Newcastle Intermediaries

What to send with your mortgage application

Please see our handy 'What to Send' guide below that outlines what supporting information we require once you have submitted your application online. Please use our Document Upload service to return the Declaration, Direct Debit Mandate & all other supporting information that applies in the guide below or that we have specifically requested as quickly as possible.

This guide is just to help you; we don't need to see a copy but feel free to use a checklist.

Your dedicated case owner will contact you to outline what we need but to really speed up your application you do not have to wait until we have contacted you as we will assess all supporting information you have uploaded during our initial assessment. This will really help us getting your client's offer to all parties as soon as possible.

Please can you also ensure that any fees that are applicable are paid promptly via the methods below.

☐	**Declaration Form - signed by ALL applicants.**
☐	**Cheque: (Please enclose a cheque for any valuation, administration or reservation fees relative to this application)** Please make cheques payable to Newcastle Building Society Re: Your Name(s), Account/Application Number (if known) e.g. Newcastle Building Society, Re: Mr A Smith, 1234567. In addition, please remember to draw a line through any unused space on the cheque.
☐	**Card Payments: (Please contact us on 0345 602 2338)** **Amount £** .....
	Please confirm the amount of fees that you wish to add to the mortgage as detailed on the Illustration that your adviser has provided to you. Please note however, any fees added to the loan will accrue interest. The impact of including these fees should be considered by all applicants. **Fee Type** ..... **Amount £** ..... (i.e. Completion Fee) **Fee Type** ..... **Amount £** ..... **Please note that any fees that remain unpaid which are not being added to your mortgage must be paid prior to completion and failure to make the payment will delay the completion date.**
☐	**Direct Debit Instruction - signed and FULLY completed. (Please ensure you have indicated the date you would like the Direct Debit to be collected).**

	Applicant One		Applicant Two
☐	**Certified Proof of Identification** (Passport, driving licence etc) If requested via our online system	☐	**Certified Proof of Identification** (Passport, driving licence etc) If requested via our online system
☐	**Certified Proof of Current Residential Address** (Utility bill, bank statement etc) If requested via our online system	☐	**Certified Proof of Current Residential Address** (Utility bill, bank statement etc) If requested via our online system
☐	Last month's personal bank statement. Must show at least 1 corresponding salary credit for employed applicants	☐	Last month's personal bank statement. Must show at least 1 corresponding salary credit for employed applicants
	Employed Applicant:		**Employed Applicant:**
☐	Paid Monthly = last 3 months payslips Paid weekly = last 12 weekly payslips	☐	Paid Monthly = last 3 months payslips Paid weekly = last 12 weekly payslips
☐	**Additional Income:** Last P60 or 3 payslips showing bonus or commission **(Bonus/Commission)**	☐	**Additional Income:** Last P60 or 3 payslips showing bonus or commission **(Bonus/Commission)**
	Self Employed Applicants OR Limited Company Directors with 25% Share		**Self Employed Applicants OR Limited Company Directors with 25% Share**
☐	Last 2 years certified/audited business accounts **OR** Last 2 years HMRC Tax Assessments (SA302's) & Corresponding Tax Year Overview Forms	☐	Last 2 years certified/audited business accounts **OR** Last 2 years HMRC Tax Assessments (SA302's) & Corresponding Tax Year Overview Forms
☐	**Proof of Pension Provision** (Only required where applicants are within 10 years of expected retirement)	☐	**Proof of Pension Provision** (Only required where applicants are within 10 years of expected retirement)
☐	**Applicants not selling current residence (Let to Buy)** Consent to let from current lender and letter from ARLA/NLA registered letting agent confirming expected rent **OR** proof of new BTL offer	☐	**Applicants not selling current residence (Let to Buy)** Consent to let from current lender and letter from ARLA/NLA registered letting agent confirming expected rent **OR** proof of new BTL offer
☐	**Gifted Deposit Form** (Only required where deposit is not from applicants own resources) - Please download from **www.newcastleis.co.uk** under useful documents section.	☐	**Gifted Deposit Form** (Only required where deposit is not from applicants own resources) - Please download from **www.newcastleis.co.uk** under useful documents section.

On receipt of your completed application or subsequent documents, we may require further information, we will notify you of this if required.