

4. Scan your rate switch application and compose a new email



5. Select the relevant mailbox to send your rate switch application, and please ensure that you attach your rate switch application:

- Residential applications: residentialrs2@barclays.com
- Buy to Let (BTL) applications: btls2@barclays.com

Important: Please ensure you log into the account every 90 days, to ensure your secure mail account remains active.

Helpful Tips

- The optimum resolution for your scanner is 200 x 200 dpi – to ensure the attachment is not too big. Please don't scan at a higher resolution.
- The maximum attachment size is 5mb. If your attachment is larger then please split it into two separate attachments.
- All documents must be scanned in PDF or TIFF file format.

