

BUY TO LET PACKAGING SUPPORT GUIDE



CELEBRATING
25
YEARS

We've put together this handy check list so you know what documents we **WILL** require and what we **MAY** require for a buy to let mortgage application.

DOCUMENTS REQUIRED FOR: ALL APPLICATIONS

For All Applicants	Proof of Income: Employed clients	Proof of Income: Self-employed sole traders	Proof of Income: Self-employed Limited Company Directors	Proof of Income: Contractors
<input type="checkbox"/> All pages of the signed Customer Declarations and Consents <input type="checkbox"/> Limited Company Customer Declaration	<input type="checkbox"/> Latest 3 months payslips <input type="checkbox"/> P60	<input type="checkbox"/> Latest SA302 or <input type="checkbox"/> Tax Calculations & Tax Year Overview plus <input type="checkbox"/> 3 Months business bank statements	<input type="checkbox"/> Finalised Accounts on accountants headed paper <input type="checkbox"/> Accountants email address for Accountants Reference to be sent plus <input type="checkbox"/> 3 Months business bank statements	<input type="checkbox"/> Copy of current contract <input type="checkbox"/> Latest bank statement evidencing contracting payment
For portfolio landlords: Buy to Let Portfolio Summary (Personal OR Limited Company property details only - downloadable from our website)				

ADDITIONAL DOCUMENTS REQUIRED FOR: PURCHASE APPLICATIONS

Proof of Deposit	Gifted Deposits	NOTE: Gifted deposits are only acceptable for First Time Landlords (not Limited Companies) on loans under £500k.
<input type="checkbox"/> Including evidence and build-up of funds <input type="checkbox"/> Evidence and explanations of any lump sums transferred into the account	<input type="checkbox"/> Donor Gift Deposit Declaration (ALL PAGES) <input type="checkbox"/> Donor Identification	

ADDITIONAL DOCUMENTS REQUIRED FOR: NEW BUILD PURCHASE APPLICATIONS

Not required at application stage but will be required prior to completion

- ☐ CML/UK Finance disclosure of discounts and incentives form
- ☐ Help to Buy authority to proceed letter

ADDITIONAL DOCUMENTS REQUIRED FOR: REMORTGAGE APPLICATIONS

- ☐ A breakdown and explanation of the capital raising purpose

All our documents can be downloaded at www.kensingtonmortgages.co.uk/intermediaries/documents

THIS INFORMATION IS FOR INTERMEDIARIES ONLY

Page 1 of 2

Kensington and Kensington Mortgages are trading names of Kensington Mortgage Company Limited. Registered in England & Wales: Company No. 03049877. Registered address: Ascot House, Maidenhead Office Park, Maidenhead SL6 3QQ. Kensington Mortgage Company Limited is authorised and regulated by the Financial Conduct Authority (Firm Reference No. 310336). Some investment mortgage contracts are not regulated by the FCA.

NOTE - DO NOT SUBMIT THE BELOW UNLESS REQUESTED

These are documents we **MAY** ask to see to support your client's application -
please do not submit these unless we request them:

DOCUMENTS WE MAY REQUIRE

Personal Bank Statements:

Salary credits

- ☐ Does the employer name match the information provided?
- ☐ Does the net amount on the payslip match the information provided?
- ☐ Do the dates match the information provided?

SENSE CHECK: Do the personal bank statements...

- Have standing orders or regular personal incoming/outgoing transactions?
- Have evidence of any large transactions?
- Have any bounced payments?
- Have any undisclosed credit commitments?

For customers using 100% of variable income:

- ☐ Two most recent years' P60s

If we can't electronically verify, we may require:

- ☐ Identification & Proof of Address (dated within the last 3 months)
- ☐ Mortgage Statements / Proof of mortgage payments

For customers that are renting:

- ☐ Landlords or Letting agents details (including e-mail address) for properties rented in the last 2-3 years for a Landlords reference to be sent to.

For applications with an active Debt Management Plan:

- ☐ Evidence of payments for the last 12 months

For portfolio landlords:

- ☐ Copy of top 3 ASTs held in portfolio (AST verification may be required)

All our documents can be downloaded at www.kensingtonmortgages.co.uk/intermediaries/documents

THIS INFORMATION IS FOR INTERMEDIARIES ONLY

Page 2 of 2

Kensington and Kensington Mortgages are trading names of Kensington Mortgage Company Limited. Registered in England & Wales: Company No. 03049877. Registered address: Ascot House, Maidenhead Office Park, Maidenhead SL6 3QQ. Kensington Mortgage Company Limited is authorised and regulated by the Financial Conduct Authority (Firm Reference No. 310336). Some investment mortgage contracts are not regulated by the FCA.