

Mortgage application packaging requirements.

To help you get your application processed as quickly as possible, we've outlined what you will need to send to us below.

Please upload this completed checklist to the online portal.

When submitting copies of identification documents for expat cases, please ensure every page is clearly legible with the words 'true copy of the original' and shows your company name and your full name (in BLOCK CAPITALS), together with your signature and date. We will also require the ID documents to be certified if a case fails our electronic ID&V check.

Other supporting documents (e.g. bank statements, payslips, ASTs etc) do not need to be certified.

If we do not receive the correct supporting documents within 10 working days of the application being submitted, we will assume you do not wish to proceed and will remove the application from our system.

Intermediary name

Contact number

Intermediary firm

Contact number

	Employed	Self-Employed	Retired
Fully completed signed and dated application/ e-mortgage declaration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fully completed signed direct debit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of identification	<input type="checkbox"/> Driving licence or passport*	<input type="checkbox"/> Driving licence or passport*	<input type="checkbox"/> Driving licence or passport*
	<input type="checkbox"/> Second government issued document*	<input type="checkbox"/> Second government issued document*	<input type="checkbox"/> Second government issued document*
Proof of address at current address	<input type="checkbox"/> Utility bill dated in last 3 months or	<input type="checkbox"/> Utility bill dated in last 3 months or	<input type="checkbox"/> Utility bill dated in last 3 months or
	<input type="checkbox"/> Bank statement dated in last 3 months	<input type="checkbox"/> Bank statement dated in last 3 months	<input type="checkbox"/> Bank statement dated in last 3 months
Proof of income	<input type="checkbox"/> Latest P60 and	<input type="checkbox"/> Latest 3 months personal bank statements and last 2 years of accounts or	<input type="checkbox"/> 3 Months personal bank statements and
	<input type="checkbox"/> Latest 3 months pay slips and	<input type="checkbox"/> Last 2 years sa302 or last 2 years online tax self assessment with tax year overview	<input type="checkbox"/> State/private pension documentation or P60
	<input type="checkbox"/> Latest 3 months bank statements		
Proof of deposit	<input type="checkbox"/> Proof of deposit (cases over 85% LTV)	<input type="checkbox"/> Proof of deposit (cases over 85% LTV)	<input type="checkbox"/> Proof of deposit (cases over 85% LTV)
Interest only	<input type="checkbox"/> Repayment strategy detailed on application	<input type="checkbox"/> Repayment strategy detailed on application	<input type="checkbox"/> Repayment strategy detailed on application
Shared ownership	<input type="checkbox"/> Memorandum of sale	<input type="checkbox"/> Memorandum of sale	<input type="checkbox"/> Memorandum of sale

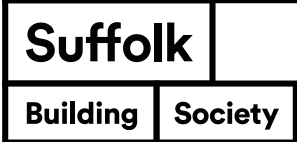
Suffolk

Building

Society

	Employed	Self-Employed	Retired
Right to buy	<input type="checkbox"/> Right to buy papers	<input type="checkbox"/> Right to buy papers	<input type="checkbox"/> Right to buy papers
Self build	<input type="checkbox"/> Plans <input type="checkbox"/> Costings <input type="checkbox"/> Planning permission <input type="checkbox"/> Building regs	<input type="checkbox"/> Plans <input type="checkbox"/> Costings <input type="checkbox"/> Planning permission <input type="checkbox"/> Building regs	<input type="checkbox"/> Plans <input type="checkbox"/> Costings <input type="checkbox"/> Planning permission <input type="checkbox"/> Building regs
Existing BTL properties	<input type="checkbox"/> Copy of AST	<input type="checkbox"/> Copy of AST	<input type="checkbox"/> Copy of AST
All BTL applications	<input type="checkbox"/> Copy of valid energy performance certificate (EPC) or evidence of exemption	<input type="checkbox"/> Copy of valid energy performance certificate (EPC) or evidence of exemption	<input type="checkbox"/> Copy of valid energy performance certificate (EPC) or evidence of exemption

*For expat applications where the applicant(s) does not have a UK driving licence with their current address, we will require a valid passport and utility bill or bank/credit card statement addressed and posted to their current address within the last 3 months. These documents must be certified by either a notary public, SRA registered solicitor or the intermediary.



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