

## Documentation Guidelines - Portfolio Buy to Let

For use by FCA authorised intermediaries only.

To help us process your case as quickly as possible, please ensure all correctly certified documents are submitted at the beginning of the process. Without these documents, we won't be able to process your case. In some situations we may ask for additional information, this will be detailed on our Mortgage Portal - please check this for updates on your cases.

Please note, proof of ID (if required) and proof of income will be requested at Pre-Submission stage, these need to be uploaded before the application is classed as fully submitted and we progress the application to acknowledgment. If these are not uploaded within 30 days the case will automatically expire.

| PERSONAL DETAILS                 |   |
|----------------------------------|---|
| ID and Proof of Address          | ID and proof of address requirements can be found in the <a href="#">ID requirements guide</a> .  |
| Bank statements                  | For PBTL applications, all customers to provide latest bank statement dated within the last 30 days that evidence a income receipt (where applicable), payments to all secured and unsecured lending agreements. Additionally, the last 3 months bank statements evidencing rental receipts and BTL mortgage payments within the portfolio are required.  |
| Proof of income - Portfolio BTL  | No minimum income unless Top Slicing but an income other than land and property is required.  |
| Proof of income – employed       | Latest 2 months payslips and evidence of 6 months continuous employment history. Where possible we will use the year-to-date figure on the payslips to confirm employment history but if this does not cover the last 6 months a P60 will be required.  |
| Proof of income – self-employed  | <p>We require 1 months business bank statement dated in last 30 days to confirm the trading levels of the business. We accept the average of the last 2 or 3 years income, where looking to use an average of the last 3 years, then 3 years figures/proof is required, if using 2 years figures then 2 years figures/proof is required.</p> <p><b>And</b></p> <p>A completed <a href="#">Metro Bank Accountant certificate</a> (accepted for loans less than £1 million).</p> <p><b>OR</b></p> <p>Tax calculations and overviews with an accountants covering letter to confirm figures match that submitted to HMRC.</p> <p><b>OR</b></p> <p>A copy of the submitted SA100 (tax returns) with Inland Revenue mark or tax calculations and overviews printed on accountant headed paper for the last 2/3 years</p> <p><b>OR</b></p> <p>For limited company directors and shareholders who own more than 25% of the business, we will require 1/2 years' worth of full, submitted, signed company accounts that shows 2/3 years figures.</p> <p>For partnerships we require 1/2 years full partnerships accounts (showing 2/3 years figures) or 2/3 years partnership tax returns with Inland Revenue mark.</p> |
| Proof of income – contractors    | We require evidence of current contract, 12 months history of same industry experience and 1 month business bank statement dated within the last 30 days showing receipt of contract income at level keyed. 12 month same industry history can be demonstrated by contracts covering the last 12 months, P60 or SA100 (tax return with IR mark).  |
| Proof of income – pension income | We will require the latest annual pension letter/statement or DWP award letter. Company scheme or final salary defined benefits scheme can be used if the customer is currently drawing from the scheme. If they are using SIPP income and are not drawing but are aged 55 years or over and able to draw, or are using investments as income, we will require both proof of current value and breakdown of investments/funds.  |
| Proof of income – parental leave | The last payslip received prior to leave, a P60 and a letter from the employer confirming the return to work date, salary and the terms of employment. If return to work date is over 3 months, proof of savings to cover household expenditure required.   |

## Documentation Guidelines - Buy to Let *(continued)*

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|--------------------|---|
| Portfolio BTL      | In addition to the standard requirements which include proof of income, the <a href="#">Portfolio Landlord Document Pack</a> needs to be completed and uploaded at AIP stage. Where the customer holds other BTL's in a Limited Company, 2 years' worth of full, submitted, signed company accounts that shows 3 years figures will be required.  |
| Top Slicing        | Please refer to the ' <a href="#">Employment/income</a> ' section of our Mortgage Lending Criteria for acceptable incomes.  |
| Proof of Deposit   | For all purchases a memorandum of sale will be required. If the deposit is being raised by other secured lending, please provide Mortgage Illustration/Offer. If from savings, 3 months bank statements showing transactions required. If transfers from another account, 3 months bank statements from that account also required to trace the source of money. If more than one account, please upload all statements at the same time and ensure the latest statement is dated in the last 30 days with a breakdown of what funds are held in which account. |
| Gifted Deposit     | In addition to the above, the <a href="#">Gifted Mortgage Deposit Form</a> must be filled out to confirm a sum of money is being gifted towards a deposit on a property.  |
| Debt consolidation | Details to be entered as part of the mortgage application. If other debts to be consolidated (e.g. repaying family members/shared ownership) then further details to be provided using the 'send a message' function on the intermediary portal. The last six months credit card statements or a redemption figure may be requested.  |
| Let to Buy         | The onward mortgage illustration/offer is required.   |
| Hints and Tips     | Documents uploaded to the Portal should be uploaded against the appropriate checklist item and labelled correctly. This will ensure that our initial checks can easily identify the minimum required documents for underwriting.<br><br>If you wish to provide further information to support your application, then please use the "add a note" function on the Portal - for underwriter review.   |

### We are here to help

For further questions please do not hesitate to [contact your local BDM](#) or the Broker Help Desk on **020 3427 1019** or visit [metrobankonline.co.uk/intermediaries](https://metrobankonline.co.uk/intermediaries).