

Mortgage Document Checklist

Each Mortgage is as individual as you are, right from the lenders to your personal circumstances. Different lenders may ask for different documentation, making it difficult to know what you might need. We have compiled a list of all the paperwork lenders may potentially require, so that you can be prepared before you start the process.

The documentation needed fits into three main categories: ***Proof of ID***, ***Proof of Income***, and ***Proof of Expenses***. A way to look at it is they need to know who you are, what you earn and how much you spend it.

Proof of ID

- ☐ **Current photo passport or drivers' license** - remember this should have your current address on, to avoid complications. Make sure you check the expiry date – you cannot use an expired form of ID.
- ☐ **Most recent utility bill (gas/electric etc.)** - remember to show the full bill and not just the summary page. These are hard to get hold of in a digital age, so you may need to download them, or request a paper copy from your provider. You can also use a council tax bill showing your name.
- ☐ **Bank statement or credit card bill** – document must be dated within the last 3 months.

Remember that all these documents should have consistent information, such as the spelling of your name and address. This way they will be more trustworthy for the lender to use as evidence. If you are buying with someone else and you already live together, you will need their name to be on at least one of the utility bills too or at a minimum their bank statements.

Credit Report

- ☐ **Up to date Credit Report.**

We will need an up-to-date credit report. We recommend Check my file as they are regarded to have the most comprehensive report with data from the three main credit reference agencies. Try it free below for 30-day free trial, then £14.99 a month – cancel anytime. Regularly checking your credit report means you can keep track of your score and improve it by making sure all the information is correct and up to date.

<https://www.checkmyfile.com/?ref=sarahheath&cbap=1>

Proof of Income

- ☐ **Pay slips** - these must be no more than three months old (up to 6 weeks if you are paid weekly) and feature both your name and your employer's name, payment date, net pay, and gross pay.
- ☐ **P60** - If you have recently started a new job, or have not been at your role for long, they may want to see P60 documents to prove you have been in work.

If you are self-employed

- ☐ **Self-assessed tax return forms (SA302) and tax year overviews** – you can request these forms from HM Revenue and Customs (HMRC) and they both must represent the same period, no later than the last 2 years.
- ☐ **An accountant's certificate** - this can be provided by your bank or lender and must be filled in by a suitably qualified UK accountant.

If you have other/additional sources of income:

- ☐ **P60 and/or 3 month's pay slips** - use these as evidence of bonuses, overtime, and commission.
- ☐ **Most recent HMRC letter** - use these as evidence of child benefits and working/child tax credits.
- ☐ **Most recent Department of Work and Pensions (DWP) letter** - use this as evidence of state pensions and state benefits.
- ☐ **Letter from local authority** - use this as evidence of income from fostering, it should state the number of children and how long you have been fostering for.
- ☐ **Pension pay slip** - use this as evidence of a private pension or annuity.

Expenses

As well as knowledge of your income, the lender needs an idea of your outgoing expenses before approving your application. This is because regular payments such as school fees, travel etc. may have an impact on what you can afford to repay monthly.

To show this information they will need:

- ☐ **3 months Bank statements** - these must be the latest statements available dated within the last 2 months, be fully legible and not be amended in any way. It will need to be your full statement with your correct name and address and a running balance.

We may wish to ask you about any purchases or incomes that seem unusual or unclear, especially any unusually large sums of money being transferred in or out. This information is confidential and will only be shared with any persons related to your case.

Evidence of deposit

We may need to see evidence of any deposit you are planning to make towards the property.

Where your deposit is gifted by a family member or other, your Solicitor will need to obtain a letter from the donor confirming the deposit is a non-refundable and unconditional gift and that no interest is being claimed in the property.

Remember we are here to help so if you have any questions do not hesitate to contact us.

