

# Buy to let

## Essential document checklist



**Please supply these essential documents to allow your case to be assessed by an Underwriter. Your case will not be assessed until these documents have been received.**

Additional information may be requested by the Underwriter upon formal assessment.

Please upload all documents to the online portal.

Buy to let	Portfolio	Non Portfolio
Property schedule	✓	✓
Latest month bank statement to confirm mortgage payments, rental receipts and void cover	✓	
Payment of valuation and admin fee	✓	✓

**Please be aware upon payment of fees the valuation will be instructed unless the loan is above £5 million.**

**Please supply all Essential Documents as mentioned above and all other pre offer conditions noted on the Portal as soon as possible. Failure to do so will delay the processing of your mortgage application.**

Speak to your **specialist finance account manager** for more information

For customer service and training purposes, calls with InterBay may be monitored and/or recorded.

InterBay is a trading name of Interbay Funding, Ltd. which is registered in England and Wales (company number 05595882).  
Registered Office: Reliance House, Sun Pier, Chatham, Kent, ME4 4ET. Interbay Funding, Ltd. is part of the OneSavings Bank plc group.  
OneSavings Bank plc (company number 07312896) is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (registered number 530504).

**InterBay**

FOR INTERMEDIARIES ONLY 04-01-01-06 - (290) (3) MKT002941-005