

# Buy-to-Let property portfolio submission guide



# How to upload the borrower's portfolio



You must **upload the borrower's complete property portfolio onto the online portal** in one of three ways:

1. Fill in the details of each property individually within the portal, or
2. Complete and upload our property portfolio template, or
3. Upload the borrower's own portfolio spreadsheet in any format.

## What details we need

For each property in the borrower's portfolio, we will need the following details:

- Property type (house, flat, HMO, MUFB, etc)
- Address and postcode
- Year the property was purchased
- Current market value
- Monthly rental amount
- Existing mortgage lender
- Remaining mortgage term
- Monthly mortgage repayment
- Original mortgage amount
- Outstanding mortgage balance

**You can provide this portfolio detail to us in any one of the three formats listed above, but we can't underwrite and progress your case until we have received full and accurate portfolio detail.**

