



Submission Checklist - Buy to Let

Applicant Details

Applicant's Name	<input type="text"/>	Broker Contact Number	<input type="text"/>
Broker Contact Name	<input type="text"/>	Broker Email Address	<input type="text"/>

PLEASE NOTE: Items in **BOLD** are minimum submission requirements

Document list	Requirement	Yes	No	N/A	Comments
Assured Shorthold Tenancy (AST)	Valid AST for security address confirming market rent				
	Signed and dated by tenant(s) and applicant(s) - maximum 3 year term				
	Note - ICR based on lower of the AST or valuers appraisal				
Case Explanations	Explanation for Arrears/CCJs/Defaults				
Credit Search	Proof of residency - if applicants are not on the voters roll				
	Check CAIS for 1st mortgage information - bypass if <2months arrears				
Purpose of Loan	Explanation re purpose of loan - further evidence required if cash out exceeds £50,000				
Direct Debit Mandate	Signed by account holder - must be one of the borrowers				
Income	Proof of income - refer to Packaging Guide				
Income & Affordability	Income and expenditure assessment required if income top up is being used				
Full Valuation	Masthaven/Quest form, dated within 3 months, completed by approved valuer				
	5 photos - front and rear elevation, street scene, kitchen and bathroom				
	Minimum valuation £100,000				
	Refer specialist reports and retentions to an underwriter				
	Valuer to confirm monthly rental appraisal				
Drive by report	Masthaven/Quest form, dated within 3 months, completed by approved valuer				
	2 photos - front elevation and street scene				
	Minimum value £100,000 up to £1,000,000				
	Maximum 65% LTV and £100,000 gross loan				
	Refer specialist reports and retentions to an underwriter				
	Valuer to confirm monthly rental appraisal				



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Redemption figure 2nd charge	Undertaking to remove charge upon receipt of funds				
	Sufficient expiry date for funds to clear				
Building Society Questionnaire (BSQ) if bypass not eligible	Payment profile covering last 12 months				
	Confirmation of interest rate, remaining term and repayment type				
Consent to Register/ Deed of Postponement (DOP)	Consent in favour of Masthaven Finance if required. If conditional, arrears will be cleared from the loan advance				
	If DOP required - ensure loan amount and date of charge matches Land Registry entries				
	BACS details - if arrears are being cleared				
Background Mortgages	Property Portfolio Summary - completed in full confirming property address, mortgage details and rental income				
Land Registry/ Scottish Search	One and the same letter if name differs, along with supporting evidence and authority to amend the registry if applicable				
	Marriage certificate - if land registry needs to be updated to reflect married name				
	Name variations - change of name deed or proof of other name				
	Leasehold properties - ensure a minimum 75 years remaining on the lease at the start of the loan. Refer if less than 55 years at the end of the loan				

Comments	
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