

# Case Submission Checklist



	Enclosed	To Follow	Notes
Fully completed and signed application form			
Application fee £150			
Val fee £TBC			
24 months mortgage payment evidence, for security/resi & portfolio (if not on credit search)			
24 month rent reference if resi not owned			
Copy of current completed AST			
Certified signature ID			
Certified proof of res if not on voters roll covering the last 3 years plus 1 in last 3 months if failed EID			
Proof of income if applicable (basic rate tax payer or DSC less than max banding)			
Bank statement to verify DDM			
Proof of deposit if purchase			
If company application - Org chart/company structure			

West One Bank Account for fee payments is:

**Sort Code:** 60-00-01

**Account:** 48643599

**Reference:** Case Number & App surname