



Certification of supporting documentation for a mortgage application (self build)

**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 (if requested)				
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 (if requested)				
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 (if requested)				
Last 3 months payslips				
P60 from most recent tax year end				

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



Applicant 1	Applicant 2	Applicant 3	Applicant 4
-------------	-------------	-------------	-------------

BANK STATEMENTS

Latest full month's personal bank statement				
---	--	--	--	--

Project Information

Planning Permission	Required
A full size copy of plans - floor plans and elevations	
Copy of your planning permission	
Copy of your outline planning permission	
Certification	Required
Full name, address, qualifications and a copy of your Architects PI cover; or details of your Structural Warranty Provider	
If renovating a listed building, evidence that the builder, contractor and PM have experience in listed renovations	
Fees	Required
Application Fee - can be paid by card by calling 01257 235001 or send a cheque with the application	
Build Finance	Required
Full details and evidence of funds you are contributing to the project costs	
Gifted deposit evidence (if applicable)	
Other Forms	Required
Buildloan Packaging Submission Form	
Project Costings (inc. name, contact details of person completing and date)	
Buildloan Stage Release Payment Schedule	
Buildloan Project Cost Evaluation Form	
Confirmation of Build out Cover	
Asset & Liability Form	
Copy of site insurance	
If Custom Build - Lender site briefing pack	

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:
 selfbuild@chorleybs.co.uk