

## Buy-to-Let (BTL) UK Packaging Guidelines

To ensure we can process your case as quickly and efficiently as possible, please ensure cases are packaged as per our below requirements. Failure to provide the required information at submission may result in the case being delayed or withdrawn after 14 days.

Documentation Required	
In some situations, our underwriting team may request additional information, this is for guidance purposes only.	
Type	Requirement
Income Proof - <b>Employed</b>	All of the following: <ul style="list-style-type: none"> <li>• Latest payslip</li> <li>• Latest full month's bank statement evidencing net income receipts and applicant's expenditure</li> </ul>
Income Proof - <b>Self-Employed</b> (Limited, Sole or LLP)	All of the following: <ul style="list-style-type: none"> <li>• Latest 2 years SA302 tax return and corresponding Tax Year Overview's <b>Or</b> Accountants Certificate (see <a href="#">Accountants Certificate</a> template)</li> <li>• Latest full 3 months personal bank statements evidencing applicant's expenditure <b>AND</b> latest full 3 months business bank statements evidencing the daily trading activity of the business</li> </ul>
Income Proof - <b>Contractor</b>	All of the following: <ul style="list-style-type: none"> <li>• Signed copy of contract</li> <li>• Latest full month bank statement evidencing net income receipts and applicant's expenditure</li> </ul> <p>NOTE: If less than 6 months to run on the current contract – evidence of 12 months historical work is required</p>
Income Proof - <b>Pension</b>	All of the following: <ul style="list-style-type: none"> <li>• Latest annual pension statement</li> <li>• Latest pension payslip</li> <li>• Latest full month's bank statements evidencing pension income receipts and applicant's expenditure</li> </ul>
Income from <b>Land and Property</b>	All of the following: <ul style="list-style-type: none"> <li>• Latest 2 years SA302 tax return and corresponding Tax Year Overview's <b>Or</b> Accountants Certificate (see <a href="#">Accountants Certificate</a> template)</li> <li>• Latest full 3 months personal bank statements evidencing personal expenditure <b>AND</b> latest full 3 months rental fed bank statements</li> </ul> <p>*Please note we can only use net income less finance costs</p>
Proof of Deposit - <b>Savings</b>	Latest month's bank statements showing available funds
<b>Existing Mortgage / Finance</b>	Most recent mortgage/finance statement covering last 12 months on all UK and International properties if the properties are not reported on Equifax
<b>Gifted Deposit</b>	All of the following: <ul style="list-style-type: none"> <li>• Completed Gatehouse Bank <a href="#">Gifted Deposit Declaration</a> – to be completed and signed by the donor</li> <li>• Donor ID and latest bank statement to evidence of their funds</li> </ul>
<b>Debt Consolidation</b>	Not acceptable
<b>Proof of Address</b>	Please refer to pages 1 and 2 in the <a href="#">Gatehouse ID Requirements</a>
<b>ID</b>	Please refer to pages 1 and 2 in the <a href="#">Gatehouse ID Requirements</a>
<b>Portfolio landlords</b>	Please complete the <a href="#">Gatehouse Portfolio Template</a>

**CONTINUED OVERLEAF >>>>>**

**For individuals residing in a high-risk jurisdiction, we will require a photograph of the client holding up their passport. The passport must be legible and clear showing the clients' face.**

**Documentation in a foreign language must be translated and provided to us with the original untranslated version. For further guidance, please refer to our translation guidance:**

**[Guidance for the Translation of Foreign Documents](#)**

**If your document needs to be certified, please refer to our guidance below:**

**[Requirements for a Certifier](#)**