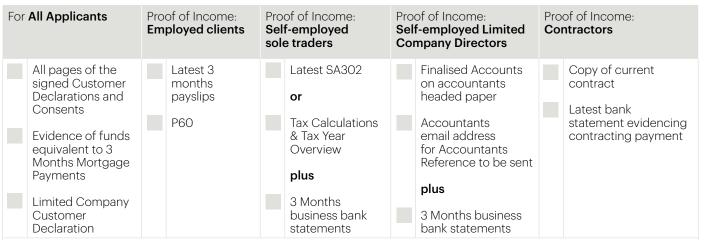
# **BUY TO LET** PACKAGING SUPPORT GUIDE





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 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

Evidence and explanations of any lump sums transferred into the account

Including evidence and build-up of funds

Donor Gift Deposit Declaration (ALL PAGES) Donor Identification

NOTE: Gifted deposits are only acceptable for First Time Landlords (not Limited Companies) on loans under £500k.

# 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

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# **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)

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