
















## Submission checklist

These are the documents we need to support an application. Please remember to submit ID and proof of residency at the point of application and to fully certify those documents that require certification - these are marked with this icon . We cannot begin to process your case without these.

	Buy to Let	High Net Worth	Business Loans
All applications	<input type="checkbox"/>  ID for all borrowers	<input type="checkbox"/>  ID for all borrowers	<input type="checkbox"/>  ID for all borrowers
	<input type="checkbox"/>  Proof of residency for all borrowers*	<input type="checkbox"/>  Proof of residency for all borrowers*	<input type="checkbox"/>  Proof of residency for all borrowers*
	<input type="checkbox"/> Consumer Buy to Let declaration (unless a Limited Company application)	<input type="checkbox"/> Third party authority form	<input type="checkbox"/> Third party authority form
	<input type="checkbox"/>  Proof of employment* (latest payslip, SA302**, Accountant certificate)	<input type="checkbox"/>  Proof of employment* (latest payslip, SA302**, Accountant certificate)	<input type="checkbox"/>  Proof of employment* (latest payslip, SA302**, Accountant certificate)
	<input type="checkbox"/>  Latest bank statement to confirm rental income		<input type="checkbox"/> Business plan signed by a qualified Accountant
	<input type="checkbox"/> Third party authority form (where Castle Trust Bank is not the first charge)		<input type="checkbox"/> Asset and liability statement
	<input type="checkbox"/> Details of loan purpose	<b>**SA302s</b>	
	<input type="checkbox"/> >£1m: Asset and liability statement	<ul style="list-style-type: none"> <li>• Please note, where an SA302 or Tax Calculation is used as evidence of income, we will also require a copy of the corresponding tax year overview.</li> <li>• We can only accept an SA302 or Tax Calculation that is dated within the last 18 months.</li> <li>• Where any SA302s or Tax Calculations have been provided by the Accountant's software and not direct from HMRC, we require the Accountant to certify these documents.</li> </ul>	
Portfolio landlords	<input type="checkbox"/> Portfolio landlord statement	We may request further documentation during the underwriting process, depending on the nature of the client and the loan purpose. If this is the case, we will let you know which documents are required as soon as possible.	
Ex-pat applications	<input type="checkbox"/>  Three months bank statements		
Limited Company applications	<input type="checkbox"/>  Three months company bank statements* <input type="checkbox"/> Asset and liability statement for all guarantors	<div style="border: 2px solid red; padding: 10px;"> <p> <b>Certifying instructions</b></p> <p><b>Please write:</b></p> <ul style="list-style-type: none"> <li>• I confirm this is a true copy of the original document</li> </ul> <p><b>Additionally, if there is a photo on the document:</b></p> <ul style="list-style-type: none"> <li>• I confirm this is a true likeness of the applicant(s)</li> </ul> <p><b>Every time you certify a document, please include:</b></p> <ul style="list-style-type: none"> <li>• Signature of person who has signed the document</li> <li>• Printed name of the person who has signed the document</li> <li>• Firm name</li> <li>• Date</li> </ul> <p><b>We can accept copies of bank statements printed online, provided the following certification wording is written on the document:</b></p> <ul style="list-style-type: none"> <li>• I confirm this is a true copy of the online bank statement.</li> </ul> </div>	
Refurbishment cases	<input type="checkbox"/> Schedule of works and estimates/quotes		
Purchase only	<input type="checkbox"/>  Proof of deposit		

\*If required. On a case by case basis.