

# Submission Guidance

## Buy-to-Let Mortgages

When submitting a buy-to-let mortgage application follow these four simple steps to help us to get your client's case underwritten as quickly as possible:

**Step One:** Submit a decision in principle (DIP)/enquiry via the Broker Portal.

**Step two:** Use the tables below to determine the documentation that our underwriters will require based on the circumstances that apply to your application.

### Standard Requirements – These are required in every application

Category	Evidence required
<b>Evidence of Income</b>	<b>If the applicant is employed or is a contractor paid by an Umbrella Company:</b> <ul style="list-style-type: none"><li>Last month's <b>payslip</b> prior to application (subject to YTD figure evidencing a minimum of 3 months) AND</li><li>Latest <b>P60 OR March year-end payslip</b> (to evidence total earnings for previous year)</li></ul> <b>If the applicant is self-employed/a limited company:</b> <ul style="list-style-type: none"><li>2 years <b>HMRC Self-Assessment Tax Calculations (SA302)</b> AND</li><li><b>Tax Year Overview information</b> issued by HMRC</li></ul>
<b>Declaration Form and Direct Debit</b>	<ul style="list-style-type: none"><li>A <b>Declaration form and Direct Debit Mandate</b> will be provided which must be completed</li></ul>

### Additional Requirements – These are required only if the circumstances apply to your application

Circumstances	Evidence required
<b>If the deposit is NOT a family gift or equity from the sale of the applicant's current property</b>	<ul style="list-style-type: none"><li><b>Bank or Building Society Passbook</b> OR</li><li><b>Bank Statement(s)</b></li></ul>
<b>If the applicant is in contract employment</b>	<ul style="list-style-type: none"><li>Original or certified copy of the current and previous <b>contracts</b></li></ul>
<b>If the applicant will hold 4 or more mortgaged buy-to-let properties across ALL lenders upon completion of this application*</b>	<ul style="list-style-type: none"><li><b>Portfolio Schedule</b> AND</li><li><b>Business Plan</b></li></ul>
<b>If the applicant will hold 11 or more mortgaged buy-to-let properties with Aldermore upon completion of this application*</b>	<ul style="list-style-type: none"><li><b>Cash Flow Statement</b> for a 12 month period AND</li><li><b>Statement of Assets and Liabilities</b></li></ul>
<b>If the application is being made in the name of a company</b>	<ul style="list-style-type: none"><li>The most recent <b>2 years accounts</b> for the applying company (if available based on trade length)</li></ul>
<b>If the applicant is using retained profit as part of income verification</b>	<ul style="list-style-type: none"><li>Latest <b>2 years submitted accounts</b> for business</li></ul>

\*This must include properties held in the individual's name and any corporate body in which the individual has more than 25% shareholding

**Step three: Proceed to Full Mortgage Application (FMA) and upload the documentation** against the checklist items in the portal.

**Step four:** Providing you have met the submission guidelines **an underwriter will assess the application**, look to instruct the valuation and will contact you to confirm next steps. Failure to provide the information up front may slow down the production of the offer.

# Aldermore

Your home may be repossessed if you do not keep up repayments on your mortgage.

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