

# Before submitting an Expat Furnished Holiday Let application...

Make sure you've included all the documentation detailed on our checklist.

## Required as standard

- ✓ Completed application form
- ✓ Signed Direct Debit Mandate (this **MUST** be posted to us as we require the wet signature)
- ✓ Signed Declaration (please note, 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)
- ✓ Certified copy of passport (person ID)
- ✓ Bank statement or utility bill (address ID)

NB: Person ID must be Intermediary Certified or certified by a solicitor or embassy staff. Address ID is not required if you're providing an electronic ID pass check.

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## Income

- ✓ 3 months' most recent payslips
- ✓ Employer's reference confirming;
  - Employment details
  - Salary
  - Passport number
  - Residential address
  - PO Box address

NB: The employer's reference must be posted to us, as we require the original document prior to offer.

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## Self-employed

- ✓ 3 months' most recent and consecutive bank statements for UK and foreign accounts. Please include credit card and loan statements if applicable
- ✓ 3 years' trading accounts (preferably translated to English)

NB: 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.

## Bank statements

- ✓ 3 months' most recent and consecutive bank statements for UK and foreign accounts. Please include credit card and loan statements if applicable

NB: 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.

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## Proof of deposit

- ✓ 3 months' most recent statements/record for the account(s) where funds are held
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## Evidence for additional borrowing requests

### Home improvements

- ✓ Builders quotes and estimates
- ✓ Planning permission documents if applicable

### Purchase of investment or second home

- ✓ Evidence of the property being purchased
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## UK letting agent details

- ✓ Please ensure details are entered on the application form
  - ✓ 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)
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## Buildings insurance schedule (for remortgage cases only)

- ✓ Copy of up to date buildings insurance schedule
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## Background buy to lets and furnished holiday lets

- ✓ Evidence of rent being paid in and mortgage being paid out (bank statements requested above may cover this)
- ✓ One year's SA302 required to evidence income declared

### To avoid delays...

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

- We do not accept electronically signed documents
- The case cannot go into the work queue until all documents are received
- We must receive 3 months' most recent bank statements for **ALL** active current accounts. It will delay the case if we cannot see all income, bills and transfers between accounts.



**marsden**  
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