

ONLY FOR USE BY MORTGAGE INTERMEDIARIES



# NatWest Intermediary Solutions Packaging requirements



NatWest

Please complete our Certification sheet to confirm the submission of all supporting customer documentation for a mortgage application. Please send this sheet along with all attachments to **intermediarydocs@natwest.com** and put the Mortgage Reference Number in the email title.

We can accept documentation without the Certification sheet provided that you follow these instructions:

- Label each document or the front page of each document with the Mortgage Reference Number.
- **Certification of documents** - Please ensure that every page of the documents you submit is clearly legible and the **first** page of each attached document is certified with the wording “**True copy of the original**” and shows your company name and your full name in **BLOCK CAPITALS**, along with your signature and the date.

## Standard packaging - residential and buy-to-let

### Identification

If ID was not verified online then we will need proof of name and proof of address, correctly certified



	Requirements
Personal ID	<ul style="list-style-type: none"> <li>• A certified copy of a current valid passport <b>OR</b></li> <li>• HMRC Tax Notifications and correspondence, as long as it's less than 6 months old or dated within the current financial year <b>OR</b></li> <li>• A certified copy of a current full driving licence.</li> </ul>
Confirmation of address	<ul style="list-style-type: none"> <li>• An original or certified copy of a bank statement confirming the customer's name and current address– as long as it's less than 3 months old <b>OR</b></li> <li>• An original or certified copy of a utility bill (not mobile phone) or a credit card statement – confirming the customer's name and current address – as long as it's less than 3 months old <b>OR</b></li> <li>• An original or certified copy of an annual mortgage statement (less than 12 months old) <b>OR</b> Council Tax bill (for current or up-coming financial year) confirming the customer's name and current address.</li> </ul>
Non-British national	<ul style="list-style-type: none"> <li>• We will <b>ALWAYS</b> require a correctly certified copy of their passport and visa – this includes EU passport holders</li> </ul>



**Proof of income - residential**  
**Mortgage of 75% LTV or less AND £500,000 or less**



	Requirements
Employed	<ul style="list-style-type: none"> <li>• Latest month's payslip</li> </ul>
Self-employed	<ul style="list-style-type: none"> <li>• Latest HMRC tax assessment (SA302) <b>OR</b></li> <li>• Latest year's finalised accounts (if the latest set of accounts available is over 12 months' old, please provide a letter from your customer's accountant to confirm that the business is still viable) <b>OR</b></li> <li>• Most recent Online Tax Self Assessment submitted to HMRC (100% completed and <b>NOT</b> at the 'In progress' stage). Customer must also provide a copy of their Tax Year Overview</li> <li>• Submissions made via third party software e.g. accountants, are also acceptable on condition that the Tax Year Overview is provided by the customer confirming their unique Tax Reference number and the figures on the submission.</li> </ul>

**Proof of income - residential**  
**Mortgage of more than 75% LTV OR more than £500,000**



	Requirements
Employed	<ul style="list-style-type: none"> <li>• Latest 3 months' payslips <b>PLUS</b></li> <li>• Latest 3 months' consecutive personal bank statements from main bank account (<b>not required if the applicant's account is held with NatWest or RBS</b>)</li> </ul>
Self-employed	<ul style="list-style-type: none"> <li>• Latest 3 months' consecutive personal bank statements from main bank account (<b>not required if the applicant's account is held with NatWest or RBS</b>) and business bank statements <b>PLUS</b></li> <li>• Latest 2 years' finalised accounts (if the latest set of accounts available is over 12 months' old, please provide a letter from your customer's accountant to confirm that the business is still viable) <b>OR</b></li> <li>• Latest 2 years' HMRC tax assessments (SA302s) <b>OR</b></li> <li>• Most recent 2 years' Online Tax Self Assessment submitted to HMRC (100% completed and <b>NOT</b> at the 'In Progress' stage). Customer must also provide a copy of their Tax Year Overview</li> <li>• Submissions made via 3rd party software e.g. accountants, are also acceptable on condition that the Tax Year Overview is provided by the customer confirming their unique Tax Reference number and the figures on the submission.</li> </ul>

**Proof of income – buy-to-let**



	Requirements
Employed	<ul style="list-style-type: none"> <li>• For loans of £500,000 or less – same as residential requirements for <i>Mortgage of 75% LTV or less AND £500,000 or less</i> (see above)</li> <li>• For loans of more than £500,000 – same as residential requirements for <i>Mortgage of more than 75% LTV OR more than £500,000</i> (see above)</li> </ul>
Self-employed	<ul style="list-style-type: none"> <li>• For loans of £500,000 or less – same as residential requirements for <i>Mortgage of 75% LTV or less AND £500,000 or less</i> (see above) <b>PLUS</b> 1 month's personal and business bank statements</li> <li>• For loans of more than £500,000 – same as residential requirements for <i>Mortgage of more than 75% LTV OR more than £500,000</i> (see above)</li> </ul>
Proof of rent from <b>OTHER</b> properties currently owned	<ul style="list-style-type: none"> <li>• <b>In all cases</b> we will require copies of bank statements to evidence existing rental income from buy-to-let and consent-to-let properties</li> <li>• Latest 3 months' consecutive personal or business bank statements from the account that the rental income is paid into</li> <li>• We will instruct a valuation report to be conducted on the property to be mortgaged and a background valuation assessment on an applicant's existing rented properties.</li> </ul>

Underwriters can exercise their discretion to request additional information if required.

# Evidence of additional income (if required for assessment of mortgage borrowing)



	Requirements
Bonus income	<b>Regular bonuses</b> <ul style="list-style-type: none"> <li>• <b>Monthly</b> – Regular payment evidenced on 6 months’ payslip(s)</li> <li>• <b>Quarterly</b> – 4 payslips (one from each quarter) detailing the bonus payments</li> <li>• <b>Twice a year</b> – 4 payslips detailing the bonus payments over the latest 2 years. We take 50% of the average bonus of the last 2 years</li> <li>• <b>Annual</b> – 2 payslips detailing the bonus payments over the latest 2 years. We take 50% of the average bonus of the last 2 years</li> </ul>
Overtime/ commission/ shift allowance	<ul style="list-style-type: none"> <li>• Regular payment evidenced on 6 months’ payslips</li> </ul>
2nd jobs	<ul style="list-style-type: none"> <li>• Payslips in accordance with the <i>Employed requirements</i> detailed earlier for the appropriate LTV bandings and loan size, as detailed above, PLUS a minimum of 6 months’ history of employment</li> </ul>
Maternity pay	<ul style="list-style-type: none"> <li>• Latest payslip prior to maternity leave and a letter from the customer confirming they intend to return to work on the same terms or a letter from their employer confirming their new pay details on return to work</li> </ul>
Child Benefit	<ul style="list-style-type: none"> <li>• Most recent bank statement showing payment credit</li> </ul>
Foster carer’s income	<ul style="list-style-type: none"> <li>• 2 years’ proof of income in the form of remittance slips or annual statements plus a letter confirming they are a registered carer</li> </ul>
Other benefit income	<ul style="list-style-type: none"> <li>• Up-to-date awards letter</li> </ul>
Maintenance	<ul style="list-style-type: none"> <li>• 6 months’ bank statements to evidence payments or court approval letter</li> </ul>
Rental income	<ul style="list-style-type: none"> <li>• Last 2 years’ SA302s are required to verify rental income for residential borrowing. For buy-to-let mortgages, please refer to the Proof of income – buy-to-let section.</li> </ul>
Contractors earning more than £75,000 a year	<ul style="list-style-type: none"> <li>• Latest 3 months’ consecutive personal bank statements for their main account (<b>not required if the applicant’s account is held with NatWest or RBS</b>)</li> <li>• Where significant business expenses that are not reimbursed as part of the applicant’s contract are identified on the application, 3 months’ bank statements (personal or business) must be provided evidencing these.</li> <li>• Copy of contract(s) to encompass a 12-month period, with a minimum of 6 months’ contract(s) already completed. For example this could be a 12-month contract where 6 months have been completed, two 6-month contracts where one has been completed or four 3-month contracts where two have been completed</li> <li>• If the current contract has less than 3 months to run, we will require evidence that a further contract is in place</li> </ul>

This list isn’t exhaustive so please use **LiveTALK** for further information.



## Help with existing applications



Use our online Mortgage Application Tracker to monitor progress of your customers’ applications



**03459 00 11 10**

Call our dedicated intermediary mortgage processing centre on our local rate number



For more information go to **[intermediary.natwest.com](https://intermediary.natwest.com)**