

## Documents to accompany the online application form for Ports/Further Advances/TOEs

All documents can be uploaded and submitted with your electronic application and we will email the link to the application form when we email the ESIS back to you. Please **DO NOT** email supporting documents to us separately and please ensure all is uploaded as part of your application submission.

Each of these items of information will need to be received before we will begin to process your client's application.

**All documents returned must be copies certified by FCA authorised introducers or solicitors. The person who has seen the original document must certify each document using the wording "I certify that this is a true copy". They must then state their name, occupation and company name and address. Each certification must be signed and dated.**

Please use the box on the right and tick to confirm you have enclosed each of the following items with the online application form.

Documents required for your client's application	Please Tick Here
<p><b>Interest Only Mortgages only</b> Written details of the arrangements your client(s) has made to repay the mortgage at the end of the term, together with confirmation of the monthly payments. The arrangements and evidence to repay the mortgage will need to be one that is on our credible repayment list in our interest only criteria.</p>	
<p><b>Self Employed Applicants only</b> Provide your client's last 2 years' tax assessments (SA302) and Tax Year Overview documents, or a Certificate from a suitably qualified accountant with two years' figures. Provide a personal bank statement for the latest full month showing your client's latest salary/income credit. If there are any unusual transactions on the bank statement, please provide a full written explanation.</p>	
<p><b>Employment income</b> Provide your client's most recent 3 months' original computerised pay slips (these must be consecutive) AND their most recent full bank statement showing the latest salary/income credit. If there are any unusual or large transactions on the bank statement, please provide a full written explanation.</p>	
<p><b>Bank Statement</b> Other bank statements (if applicable) showing bill payments (including credit cards, loans, childcare, maintenance etc.) and direct debit payments for your client's mortgage.</p>	
<p><b>If on Maternity/Paternity Leave</b> Provide a signed letter confirming your client's intention to return back to work, whether this will be with reduced hours or full time, and the expected return date. If an employer is providing a reference with this information, please ensure that they address this to The Co-operative Bank.</p>	
<p><b>If in receipt of Working/Family Tax Credits</b> Provide the original full award document. This includes universal credit award statements that can also show salary.</p>	

<p><b>If Maintenance payments received</b> Provide a Court Order or CSA/Child Maintenance Service (CMS) documentation. This should be accompanied by 3 consecutive bank statements.</p>	
<p><b>If in receipt of a Private Pension</b> Provide wage slips and P60, or 3 consecutive monthly bank statements or a letter of confirmation from your client's Pension Provider.</p>	
<p><b>Signed identity – new customers only</b> Please refer to the 'Identity requirements' on the literature section of the website.</p>	
<p><b>Proof of Address</b> Please refer to the 'Identity requirements' on the literature section of the website.</p>	
<p><b>Right to Reside</b> Non EU nationals must provide evidence of their permanent right to reside in the UK.</p>	
<p><b>Buy to Let Portfolio</b> This can be found in the literature section of the website.</p>	
<p><b>Direct Debit details changing</b> If the Direct Debit details are changing from what we already hold, we require a new Direct Debit Mandate to be completed and signed by your client. You can find this on the literature section of the website. You will need to have this signed and ready to upload before you start the application form.</p>	
<p><b>Proof of deposit</b> Evidence of savings must be in the form of a bank or building society passbook held in the applicant's name, i.e. copy of the current value of ISA held in the applicant's name, or a copy of the mortgage offer if the applicant is remortgaging an existing property to raise the deposit. The source of any lump sum credit may be queried or proof of the build-up of funds requested.</p>	
<p><b>Gifted deposit form</b> To be provided by the donor together with proof of the deposit monies in either the donor's or applicant's account. You can find this on the literature section of the website.</p>	

**Please ask your client to contact us on 0345 0701999\* to pay the fees over the telephone.**

\*If you're calling from the UK, calls to 03 numbers cost the same as calls to numbers starting with 01 and 02. Calls may be monitored or recorded for security and training purposes.

The Co-operative Bank p.l.c. is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (No.121885). The Co-operative Bank, Platform, smile and Britannia are trading names of The Co-operative Bank p.l.c., P.O. Box 101, 1 Balloon Street, Manchester M60 4EP.

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