Buy to let evidential documents matrix

BUY TO LET - ICR (rental funded)

Minimum income criteria met AND existing BTL mortgage held and / or rental income (mortgaged or unencumbered) received	
Income	**Documentation required**
Existing rental income	The latest year's Tax Calculation* and corresponding Tax Year Overview

Minimum income criteria met from a single income source AND no BTL mortgage held and/or no rental income received	
Income	**Documentation required**
Sole Trader, Partnership, LLP with less than 50 partners	The latest year's Tax Calculation* and corresponding Tax Year Overview
Limited Company Directors >25% share holding	
Limited Liability Partnership (LLPs) with 50 or more partners	A Letter issued by either the company finance director or accountant or the manager of partner affairs or accounts. The letter must detail the customer's earnings over the latest year, the date they joined the company, date made partner, authors job title and accountancy qualifications and must be dated within the last three months.
Employed / Pension / Disability / Benefits / Other Income	One months' supporting documents for the highest earning applicant only from the Residential lending criteria

BUY TO LET - ICR (rental funded)	Minimum income criteria not met from a single income source:	
	Documents Required	
	Sole Trader, Partnership, LLP with less than 50 partners	The latest year's Tax Calculation* and corresponding Tax Year Overview.
	Limited Company Directors >25% share holding	The latest year's finalised financial accounts dated within the last 18 months.
	Limited Liability Partnership (LLPs) with 50 or more partners	A Letter issued by either the company finance director or accountant or the manager of partner affairs or accounts. The letter must detail the customer's earnings over the latest year, the date they joined the company, date made partner, authors job title and accountancy qualifications and must be dated within the last three months
	Employed / Pension / Disability / Benefits / Other Income	Full evidence of income must be provided in line with Residential lending criteria
	*Tax Calculation can be an online print out from HMRC website, an SA302 or the computation produced by the customer's accountant using commercial software and submitted to HMRC. Documentation must be dated within the last 18 months.	
BUY TO LET – Top Slicing	**Documents Required**	
	Full evidence of income must be provided in line with Residential lending criteria	

BUY TO LET

<table>
<tr><th colspan="3">Application / customer</th></tr>
<tr><th>Policy area</th><th colspan="2">Documentation required</th></tr>
<tr><td>UK National

The applicant(s) must be an owner occupier, with at least six months in their property of residence. For joint applications at least one applicant must meet this policy.</td><td>Residential properties in England and Wales

Owner occupier status will be validated via Land Registry checks where possible.

Where the Land Registry details have not been updated due to a recent purchase (for example, within the last 12 months), please follow the guidance for properties in Scotland or Northern Ireland.</td><td>Residential properties in Scotland or Northern Ireland

Property is mortgaged – request the latest mortgage statement which must be dated within the last 12 months.

Property is unencumbered – request a solicitor's letter confirming ownership.</td></tr>
<tr><td>Interest only</td><td>ICR (Rental Funded)
No evidence required.</td><td>Top Slicing
Where the repayment plan is not the sale of the Buy to Let property, the alternative method must comply with the Bank's list of acceptable repayment strategies. Please refer to our Interest-only_repayment_plans.pdf supporting document.</td></tr>
<tr><td>Existing Rental Income</td><td colspan="2">Evidence will only be required if requested as part of the application. If required, the latest one month's bank statement(s) dated within the last 35 days for all non-HSBC accounts to which rental income is paid; or the latest year's tax return (SA100 including SA105) will be required.</td></tr>
<tr><td>International BTL</td><td colspan="2">A minimum of one months' employed payslips and one months' current account statements must be provided.</td></tr>
<tr><td>Documentation not in English language</td><td colspan="2">Any documents that are not in English language must be translated to English prior to submission. This should be completed by a recognised translation service and accompanied with headed confirmation. The original untranslated document will also be required. A payslip or letter from an employer in Welsh, can be translated by one of the banks Welsh speaking mortgage Advisors.</td></tr>
<tr><td colspan="3">The customers full income position should be captured in the application and not just the amount required to meet the minimum income criteria, this ensures the application is correctly assessed.</td></tr>
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For more information, please call our Broker Support helpdesk on 0345 600 5847

Lines are open Monday-Friday, 9am-5pm