

Mortgage Submission Guide

To make life easier and to speed up the mortgage application process, we have set standard requirements for all cases. We will always ask for the documents listed overleaf and failure to submit these documents will result in processing delays.

You can check which documents have been received and accepted, and check the progress of your application in real time by logging in to MSO. You may be required to provide further information to support the application. If this is the case, we will notify you with any requests.

Working together to get things right first time

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Evidence of Income (Including pension income details where applicable)

Employed – Last 3 monthly or weekly payslips along with the most recent full months bank statement showing each applicants salary credit. If 3 payslips are not available please call the intermediary sales desk on 0330 333 4021. The bank statement must show the applicant’s name, address, sort code, and account number.

Self Employed
Ltd Company Director/Shareholder – The latest 2 years’ accounts prepared by an appropriately qualified accountant along with a full month personal bank statement showing the applicant’s name, address, sort code and account number. Please refer to the Mortgage Lending Criteria on our website for a full list of acceptable accountant qualifications.

Sole Trader – The latest 2 years SA302 & HRMC Tax Overview documents along with a full month personal bank statement showing the applicant’s name, address, sort code and account number.

Bank Statements

Latest full month bank statement showing each applicant’s salary credit if in employment. In the case of applicants being self employed, the latest full month’s personal bank statement. Bank statements must include the applicant’s name, address, sort code and account number.

Interest Only Mortgages

Evidence of a suitable repayment strategy is required for all interest only or part interest only residential applications. Please refer to the Mortgage Lending Criteria on our website for full details of acceptable repayment strategies.

You may be required to provide further information to support the application. If this is the case, we will notify you with any requests. Failure to supply required information will result in a delay to the application. Our full Mortgage Lending Criteria can be found at principality.co.uk/intermediaries.

If you are unsure of any of our processes or are unclear on any element of our criteria, please call Intermediary Support Desk on **0330 333 4021*** for further guidance.

* To help us maintain our service and security standards, telephone calls may be monitored and recorded