

# Before submitting a 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)
- 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

---

## Income

- 3 months' most recent payslips
- 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)

---

## Self-employed

- 3 months' most recent and consecutive bank statements for UK accounts
- 3 years' trading accounts, with supporting SA302s and tax year overviews.  
If sole trader, then 3 years' tax returns, SA302s and tax year overviews.

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

---

## Bank statements

- 3 months' most recent and consecutive bank statements for UK accounts

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

---

## 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

### Purchase of investment or second home

- Evidence of the property being purchased

## 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)

## Buildings insurance schedule (for remortgage cases only)

- Copy of up to date buildings insurance schedule

## 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.