

A packaging checklist will be sent via the portal once the application has been received. All items must be provided with **10 working days** of the submission date. Failure to satisfy the requirements within this time will result in the application being cancelled.

For all applications

Checklist

Application and valuation fees (If applicable)	<p>These can be paid by bank transfer to- <i>Stafford Railway building society</i> Sort code - 40-05-30 Account number - 24575962 <i>Reference - the word fee and the applicant's surname</i></p>	<input type="checkbox"/>
Signed and dated Mortgage Declaration	<p>Produced on the portal once the case has been submitted or can be found on our website here - https://srbs.co.uk/intermediaries/downloads/</p>	<input type="checkbox"/>
Proof of income	<p>Employed</p> <ul style="list-style-type: none"> • Latest 3mths pay slips. • Latest P60. • If new to job - copy of contract. • Payrise pending - confirmation from employer. <p>Self employed</p> <ul style="list-style-type: none"> • Latest 2yrs full accounts. • Latest 2yrs SA302's and TYO. <p>Contractors</p> <ul style="list-style-type: none"> • CIS we will require the latest SA302 and Tax year overview to prove the payment of National Insurance and invoices to confirm tax paid. • Copy of contract. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Bank statements	<p>Latest 2mths for each applicant to show name, address, and account details along with salary and direct debits.</p>	<input type="checkbox"/>
Certified ID	<p>Residential & BTL/HBTL</p> <ul style="list-style-type: none"> • Please see ID list <p>EXPAT BTL/HBTL</p> <ul style="list-style-type: none"> • Please see ID list 	<input type="checkbox"/> <input type="checkbox"/>
Certified Address	<p>Residential & BTL/HBTL</p> <ul style="list-style-type: none"> • Please see ID list <p>EXPAT BTL/HBTL</p> <ul style="list-style-type: none"> • Please see ID list 	<input type="checkbox"/> <input type="checkbox"/>

