

Further advance application submission checklist

	Buy to let						Residential									
	Portfolio			Non-portfolio			Prime standard			Near prime			Shared ownership			
	E	S/E	C	E	S/E	C	E	S/E	C	E	S/E	C	E	S/E	C	
E – Employed S/E – Self-employed C – Contractor																
Further advance AIP and application form	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Insurance declaration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Direct Debit mandate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Buy to let property schedule	✓	✓	✓	✓ ¹	✓ ¹	✓ ¹										
Assets and liabilities statement	✓	✓	✓													
Portfolio submission onto BTL Hub	✓	✓	✓													
Business plan	✓	✓	✓													
Latest month's payslip				✓			✓			✓			✓			
Latest year's accounts/SA302					✓			✓			✓			✓		
A copy of the latest and previous contract									✓			✓				✓
The latest month's personal bank statements showing income and expenditure							✓			✓			✓			
The latest month's personal and business bank statements showing income and expenditure								✓	✓		✓	✓		✓	✓	
Memorandum of sale from the housing association													✓	✓	✓	

¹ If applicant already owns a buy to let property

Possible additional documents

You may need to provide additional documents in the following scenarios:

Scenario	Document required
If the applicant is declaring any adverse credit	Documentary proof of satisfaction
If it's declared that a credit card is being repaid	Latest credit card statement