

Owner-Occupied Mortgage Application Checklist

Gather these documents to streamline your commercial finance application.

1. Business Financial Performance

This is the most critical part of the application. Lenders need to see "affordability" through your trading history.

- **Last 3 Years of Full Accounts:** Including Profit & Loss and Balance Sheets.
- **Year-to-Date Management Accounts:** If your last filed accounts are more than 6 months old.
- **Last 6 Months of Business Bank Statements:** To verify day-to-day cash flow and existing debt commitments.
- **Corporation Tax / VAT Returns:** To confirm the business is up to date with HMRC.

2. Personal Financials (For Directors/Partners)

Even though the business is buying the property, the "key people" behind the business are vetted.

- **Personal Asset & Liability Statement (A&L):** A snapshot of your personal net worth (homes, savings, other debts).
- **Last 3 Months of Personal Bank Statements:** For all majority shareholders/directors.
- **Proof of ID & Residency:** Valid Passport and two utility bills (dated within 3 months).

3. Property & Transaction Details

- **Full Property Address & Description:** Including any unique features or specialized equipment included.
- **Copy of the Lease (if applicable):** If you are currently a tenant and buying the freehold from your landlord.
- **Energy Performance Certificate (EPC):** Most lenders require a rating of 'E' or better for commercial units.
- **Proof of Deposit:** Usually 20%–30% of the purchase price. Lenders need to see the "audit trail" of these funds.

4. Legal & Structural Documents

- **Business Plan / Executive Summary:** A brief document explaining what your business does and why you are buying this specific property.
- **Schedule of Debt:** A list of any existing business loans, HP agreements, or bounce-back loans.

- **Details of Professional Advisers:** Your Accountant and Solicitor's contact information.
-

Special Requirements for Specific Sectors

- **Healthcare (GP/Dental):** NHS service contracts and evidence of recurring patient income.
- **Hospitality (Pubs/Hotels):** A "trading projection" if you plan to change the business model significantly.
- **Professional Services:** Proof of professional indemnity insurance.