

Get your Limited Company Buy to Let applications right first time

Avoid potential delays and make sure your applications come through to us in tip-top condition by following our guidelines below. We've also included some hints about submitting business to us.

Document	Good to know
Certified proof of identity	Please check our acceptable ID list which confirms what we will accept: www.leedsbuildingsociety.co.uk/intermediaries/forms/ The documents need to be fully certified or be attached to one of our certification covers. Underwriters can't accept uncertified documents, so if you send these, there will be a delay.
Latest month's payslip	We need the latest available payslip. If there are any name or address discrepancies, our underwriters will query this. If you're aware of a discrepancy please upload a memo to Mortgage Extra to confirm.
Latest month's bank statement if customer holds no personal BTL properties) Three month's personal bank statements (if customer holds personal BTL properties)	This must cover a full month, with no pages missing. Underwriters will be looking for salary credits, rental credits (where applicable) and day-to-day spending. If the customer uses another account for their daily spending, please also provide this.
Proof of income from self-employment in the last year	Documents provided must be dated within the last 18 months. If you have provided the latest SA302, this must be 100% complete and must be accompanied by the corresponding tax year overview. If the tax owed and tax due on the overview does not match, our underwriters will query this. An upfront explanation can stop any delays.
Limited company bank statements	Where the company is established and has rental properties, we need to see three months' proof of rental income and mortgage payments. This is so we can establish how the account is run and what contingencies the company has. Where the company is newly established, we need evidence that the company has opened a bank account. We'll accept opening statements or an online print-out of the new account. This company bank account must also match the Direct Debit information given to us, so please double check this.
Proof of rental credits	This is to catch any other properties not owned by the applicant or the company applying for the mortgage. We need to see bank statements showing three months' rental income for these properties.
Proof of deposit	Where you're required to provide proof of deposit, please provide bank statements showing the source of the funds.

Tips for submitting your cases

Checking application status

Double check the status of your application in Mortgage Extra. Once you've uploaded all the required documents, paid any fees and accepted the declaration, you'll see a submit button.

You can see the status of your application in the top-right of the case dashboard and also when you retrieve a case. It is not with an underwriter until it's at the submitted stage

Putting a valuation on hold

If you'd like your valuation to be put on hold until we've agreed the lending, we can do this for you. Just call our Service Desk on 03458 48 00 61 as soon as you've pressed 'Submit'.

Declarations

Make sure you declare all properties to us including what is owned in personal names, the company name and any company where there's a shareholding of 20% or more.

Check company set-up

Make sure the company set-up matches the application you're submitting. We can't add people to the application at a later stage, so if there are other parties you'll need to resubmit. If someone is coming off the company and the structure will match what is being submitted, we will need sight of this being completed on Companies House. To avoid any delays, please upload a memo to confirm the situation and we can review.

Uploading documents

Please upload your documents via the case requirements raised on Mortgage Extra. This is the only way an underwriter will be notified. If you upload something via the ad-hoc documents section on its own, you'll need to call us to let us know.

Need help?

If you've got a Limited Buy to Let question, call our Service Desk on **03458 48 00 61** or **contact your local BDM**.