



Packaging **Matrix**



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Redacted documentation will not be accepted

Packaging Matrix

Residential Case Requirements	Evidence	% Considered
<div data-bbox="147 379 412 539" style="background-color: #1a3d4d; color: white; padding: 5px; border-radius: 5px;">  Hodge hint Using our document upload facility saves time in processing </div> <p data-bbox="136 788 360 810">Employed applicants</p>	<p data-bbox="748 477 1630 526">Provide the most recent one month's payslip, together with the corresponding bank statement showing the salary credit.</p> <p data-bbox="748 553 1245 576">When regular or guaranteed payments such as:</p> <ul data-bbox="748 603 1059 767" style="list-style-type: none"> • NHS Banding • Car Allowance • Large Town Allowance • Maternity / Paternity Pay • Shift Allowance <p data-bbox="748 802 947 825">Additional Income:</p> <ul data-bbox="748 845 1704 930" style="list-style-type: none"> • Overtime • Regular Bonus and/or Commission payments if being used for affordability, provide the latest 2 years P60's. <p data-bbox="748 965 1411 987">Please refer to our policy guide for acceptable income sources.</p> <p data-bbox="748 1023 1122 1045">Bank or Building Society statement:</p> <p data-bbox="748 1066 1675 1121">Latest corresponding month's statement for all accounts required on all cases and needs to show all sources of income.</p>	<p data-bbox="1917 651 1977 673">100%</p> <p data-bbox="1917 869 1977 892">50%</p> <div data-bbox="1778 911 2116 1246" style="background-color: #1a3d4d; color: white; padding: 5px; border-radius: 5px;">  Hodge hint Bank statements are required in all cases. Please check they are complete and include name, account number, sheet number, deductions, salary credits. This includes online applications. </div>
<p data-bbox="136 1331 286 1353">Foster income</p> <p data-bbox="136 1374 517 1396">Must be in force minimum 12 months</p>	<p data-bbox="748 1302 1133 1324">Must be in force minimum 12 months</p> <p data-bbox="748 1351 1552 1374">6 months remittance slips and 3 months Bank or Building Society statements.</p> <p data-bbox="748 1401 1361 1423">Confirmation of length of time income has been in receipt.</p>	<p data-bbox="1917 1351 1977 1374">100%</p>

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 **Hodge hint** Ensure all documents are in date and cover the requested period

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<p>Self-employed applicants Directors (Salary and Dividends), Sole Traders (Net Profit), LLP, Partnerships</p> <p>Assessed as average of the last years, compared to the latest and working off the lower figure</p>	<p>Latest 2 years:</p> <ul style="list-style-type: none"> SA302's, Tax Year Overviews OR Trading Accounts (compiled by a qualified accountant). <p>We can accept an Accountants Certificate. If you would like to request this please enter details and request on the application.</p> <p>This must be completed by a qualified accountant holding the following qualifications:</p> <ul style="list-style-type: none"> Institute of Chartered Accountants (England or Wales) (ICAEW) ACA/FCA Institute of Chartered Accountants (Scotland) (ICAS) (CA) Chartered Association of Certified Accountants (ACCA/FCCA) Chartered Institute of Management Accountants (CIMA) Association of Authorised Public Accountants (AAPA) can use the following letters: AAPA or FAPA Association of Accounting Technicians (AAT) can use the following letters: MAAT or FMAAT Chartered Institute of Taxation (CIOT) can use the following letters: CT. <p>3 months Business Bank statements may be needed subject to underwriter discretion.</p>	<p>100%</p> <div data-bbox="1794 852 2080 1114"> <p> Hodge hint Please don't send documentation that has not been requested as this can affect processing times.</p> </div>

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<p>Dividend income from owning a stake in a trading business (not Director dividend)</p> <p>Subject to underwriter discretion we may take income beyond age 70 and will require confirmation of Spousal Benefit for joint applications.</p>	<p>If the applicants nominated Accountant is suitably qualified, an Accountants Certificate will be requested directly (see above).</p> <p>If the Accountant isn't suitably qualified or the applicant completes their own tax returns, we will need copies of the last 2 years SA302s and the last 2 years tax year overviews.</p> <p>Latest Bank or Building Society statement.</p> <p>Confirmation from the accountant that the income is guaranteed, the financial condition of the business to evidence sustainability and if the income is transferable to remaining spouse in the event of death.</p>	<p>100%</p> <p>(confirmation of spousal benefit amount will be required)</p>
<p>Income from shares in a business which provides income into retirement</p> <p>Subject to underwriter discretion we may take income beyond age 80 and will require confirmation of Spousal Benefit for joint applications.</p>	<p>2 years SA302's & Tax Year Overviews and/or an accountants certificate confirming income from the relevant business.</p> <p>If a customer is obtaining such income in lieu of pension, this should also be verified via a legal agreement from the business. If no such agreement is in place, the underwriter will use their discretion whether this is acceptable and how much to accept. The underwriter must be satisfied that the type of business would continue to provide an income via a dividend/share of profit.</p> <p>Confirmation from the accountant that the income is guaranteed, the financial condition of the business and if the income is transferable to the remaining spouse in the event of death.</p>	<p>100%</p> <p>(confirmation of spousal benefit amount will be required)</p>
<p>Contractors</p> <p>Daily contract x 5 days x 46 weeks</p>	<p>12 months history contracting in a similar role AND: at least 6 months remaining at application OR a confirmed contract renewal</p> <p>Maximum of 6 weeks break between contracts over a 12 month period.</p> <p>3 Months Business or Personal Bank or Building Society statements</p> <p>Contractors hiring servicing of an umbrella company or working under IR35, should be treated as employed, with income based on gross pay and evidenced from payslips.</p>	<p>100%</p>

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<p>Pension income</p> <p>State Pension SERPS/S2P War Widow Pension War Disablement Pension</p>	<p>Provide the annual state pension award letter issued by DWP and dated within the last 12 months or latest month bank statements evidencing state pension credits. If the pension is not yet in payment, provide an up to date state pension projection for future entitlement.</p> <p>Evidence shown on latest month Bank or Building Society statements.</p> <p>Underwriter may request a letter from the provider outlining the relevant terms and amounts of a survivor pension if required.</p>	<p>100%</p>
<p>Defined Benefit (final salary) i.e. NHS, MOD</p> <p>For unvested defined benefit schemes, eligible income is based on future entitlement.</p>	<p>Annual statement confirming amount of income, plus evidence of index-linking and spouse's entitlements if relevant.</p> <p>Provide the latest annual pension statement, payslip, or pension P60 from the provider.</p> <p>If applicable, the evidence provided above should confirm the level of indexation and spousal benefit (if not, this may be provided separately).</p> <p>Latest months Bank or Building Society statement.</p>	<p>100%</p>
<p>Defined Contribution, Drawdown, SIPPS & SASS</p> <p>For drawdown and unvested defined contribution schemes. Sustainable income calculated as 3% of fund value.</p>	<p>Statement of fund value.</p> <p>Provide the latest statement issued by the pension provider confirming the current fund value.</p> <p>Latest months Bank or Building Society statement.</p>	<p>100%</p>

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<p>Annuities in payment</p>	<p>Latest Annual Pension statement, Payslip or Pension P60 from the provider (must be derived from UK funds or schemes).</p> <p>Latest statement from the provider confirming current fund value In-dexation/Spouses Benefit – If applicable, the evidence provided above should confirm the level of indexation and spouse's benefit.</p> <p>Latest Months Bank or Building Society statement.</p>	<p>100%</p>
<p>Investment income</p> <p>Collective Investments</p> <p>Private Investments</p> <p>Eligible, based on a level of sustainable in-come that can be withdrawn from these funds. Sustainable income calculated as 3% of the fund value.</p> <p>Income assumed to pass 75% to spouse on death.</p>	<p>Statement of fund values.</p> <p>Provide the latest statement issued by the fund provider showing fund value and any withdrawals.</p> <p>Latest months Bank or Building Society statements.</p>	<p>75%</p>
<div data-bbox="147 1002 757 1150" style="background-color: #1a3d4d; color: white; padding: 10px; border-radius: 10px; margin-bottom: 10px;">  Hodge hint Click the hyperlink to the relevant document on our website. </div> <p>Rental income</p> <p>Latest figure used but will need to evidence a minimum of 2 years from a UK Assets</p>	<p>Latest year SA302's evidencing income from land or property.</p> <p>Corresponding Tax Year Overview.</p> <p>Latest Bank statement evidencing rental payment.</p> <p>Residential BTL (let on a standard AST) 90%</p> <p>Commercial Premises Let (long term lease) 90%</p> <p>Holiday Let Income 75%</p> <p>Additional property form will be required for customer/s with multiple properties / portfolio's this can be found here:</p> <div data-bbox="808 1417 1099 1465" style="background-color: #1a3d4d; color: white; padding: 5px; border-radius: 10px; display: inline-block;"> Additional properties form </div>	<p>90%</p> <p>90%</p> <p>75%</p>

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<p>Acceptable Benefit Income:</p> <ul style="list-style-type: none"> Disability Living Allowance Industrial Injuries Disablement Benefit Personal Independence Payment Attendance Allowance 	<p>Benefit Income is subject to underwriter discretion. The following is for guidance only and we recommend contacting our Intermediary Team for further clarification:</p> <p>These need to be verified via the DWP and dependant on whether they are paid for an indefinite period or not, it will dictate if they are used in the calculation. In general payments made to the under 65's can be reviewed and in practice any income paid to the over 65's is paid for an indefinite period</p>	<p>100%</p>
<p>Spousal Maintenance</p> <p>Must be enforced by a court order or legal agreement and have been in place for 12 months.</p> <p>Not acceptable if this is the only form of income</p>	<p>Court order or legal agreement with evidence of payments.</p>	<p>90%</p>
<p>Working beyond 70</p>	<p>Please provide a completed Employed Age Letter, this can be found here:</p> <p>Employed age letter</p>	<p>Subject to underwriter discretion</p>
<p>The underwriter reserves the right to request additional information</p>		

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Signed Declaration and Direct Debit Mandate	<p>Mortgage payments must be collected by direct debit from a UK bank account, held in one or both the applicant's personal names.</p> <p>Business Bank Accounts are not acceptable.</p> <p>Declaration Direct Debit mandate</p>	N/A
ID & Verification	<p>Though we will attempt to automatically verify your customer, we may need proof of identification and address verification. Our requirements can be found here:</p> <p>Identification</p>	N/A
Proof of Deposit for Purchases	<p>Bank, Building Society or Savings statement including evidence and build-up of funds.</p> <p>Evidence and explanations of any lump sums transferred into the account.</p>	N/A

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