

## Furnished Holiday Let Documentation Checklist

This checklist is available in large print. Call 01282 440583\* or send an email to [intermediaries@themarsden.co.uk](mailto:intermediaries@themarsden.co.uk) and we'll be happy to send you a copy.

Before submitting an application, please make sure you've included all the documentation on our checklist.

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

- We don't accept electronically signed documents
- The case can't 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 can't see all income, bills and transfers between accounts.

### Required as standard

✓	Completed application form.		
✓	Signed Direct Debit Mandate (this <b>MUST</b> then be posted to us as we require the wet signature).		
✓	Signed Declaration (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).		
✓	Successful electronic ID verification, or one from each category below;		
	<table border="0"> <tr> <td style="vertical-align: top;"> <b>Person ID</b> <ul style="list-style-type: none"> <li>• Certified copy of passport</li> <li>• Certified copy of driving licence</li> </ul> </td> <td style="vertical-align: top; padding-left: 20px;"> <b>Address ID</b> <ul style="list-style-type: none"> <li>• Bank statement</li> <li>• Utility bill</li> <li>• Council tax bill</li> </ul> </td> </tr> </table>	<b>Person ID</b> <ul style="list-style-type: none"> <li>• Certified copy of passport</li> <li>• Certified copy of driving licence</li> </ul>	<b>Address ID</b> <ul style="list-style-type: none"> <li>• Bank statement</li> <li>• Utility bill</li> <li>• Council tax bill</li> </ul>
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### Income

#### Employed income

✓	3 months' most recent payslips.
✓	Most recent P60.

#### Self-employed income

✓	3 months' most recent and consecutive bank statements.
✓	Bank statements must be provided for <b>ALL</b> active current accounts for <b>ALL</b> applicants and must show the applicant's name, account number, sort code and bank logo.
✓	3 years' trading accounts, with supporting SA302s and tax year overviews. If sole trader, 3 years' tax returns, SA302s and tax year overviews.

### Bank statements

✓	3 months' most recent and consecutive bank statements.
✓	Bank statements must be provided for <b>ALL</b> active current accounts for <b>ALL</b> 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.
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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.

## UK letting agent details

- ✓ Please ensure details are entered on the application form.

## Signed fact sheet

- ✓ Signed Furnished Holiday Let fact sheet. A copy can be downloaded from our website.

## Buildings insurance schedule (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 may cover this).
- ✓ One year's SA302 required to evidence income declared.