

SBI UK - BUY TO LET DOCUMENTS SUBMISSION CHECKLIST

Category	Document	Standard Application		SPV		HMO		Expat	
		Purchase	Remortgage	Purchase	Remortgage	Purchase	Remortgage	Purchase	Remortgage
Mandatory Documents - All Application types	Proof of ID (all applicants)	✓	✓	✓	✓	✓	✓	✓	✓
	Proof of Address (all applicants)	✓	✓	✓	✓	✓	✓	✓	✓
	Latest 3 months personal bank statements for the primary applicant	✓	✓	✓	✓	✓	✓	✓	✓
	DDM: latest bank statement to verify the DDM bank details	✓	✓	✓	✓	✓	✓	✓	✓
	EPC of the subject BTL property (Rating of A to E only)	✓	✓	✓	✓	✓	✓	✓	✓
Principal Applicant: Employed	Certification Declaration for the documents provided: KYC, Income, Bank statements, Financial accounts. (refer BTL literature section on SBIUK's website)	✓	✓	✓	✓	✓	✓	✓	✓
	Latest payslip (Last 4 weeks if paid weekly)	✓	✓	✓	✓	✓	✓	✓	✓
	Latest P60 (if available)	✓	✓	✓	✓	✓	✓	✓	✓
Principal Applicant: Self Employed or Contractor	Latest 3 months personal bank account statements evidencing salary credits - Principal Applicant	✓	✓	✓	✓	✓	✓	✓	✓
	Latest 2 years received postal HMRC SA302's including HMRC covering letter OR the latest 2 years online tax year overviews together with 2 years online tax calculations/computations/SA302's	✓	✓	✓	✓	✓	✓	✓	✓
	Where 100% Rental income to considered: latest 2 years SA100's	✓	✓	✓	✓	✓	✓	✓	✓
	If primary applicant is sole trader: latest 2 years fully professionally produced trading accounts from where principal applicant derives salary and dividend payment (latest must not be older than 18 months)	✓	✓	✓	✓	✓	✓	✓	✓
	Salary and Dividend income: Latest 2 years fully professionally produced full trading accounts from where the principal applicant derives salary and dividend payments (latest must be no older than 18 months).	✓	✓	✓	✓	✓	✓	✓	✓
Principal Applicant - Retired	Contractors - Current contract with 3 months remaining, or evidence of new or renewed contract and previous contract(s) demonstrating continuous contracting/employment for last 2 years.	✓	✓	✓	✓	✓	✓	✓	✓
	Latest 2 years fully professionally produced full trading accounts of Partnership business (if applicable)	✓	✓	✓	✓	✓	✓	✓	✓
	Latest annual pension statement	✓	✓	✓	✓	✓	✓	✓	✓
Deposit - Purchase transaction	Latest 3 months personal bank accounts statement evidencing pension credits	✓	✓	✓	✓	✓	✓	✓	✓
	Evidence of monies being used as the deposit (i.e. latest savings statement)	✓		✓		✓		✓	
	Deposit through Equity Release from an existing property - bank statement showing proceeds or copy of mortgage offer /illustration evidencing equity release.	✓		✓		✓		✓	
Remortgage transaction	Gifted Deposit- Donor Declaration	✓		✓		✓		✓	
	Copy of Latest AST		✓		✓		✓		✓
	Latest 3 months Bank Statements showing rental credits		✓		✓		✓		✓
	Latest itemised annual BTL mortgage statement of subject Property (if not located on credit file)		✓		✓		✓		✓
	In case of MUFb, AST & EPC is required for all units.		✓		✓		✓		✓
Portfolio Landlord Documentation	If property is HMO- HMO licence (additional or mandatory)						✓		
	Latest 2 years SA100	✓	✓	✓	✓	✓	✓	✓	✓
	Schedule of existing BTL properties as per banks format	✓	✓	✓	✓	✓	✓	✓	✓
	Business Plan as per banks format	✓	✓	✓	✓	✓	✓	✓	✓
Expat	Assets & Liabilities Statement as per banks format (pls refer sbiuk.com)	✓	✓	✓	✓	✓	✓	✓	✓
	If principle applicant is Expat: Employment confirmation letter from employer							✓	✓
	If principle applicant is Expat: Latest 3 months payslip's.							✓	✓
	3 months bank statement showing salary credit.							✓	✓
	Personal Credit Report from the country of current residence which includes the applicant(s)'s credit score (if available)							✓	✓
Proof of Address covering last 2 years addresses							✓	✓	
Applicant to provide UK address with a declaration that any correspondence sent to UK address will be treated as received and accountable							✓	✓	

*Please note the above is a generic checklist and actual document requirement can vary based on underwriting on a case to case basis.