Expat Furnished Holiday Let Documentation Checklist

This checklist is available in large print. Call 01282 440583* or send an email to intermediaries@themarsden.co.uk and we'll be happy to send you a copy.

Before submitting an application, please make sure you've included all the documentation on our checklist.

Help us to process your case as quickly as we can by noting that;

- We don't accept electronically signed documents
- The case can't go into the work queue until all documents are received
- We must receive 1 month's most recent bank statements (or 3 months' most recent bank statements for self-employed) for **ALL** active current accounts, **INCLUDING** the account the Direct Debit will be paid from. It will delay the case if we can't see all income, bills and transfers between accounts.

When all documents are received, a link will be sent directly to the applicant asking them to complete a paperless Direct Debit mandate on our website.

Required as standard	
✓	Completed application form.
✓	Signed Declaration (we don't accept electronic signatures).
✓	Letting agent letter confirming the anticipated weekly yields in low, mid and high season for a minimum of 30 weeks. A letter template is available on our website.
✓	Certified copy of passport. Must be intermediary certified or certified by a solicitor or embassy staff.
✓	Bank statement or utility bill. Address ID isn't required if you're providing an electronic ID pass check.

Income	
Employed income	
✓	3 months' most recent payslips.
✓	Employer's reference (the original **MUST** be posted to us prior to offer) confirming; • Employment details • Salary • Passport number • Residential address • PO Box address
Self-employed income	
✓	3 months' most recent and consecutive bank statements for UK and foreign accounts. Please include credit card and loan statements if applicable. Bank statements must be provided for **ALL** active current accounts for **ALL** applicants and must show the applicant's name, account number, sort code and bank logo. Please highlight on foreign statements any regular payments such as bills, loans, rent, etc.
✓	3 years' trading accounts (preferably translated to English).

Bank statements	
✓	1 month's most recent bank statement, which confirms salary/pension/rents received (3 month's most recent and consecutive bank statements for self-employed). Please include credit card and loan statements if applicable. Bank statements must be provided for **ALL** active current accounts for **ALL** applicants and must show the applicant's name, account number, sort code and bank logo. Please highlight on foreign statements any regular payments such as bills, loans, rent, etc.

Proof of deposit	
✓	3 months' most recent statements/record for the account(s) where funds are held.

Evidence for additional borrowing requests	
Home improvements	
✓	Builders' quotes and estimates.
✓	Planning permission documents if applicable. Please note, quotes/estimates may be required subject to underwriter's discretion.
Purchase of investment or second home	
✓	No evidence of the property being purchased needed if no onward mortgage required. If onward mortgage is required, then mortgage offer is needed for onward purchase.

UK letting agent details	
✓	Please ensure details are entered on the application form.

Signed fact sheet	
✓	Signed Expat Furnished Holiday Let fact sheet. A copy can be downloaded from our website.

Background buy to lets and furnished holiday lets	
✓	Evidence of rent being paid in and mortgage being paid out (bank statements requested may cover this).
✓	One year's SA302 required to evidence income declared.

marsden BUILDING SOCIETY

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*Calls will be recorded and may be monitored. FP193431-009