

Rules for submitting a package of documents.

Dear Client,

Please read carefully the following rules for the submission of the required documents:

1. Provide all the requested documents from the list below. **Remember!** Your case will not be considered if any of the documents are missing.

2. All documents must be submitted without a password.

3. Titles of the documents should correspond to the content, indicating:

-type of the document

-owner

-period, if necessary.

For example:

- Passport John

- Payslip John tax week 1, 2021-2022

- Tax year overview John 2020-2021

- Bank Statement Current Account John May 2021

- Bank Statement Saving Account John May 2021

4. Documents which are divided into multiple files must be numbered.

For example:

- Employment contract John p1

- Employment contract John p2

5. All documents must be sent in PDF or JPG format and have a resolution of 200x200 dpi.



6. All documents must be sent to the address **info@financialagent.co.uk**

7. We kindly ask you to refer to these rules with understanding, as this will speed up the application process.

<i>List of the documents</i>		
No	For self-employed or company director	For Employee
1	SA302 personal settlement and tax year overview for the last 2 years	Payslips for the last 13 weeks / 3 months
2	Bank statements for the last 3 months, including the current month for ALL Bank accounts . Print screens are not accepted!	
3	Identity document - passport, ID card	
4	Proof of your right to reside in UK- pre-settlement or settlement status share code You can request it by the following link - https://www.gov.uk/check-immigration-status	
5	Proof of address (Utility Bill not later the 3-month, Council Tax Bill, UK Driving License)	
6	Proof of other Income if any	
7	Proof of deposit and the way it has been sourced (min. 25% of property value) Depending on the source: a) If the deposit comes from personal savings - bank statement for the last 3 months. b) If it is a gift - The donor's bank statement for the last 3 months + the donor's ID + "Gifted deposit letter" c) From the sale of the property: Memorandum of Sale from the Estate Agent	
8	Benefit certificates - all benefits except child benefits	
9	Mortgage Statement	
10	Signed "Authority to Proceed"	
11	Credit Agency Report www.checkmyfile.com	
*	You can check your credit history by registering on the website clearscore.com halifaxcreditchecker.co.uk	
**	If you have already chosen property, please write: - Price - Address - Description (link from the sales website) - Estate Agency contact detail - Solicitors contact details	