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· CASTLEGATE ·

FINANCIAL SERVICES

DOCUMENT CHECKLIST

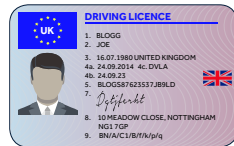
WE CANNOT SEND AN APPLICATION OFF TO ANY LENDER WITHOUT HAVING ALL THE DOCUMENTATION IN THE TABLE OVERLEAF THAT IS APPLICABLE TO YOU

PLEASE USE THESE GUIDELINES WHEN SUBMITTING ANY DOCUMENTATION

Any problems email or call the office and we'll be happy to help!

Email info@castlegatefs.co.uk or call 01159 338 333

ACCEPTABLE

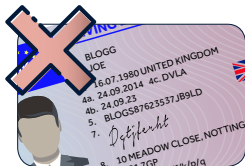


- ✓ **SCANNED COPIES**
- ✓ **PHOTOGRAPH**
- ✓ **ORIGINAL DOCUMENTS
(will be returned)**

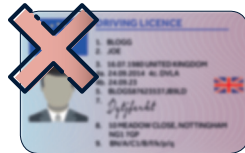
IMPORTANT!!

PLEASE MAKE SURE YOUR DOCUMENTS ARE IN AN ACCEPTABLE FORMAT BEFORE SENDING THEM AS THIS MAY DELAY YOUR APPLICATION

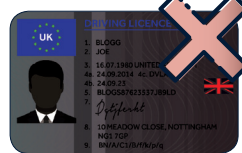
NOT ACCEPTABLE



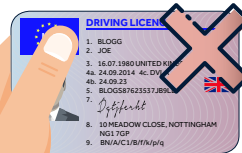
BADLY CROPPED



BLURRY



TOO DARK



OBSTRUCTED

Cont...



PROOF OF IDENTIFICATION AND ADDRESS



APPLICANT 1



APPLICANT 2

FOR MONEY LAUNDERING PURPOSES WE MUST HAVE ALL 3 ITEMS FROM THE LIST BELOW

Please tick documents supplied

PASSPORT

Must be in date

Must be in correct name (If maiden name, please supply marriage certificate)

DRIVING LICENCE

Must be in date

Must be in correct name (If maiden name, please supply marriage certificate)

UTILITY BILL / BANK STATEMENT / MORTGAGE STATEMENT

Must be in correct name and dated in the last 3 months

PROOF OF INCOME**PAY SLIPS (IF APPLICABLE)**

Last 3 months pay slips

With the correct name/address

P60 (IF APPLICABLE)

Latest years P60

ACCOUNTS, TAX CALCULATIONS & OVERVIEWS (IF APPLICABLE)

Last 2 years accounts

Last 2 years tax calculations

Last 2 years tax overviews

*Your accountant can order these for you, this can take up to 2 weeks***BANK STATEMENTS**

Last 3 months bank statements showing salary payments

Must have correct name, address, sort code and account number

BENEFITS PROOF

Latest Benefit Statements - all pages must be included

PENSION STATEMENTS (IF APPLICABLE)**ADDITIONAL REQUIREMENTS**

APPLICANT 1



APPLICANT 2

RESIDENTIAL MORTGAGE STATEMENTS

Latest Mortgage Statement

PROOF OF BUY TO LET

Latest Buy to Let Mortgage Statements OR Mortgage Offers

Last 3 months statements showing rental payments

Tenancy agreements

PROOF OF DEPOSIT

3 months bank statements showing build-up of funds

Gifted deposit - Gifted deposit letter (Castlegate will supply template)

Bank statement showing proof of income from gifter

Photo ID of gifter

INSURANCES

Current life insurance and building insurance

Sick pay and employer benefits confirmation