

## Buy to Let Evidential Documents Matrix

BUY TO LET	<u>Employed Income</u>						
	Payment Frequency						
	Income Type	Weekly	Fortnightly	Four Weekly or Monthly	Quarterly	Half Yearly	Annually
	<b>Basic Income (including any permanent allowances)</b>	Latest 4 payslips	Latest 2 payslips	Latest payslip	N/A	N/A	N/A
	<b>Shift Allowance</b>	Latest 6 payslips	Latest 6 payslips	Latest 3 payslips	N/A	N/A	N/A
	<b>Variable Income (Bonus/Overtime/Commission)</b>	Latest 6 payslips	Latest 6 payslips	Latest 3 payslips	Latest 4 equivalent payslips/award letters showing payment	Latest 4 equivalent payslips/award letters showing payment	Latest 2 equivalent payslips/award letters showing payment
	<p>* Each source of variable income must be evidenced separately This income will be taken into account as part of the application checks on indebtedness and loan to income</p>				<p>The payslips/award letters must include a payment that has been paid within the last 3 months</p>	<p>The payslips/award letters must include a payment that has been paid within the last 6 months</p>	<p>The payslips/award letters must include a payment that has been paid within the last 12 months</p>
		Where an award letter is being used as evidence of income, it must clearly state the exact amount that <b>will be</b> paid within 3 months of the date on the award letter					
	<b>Note</b>	<p>The latest 3 months' worth of payslips must be provided for any income stream where the customer is not paid in GBP or the source of their income is not the UK</p> <p>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</p>					

BUY TO LET	<u>Self Employed Income</u>	
	Type of Business	Documentation Required
	<b>Sole Trader, Partnership, LLP with less than 200 partners</b>	The latest year's Tax Calculation* and corresponding Tax Year Overview
	<b>Limited Company</b>	The latest year's finalised financial accounts
	<b>Limited Liability Partnership (LLPs) with 200 or more partners</b>	A Letter issued by either the company finance director or accountant The letter must detail the customer's earnings over the latest year and be dated within the last three months
<b>Note</b>	*The 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 The latest HMRC documentation/accounts must be dated within the last 18 months	

BTL	<u>Retirement Income</u>		
	Income	Pension Type	Documentation Required
	<b>Pension income (already in receipt)</b>	Standard annuity pension and Drawdown Pension	Latest pension payslip, latest pension annual statement or latest P60

BTL	<u>Rental Income</u>	
	Income	Documentation Required
	<b>Existing Rental Income</b>	To evidence background rental income (if required) the following evidence must be obtained: 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).

<u><a href="#">Application/Customer</a></u>		
Policy Area	Documentation Required	
<p><b>UK National</b></p> <p>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 criteria</p>	<p style="text-align: center;"><b>Residential Properties in England and Wales</b></p> <p>Owner Occupier status will be validated via Land Registry checks where possible</p> <p>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</p>	<p style="text-align: center;"><b>Residential Properties in Scotland or Northern Ireland</b></p> <ul style="list-style-type: none"> <li>• Property is mortgaged – request the latest Mortgage Statement which must be dated within the last 12 months</li> <li>• Property is unencumbered – request a solicitor’s letter confirming ownership</li> </ul>
<p><b>Foreign National</b></p>	<p style="text-align: center;"><b>EU/ EEA/ Swiss National with a settled or pre settled status</b></p> <p>Applicants with an EU Settlement Scheme settled or pre settled status, must evidence their residency in the UK by providing their sharecode.</p> <p>Their settlement status can be checked on the government website- for further guidance please refer to 16.7 Foreign National Guidance Pack</p>	<p style="text-align: center;"><b>All Other Foreign nationals (including EU/EEA/Swiss national not part of the EU Settlement Scheme) Countries</b></p> <p>Foreign nationals <u>with</u> indefinite leave to remain in the UK, indefinite leave to enter the UK or a Right to Abode must evidence their residency in the UK by providing either a current valid passport showing a visa stamp or their UK residency permit.</p> <p>Foreign nationals <u>without</u> indefinite leave to remain in the UK, indefinite leave to enter the UK or a Right to Abode must evidence that they have lived in the UK for a minimum of 12 months at point of application and a minimum of 12 months remaining. This can be evidenced by:</p> <ul style="list-style-type: none"> <li>• a current valid passport with visa stamp/work visa showing date of entry into the UK</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• a residency permit/visa showing entitlement to live and work in the UK with at least 12 months remaining at point of application</li> </ul>
<p><b>Interest Only</b></p>	<p>For details of Acceptable Repayment Strategies, please refer to <a href="#">Interest-only repayment strategies Aug22.pdf (hsbc.co.uk)</a></p>	
<p><b>Documentation not in English language</b></p>	<p>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 documents will also be required</p>	