



**Documents we will always need:**

**Declaration and Direct Debit mandate** – signed and dated (blank versions can be downloaded from our website).

**BTL portfolio form** - completed by all portfolio landlords.

**Documents we may need:** (we may ask for others)

**Income verification – employed applicants:**

- P60 and latest month’s payslips (where the latest P60 is not available the latest three months’ or 12 weekly payslips are acceptable).
- online payslips are acceptable with company name or logo, tax ref no, employee name, NI no, pay date, pay period and deductions.

**Income verification – self-employed applicants** depending on the employment status of the applicant(s):

- latest year’s HMRC Tax Calculation and Tax Year Overview documents for Directors with 20% or more share in the company, Partnerships, Sole Traders or Sub-contractors must be no more than 18 months old.

**ID and Proof of address** – we try to identify the applicant electronically so do not send ID unless requested as this can slow down the processing.

Proof of address documents (not online versions) include: bank/mortgage statement or utility bill (excluding mobile phone) a maximum of three months old or a council tax bill less than 12 months old and current year.

Proof of ID (including name and signature) include: valid UK passport, UK/EEA driving licence, EEA member state ID card, firearms certificate.

**Bank statements** – depending on applicant(s) employment status:

Three months’ personal bank statements if the accounting period on the certificate or the HMRC Tax Calculation and Tax Year Overview is more than 12 months old.

Online bank statements are only acceptable for proof of income, **not proof of address**, and they must show the applicant(s) name, account number and the bank’s web address.

**Other:**

- Proof of deposit.

See our website for further details: [coventryforintermediaries.co.uk](http://coventryforintermediaries.co.uk)

<b>Payslip &amp; P60</b>	<b>Last year’s HMRC Tax Calculation and Tax Year Overview Documentation</b>	<b>Accountant’s Certificate</b>	<b>Proof of mortgage payments</b>	<b>Proof of ID</b>	<b>Proof of address</b>	<b>BTL portfolio form</b>
May be required for employed applicants	May be required for Directors with 20% or more share in the Company/ Sole Traders/ Partnerships/ Sub-contractors	May be required for Directors with 20% or more share in the Company	Credit search or last annual mortgage statement*	Required if no EID name match	Required if no voters roll address match	Required in all BTL cases where the applicant has other BTL properties

\* Where annual mortgage statements are more than six months old, the latest two months’ bank statements showing the mortgage payments are also required.

## Things to remember

Do not send documents that have not been requested as this can affect processing times.

Check documents are not out of date.

Ensure the applicant(s) self-employment type is input correctly as this determines what proof of income, if any, we will require.

Check bank statements are complete and include: name, account number, sheet number, deductions, salary credits (see above regarding online statements).

Use our rental calculator before you submit a case.

Using our document upload facility saves time in processing.

If each applicant's individual income is less than £42,500, and all applicants declare themselves to be a non-tax payer or basic rate tax payer (starter or intermediate rate in Scotland), the minimum rental income required is 125% of their monthly mortgage interest payment on a reference rate of up to 5.5%\*, based on the chosen product.

If any individual applicant's income is £42,500 or more, or if any applicant declares themselves to be a higher rate or additional rate tax payer (top rate in Scotland), the minimum rental income required is 145% of their monthly mortgage interest payment on a reference rate of up to 5.5%\*, based on the chosen product.

Product	Customer Type			
	New (inc. additional borrowing)	Porting/TOE (change)^	Porting /ToE (no change)^^	Remortgage (no additional borrowing)
	Reference rate			
2 Yr BBR Tracker	5.5%		5%	
Flexx for Term				
2 Yr Fixed				
3 Yr Fixed				
5+ Yr Fixed	4.5%*			

\* Where the total loan has 5 years or more remaining on a Fixed rate product at completion, the 5+ year Fixed reference rate can be applied.

^ Existing customers Porting or completing a Transfer of Equity with additional borrowing where the LTV and/or loan amount are increasing.

^^ Existing customers Porting or completing a Transfer of Equity with no additional borrowing where the LTV and/or loan amount are not increasing, and the ICR is no lower than the most recent ICR assessment.

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All information is subject to change.

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