

Before submitting an Older Borrower or RIO 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
- ✓ Successful electronic ID verification, or one from each category below:

Person ID

- ✓ Certified copy of passport
- ✓ Certified copy of driving license

Address ID

- ✓ Bank statement
- ✓ Utility bill
- ✓ Council tax bill

Income

Pension income

- ✓ Annual award letter issued by DWP
- ✓ Annual statement from private pension provider
- ✓ If SIPP or drawdown, a statement no more than 30 days old including fund value
- ✓ P60 or payslip

Property or investment income

- ✓ 3 years most recent SA302s
- ✓ Annual investment statement or certificate for investments (dated in last 12 months)

NB: If the applicant has a property portfolio, you must submit an AIP. We will require details of the portfolio including property addresses, property values, mortgages outstanding, ownership details.

Employed income

- ✓ 3 months most recent payslips
- ✓ Most recent P60

Income (continued)

Self-employed

- 3 months most recent business bank statements
- 3 years most recent accounts
- 3 years most recent SA302s/tax calculations
- Accountant details on the application form

NB: If the applicant is a sole trader and accounts aren't available, please supply 3 years tax overviews alongside the above.

Bank statements

- 3 months most recent and consecutive bank statements

NB: Bank statements must be provided for **ALL** active current accounts for **ALL** applicants and must show the applicants name, account number, sort code and bank logo.

Evidence for additional borrowing requests

Home improvements

- Builders quotes and estimates
- Planning permission documents if applicable

Gift to family member

- Letter of confirmation from the person receiving the gift along with their ID

Purchase of investment or second home

- Evidence of the property being purchased
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Repayment vehicles

Investments/Endowments

- Annual statement dated within the last 12 months

Signed fact sheet

- Signed Older Borrower or RIO fact sheet

NB: Older Borrower and RIO fact sheets can be downloaded from our website.

Buildings insurance schedule (for remortgage cases only)

- Copy of up to date buildings insurance schedule

Background buy to lets

- Evidence of rent being paid in and mortgage being paid out (bank statements requested above may cover this)

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.



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