



**Helping your  
clients make  
the most of the  
staycation season**

At Hodge, we want your client's mortgage application to go as smoothly as possible, so we've put together this checklist to make sure we have everything we need to assess their application, and do our best to avoid any unnecessary delays.

It's important to note that we won't be able to assess the application without these documents, so to save time we recommend making sure you have them to hand before you start the process. You'll need to send them to us along with their mortgage application.

### Required for ALL Applications:

- A completed mortgage application form. You'll find these under Proceed to Application in the Case Summary section of the portal.
- A signed and dated Customer Declaration and Direct Debit Mandate. You'll find these within the Case Documents section, they'll need to be printed and signed by your client and any other applicants.
- Your client's most recent personal bank statement for one full calendar month, showing their income (salary, pension etc.) and all bill payments. If they use more than one account, we'll need you to provide the statement for each account. Statements must include your client's name and address, as well as their bank account number.

**Please note - although evidence of income is not generally required for Holiday Buy To Let applications we ask that you please fully complete their income details on the application form.**

### Holiday Buy to Let

- We'll need a letter from a holiday let agent detailing your client's actual or projected holiday let gross income for low, mid and high season weekly rates, with an annual projected income total.
- We'll also need to see evidence of any savings or investments or other income not already utilised, which could be used to cover any potential rental voids or reduced income, in the form of your client's latest statement.

**Please note - additional documents may be requested at application stage at the discretion of your underwriter.**



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