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 (template available on our website).
✓	Successful electronic ID verification, or one from each category below; **Person ID** • Certified copy of passport • Certified copy of driving licence **Address ID** • Bank statement • Utility bill • Council tax bill

Income	
Employed income	
✓	3 months' most recent payslips.
✓	Most recent P60.
Self-employed income	
✓	3 months' most recent and consecutive bank statements. 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.
✓	3 years' trading accounts, with supporting SA302s and tax year overviews. If sole trader, 3 years' tax returns, SA302s and tax year overviews.

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.

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 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.

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*Calls will be recorded and may be monitored. FP193407-008