Fleet Mortgages

Submission Requirements

Version 27.

Submission Requirements

The following items are required to be submitted after application:

Proof of Income (Primary applicant only)

One of the following:

- Most recent payslip
- Latest Tax Computation/Calculation or Tax Return
- For retired applicants, the latest pension statement is acceptable

Although there is no minimum income requirement, the primary applicant must declare their income, which will need to be verified.

All tax needs to be paid in full for the relevant tax year. Any outstanding tax or tax being paid on an arrangement is not acceptable within our criteria.

Accounts may be considered subject to referral, they must be signed and completed by members of the following accepted accountancy institutes:

Institute of Chartered Accountants in England & Wales (ICA / ACA / FCA)	http://www.icaew.com
Institute of Chartered Accounts in Scotland (CA)	https://www.icas.com/
Association of Chartered Certified Accountants (ACCA/FCCA)	https://www.accaglobal.com/gb/en.html
The Association of International Accountants (AIA)	https://www.aiaworldwide.com/
Association of Accounting Technicians (AAT/MAAT/FMAAT)	https://www.aat.org.uk/
Authorised Public Accountants (AAPA/FAPA)	https://find-and-update.company-information.service.gov.uk/company/01379840
Chartered Institute of Management Accountants (CIMA/ACMA/FCMA)	http://www.cimaglobal.com/
Institute of Financial Accountants (AFA/FFA)	http://www.ifa.org.uk/find-an-accountant/

Important Guidance

Please note, statements must be on bank/building society headed paper showing the full name and address of the account holder and the bank account number, unless providing online statements whereby account details must be displayed. Copies of savings books must detail the account holder's name and the account number. All documents provided must have no transactions redacted or covered in any way.

To assist with the progress of your submission please also provide an explanation of the deposit funds provided.

We have the right to request additional documentation to support any of the above examples provided in determining the source of funds

It is also the responsibility of the Intermediary to ensure they have satisfied themselves for the proof of deposit under the UK AML Frameworks.

Some of the following documents may be requested on a case-by-case basis:

- Up to 3 months personal bank statements (evidencing day to day living costs and/or rental income, if applicable)
- Bank Statement dated within the last 3 months to match Direct Debit Mandate
- Proof of residence for all applicants (evidencing at least three years' history)
- Evidence of permanent rights to remain in the UK
- Evidence that the applicant is liable to UK tax
- Evidence of 12 months history of a mortgage or home ownership
- A copy of the lease if leasehold
- Latest or current Assured Periodic Tenancy (APT)

If Remortgaging:

- Evidence of 3 months' mortgage paid

If HMO or Multi Unit Block:

- A copy of the HMO licence

Portfolio Landlords

Fleet Mortgages has a dedicated underwriting process for Landlords owning four or more BTL properties.

What additional information do we require?

1. Existing Property Portfolio

Where all applicants, individually or collectively, own 4 or more existing mortgaged BTL properties, or 3 mortgaged properties where an application is being submitted to Fleet to purchase a fourth, we will request a property schedule that details the portfolio. Information is gathered via Cotality (Buy to Let Hub) allowing instant submission in real-time direct to our underwriters. If you already have previous data stored within the hub, you can use that information to create a new portfolio submission for Fleet Mortgages.

You can access the Buy to Let Hub here:
BTL Hub Login

Or to register:
BTL Hub Register

2. Portfolio Landlords Questionnaire

We have combined a simple business plan and cashflow forecast into an easy-to-complete questionnaire – only existing landlords are required to complete the questionnaire.

The questionnaire is available on our Portfolio Landlords page - https://www.fleetmortgages.co.uk/portfolio-landlords/.

Please note:

- There are no changes to our DIP or application system
- Portfolio applications will be assessed by dedicated Underwriters
- To minimise the underwriting time, please upload the Portfolio Landlords Questionnaire via Fleet's Broker Portal before submitting the Cotality property schedule

For more information, please contact our Sales team:

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Fleet Mortgages

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