

# Portfolio BTL minimum application requirements



Requirement	Commentary
Completed application form	Available as an online form or downloadable
Completed tenancy schedule	<p>Please complete the tenancy schedule with information relating to your entire BTL portfolio.</p> <p>This should include details of the secured lending held against each assets (amount, rate, expiry of loan etc.) as we will need this to assess affordability</p>
Your business plan	Please let us have a copy of your business plan related to your BTL portfolio, this should include commentary as to the portfolios background, income aspirations, sinking fund, or means of funding refurbishment/ CapEx, drawing requirements and long-term plans for the portfolio.
KYC information	<p>Copy of valid passport or drivers' licence for each director and shareholder.</p> <p>Copy of recent (within last three months) utility bill for each director and shareholder. The name and address should match the application form.</p> <p>All documents should be certified by a suitably qualified professional.</p>
Accounts	<p>The most recent three sets of accounts for the borrowing entity.</p> <p>In the event of a newly incorporated entity, the articles of incorporation will be required. As will the relevant details of income and expenditure over the past three years</p>
Bank statements	<p>The borrowing entity previous three months bank statements. This should be the borrowing entities main account and be in the same name as the applicant.</p> <p>The bank statements should highlight income, expenditure and any payments to directors and/or shareholders for example salary, emoluments or dividends.</p>
<b>Legal Requirement</b>	<b>Following approval, we will begin our legal due diligence process. Our solicitors will require</b>
DD mandate	This will allow Hodge to set up your statement
Signed Copy of the Bank's "Approval in Principle" document	This, along with the terms and conditions, will form the basis of the bank's offer and any underlying facility
Residential tenancy agreements and Tenancy Deposit Certificates	For all properties which will form part of Hodge's security
A copy of the current buildings insurance policy for each property	This should evidence suitable landlord building insurance equivalent to the value of the property each policy is insuring
A copy of the energy performance certificate each property	This should evidence compliance that minimum EPC requirements are met (currently required E rating)
A copy of the latest gas safety check record for each property	Evidence of compliance within last 12 months
A copy of the asbestos survey; and copy of the current Fire Risk Assessment	These are only applicable if any property is not a self-contained residential dwelling (i.e. a whole block of flats or flat conversion building) or any part of the property has a commercial use, such as a shop)
Loan Account details	Details of all loans to be redeemed inc. account numbers and sort codes
Copy of enquiries questionnaire	Providing all required information for conveyancing
Signed borrower's declaration	This will instruct solicitors to proceed with the proposed refinance