i>or</i></li> <li>b) Stocks &amp; Shares Certificate showing drawdown of shares (100% of drawdown shares)</li> <li>• Letter from employer to confirm bonus to be paid               <ul style="list-style-type: none"> <li>- Must be paid within 30 days of submission, and confirm the customer's name &amp; address</li> </ul> </li> <li>• Sale of Property including home mover equity by either:               <ul style="list-style-type: none"> <li>a) Copy of RightMove/Confirm Property address</li> </ul> </li> <li><i>or</i></li> <li>b) Memorandum of Sale from Estate Agent</li> <li><i>or</i></li> <li>c) Letter from Solicitor to confirm sale price</li> </ul>	<ul style="list-style-type: none"> <li>• Policy statement clearly laying out pay-out schedule and amounts</li> </ul> <p><b>Care: assessment required of sustainability and continued affordability over the term.</b></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>

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

<b>Applicant has permanent rights to reside in the UK; however has done so for less than 2 years</b> <i>(Maximum of 90% LTV for purchases)</i>	<b>Applicant does not have permanent rights to reside in the UK, but currently resides in the UK for more than 2 years</b> <i>(Maximum of 90% LTV for purchases)</i>
<ul style="list-style-type: none"> <li>• 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></li> <li>• Corresponding latest 3 full months bank statements</li> <li>• <b>For Employed applicants</b> – an employment reference is required</li> <li>• <b>For Self-Employed applicants</b> – 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</li> <li>• Evidence of deposit required</li> <li>• ID for KYC purposes must be verified by a Passport <i>(not UK travel documents or driving license).</i></li> </ul>	<ul style="list-style-type: none"> <li>• 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></li> <li>• Corresponding latest 3 full months bank statements</li> <li>• <b>For Employed applicants</b> – an employment reference is required</li> <li>• <b>For Self-Employed applicants</b> – 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</li> <li>• Evidence of deposit required</li> <li>• ID for KYC purposes must be verified by a Passport <i>(not UK travel documents or driving license).</i></li> </ul> <p><i>Note: If the applicant does not have permanent rights to reside in the UK, has done so for less than 2 years, is a Wealth/Premier customer (marker or qualifying), and has an LTV of less than 75%, the same documentation is required as above.</i></p>

<b>Shared Ownership</b>
<ul style="list-style-type: none"> <li>• Memorandum of Sale or reservation form to be supplied from the housing association containing the following items in order to avoid any delays: The letter must be sent from the housing association to the customer, not Barclays It must contain the property purchase price The % of the property the customer is buying How much the rent will be per month to the housing association for the remaining share Property address If leasehold – the term of the lease If there is ground rent and how much this would be</li> </ul>

### Additional information:

<ul style="list-style-type: none"> <li>• <b>Family Springboard Mortgage</b> – For documents relating to this please refer to our help guide at <a href="https://intermediaries.uk.barclays/home/useful-documents/">https://intermediaries.uk.barclays/home/useful-documents/</a></li> <li>• <b>Fees</b> – Ensure card details are input</li> <li>• <b>HMRC Online Tax Year Overview</b> – The Online Tax Year Overview can only be accepted if it can demonstrate full payment of tax liability</li> <li>• <b>Internet Bank statements</b> – <i>If not stamped and certified by the issuing bank, we will require the statements to show the account number and sort code or where applicable these must be available on the customer's proof of income documentation (e.g. pension payslip, benefits statement etc.) with the full name of the applicant(s) i.e. "Mr Andy A Example" (middle names present as initials are acceptable).</i></li> </ul> <p><b>Signed declaration</b> – Must accompany every application.</p>
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