

Checklist - what to send with a mortgage application

Introducer Name: _____ Contact Number: _____

Firm Name: _____

Client Name: _____

In order for us to deal with your application successfully, you need to send a number of documents with the mortgage application. The items listed below are the documents you will need to send us. We will return all documents following the application process.

Please ensure items below are submitted with the application, and return with your application to: Intermediary Services, Portland House, New Bridge Street, Newcastle upon Tyne, NE1 8AL.

Failure to supply the information below may result in a delay to your application.

Required	Applicant 1 Documents Required	Required	Applicant 2 (if applicable) Documents Required
<input type="checkbox"/>	Signed and completed Application Form	<input type="checkbox"/>	Signed and completed Application Form
<input type="checkbox"/>	Direct Debit Instruction	<input type="checkbox"/>	Direct Debit Instruction
<input type="checkbox"/>	*Proof of Residency - UK Passport or UK Driving Licence (Please provide photocard evidence)	<input type="checkbox"/>	*Proof of Residency - UK Passport or UK Driving Licence (Please provide photocard evidence)
<input type="checkbox"/>	*Proof of Identity - UK Passport or UK Driving Licence (Please provide photocard evidence)	<input type="checkbox"/>	*Proof of Identity - UK Passport or UK Driving Licence (Please provide photocard evidence)
<input type="checkbox"/>	Employed Applicant: Up to and including 80% LTV 1 payslip dated from the last 2 months* Over 80% LTV 3 most recent payslips and latest P60 *The last P60 will be required where overtime/bonus/commission is required to establish track record.	<input type="checkbox"/>	Employed Applicant: Up to and including 80% LTV 1 payslip dated from the last 2 months* Over 80% LTV 3 most recent payslips and latest P60 *The last P60 will be required where overtime/bonus/commission is required to establish track record.
<input type="checkbox"/>	Self Employed Applicant: Up to and including 80% LTV Last 2 years certified/audited business accounts OR Last 2 years tax assessments Over 80% LTV Last 2 years certified/audited business accounts OR Last 2 years tax assessments where accounts have not been prepared and signed by a professionally qualified accountant AND Projection for the current year	<input type="checkbox"/>	Self Employed Applicant: Up to and including 80% LTV Last 2 years certified/audited business accounts OR Last 2 years tax assessments Over 80% LTV Last 2 years certified/audited business accounts OR Last 2 years tax assessments where accounts have not been prepared and signed by a professionally qualified accountant AND Projection for the current year
<input type="checkbox"/>	Applicants with current mortgage only: Proof of 12 months Mortgage Payments (mortgage statement, bank statements etc) (NB: Only required if data is not available via a credit check).	<input type="checkbox"/>	Applicants with current mortgage only: Proof of 12 months Mortgage Payments (mortgage statement, bank statements etc) (NB: Only required if data is not available via a credit check).
<input type="checkbox"/>	Applicants currently renting only: Proof of 12 months Rental Payments (rent book, bank statements etc) (NB: We may request a reference from your landlord).	<input type="checkbox"/>	Applicants currently renting only: Proof of 12 months Rental Payments (rent book, bank statements etc) (NB: We may request a reference from your landlord).
<input type="checkbox"/>	Existing BTL Properties only: Tenancy agreement showing rent due 12 months proof or mortgage payments 12 months proof or rental income	<input type="checkbox"/>	Existing BTL Properties only: Tenancy agreement showing rent due 12 months proof or mortgage payments 12 months proof or rental income
<input type="checkbox"/>	Other: (NBS to specify additional requirements) Additional information may be requested following the submission of the application or DIP forms.	<input type="checkbox"/>	Other: (NBS to specify additional requirements) Additional information may be requested following the submission of the application or DIP forms.
<input type="checkbox"/>	Cheque:- (Please enclose a cheque for any valuation, administration or arrangement fees relative to this mortgage offer). 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. Amount £		

*While passport or driving licence are our preferred forms of proof of ID and residency, others are acceptable. Please see our lending policy for further details.