



Certification of supporting documentation for a mortgage application

This form can be completed electronically, saved and printed.
If completing manually, please complete in black ink and BLOCK CAPITALS. Complete all boxes that apply.

This form is to be submitted to confirm certification of documentation sent to support a Mortgage Application.
By completing this certification sheet I am confirming that I have seen the original and the document submitted is a true copy.

Mortgage Application Reference	
1st Applicants Name	
2nd Applicants Name	
3rd Applicants Name	
4th Applicants Name	

Please tick below the supporting documents you are enclosing with your case. There is space in the other documents section for you to list any items you are enclosing which are not specifically listed below.

Please refer to your DIP decision email for details of the documents required to support your case.

Not all of the following documents are required for every case.

	Applicant 1	Applicant 2	Applicant 3	Applicant 4
SIGNATURE VERIFICATION (One of the following)				
Passport				
Photo-card driving licence				
UK full old-style paper driving licence				
UK Residence permit				
UK Blue Badge parking permit (if signed)				

	Applicant 1	Applicant 2	Applicant 3	Applicant 4
PROOF OF IDENTIFICATION				
Passport (UK or foreign)				
UK photo-card driving licence				
UK full old style paper driving licence				
UK Residence Permit				
UK Blue Badge parking permit				
DWP pension/state benefit entitlement -current year				
HM Revenue & Customs tax notification – current year				

	Applicant 1	Applicant 2	Applicant 3	Applicant 4
PROOF OF ADDRESS				
Utilities bill – less than 3 months old				
Council tax bill – current year				
UK photo-card driving licence				
UK Full old style paper driving licence				
Bank/Building Society statement -less than 3 months old				
Local council tenancy agreement				
Solicitors letter confirming recent house purchase				
DWP pension/state benefit entitlement letter -current year				

	Applicant 1	Applicant 2	Applicant 3	Applicant 4
PROOF OF EMPLOYED INCOME				
Last 3 months payslips				
P60 from most recent tax year end				

	Applicant 1	Applicant 2	Applicant 3	Applicant 4
PROOF OF SELF-EMPLOYED INCOME				
Last 2 years SA302's				
Last 2 years corresponding tax overview				
Latest 3 months Business Bank Statements				



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	Applicant 1	Applicant 2	Applicant 3	Applicant 4
BANK STATEMENTS				
Latest full month's personal bank statement				

	Applicant 1	Applicant 2	Applicant 3	Applicant 4
PROOF OF DEPOSIT				
Gifted Deposit Declaration				

	Applicant 1	Applicant 2	Applicant 3	Applicant 4
OTHER DOCUMENTS (please list any not mentioned above)				
Right to Buy Documents				
Help to Buy Documents				

Broker Declaration

I confirm that I have seen the original document and that the document submitted is a true copy.

Broker Name	
Broker Signature	
Company Name	
Total number of pages (excluding this declaration)	
Date	

If possible, stamp with company stamp below

This document should be posted with your mortgage application to:

Chorley Building Society
Key house
Foxhole Road
Chorley
PR7 1NZ

Or emailed to:

intermediaries@chorleybs.co.uk