

Commercial Finance: Income index.

Income source	Accepted	Not accepted	By referral	Requirements and criteria
Adoption Allowance			✓	Last six months adoption remittance required for referral.
Armed Forces Interim Pay		✗		Not accepted.
Attendance allowance	✓			Copy of the current award letter dated within the last 12 months. Benefit income can only be used where a full affordability assessment is being conducted. Benefit income cannot be used for commercial lending.
Bereavement Support Payment		✗		Not accepted.
Bonus (monthly/weekly)	✓			Must be included on all payslips provided and evidenced as consistent via the year to date calculation.
Bonus (quarterly)	✓			Up to 100% of income in addition to a person's basic salary may be used where it is a regular feature and plausible in relation to their occupation.
Bonus (half yearly)	✓			Up to 100% of income in addition to a person's basic salary may be used where it is a regular feature and plausible in relation to their occupation.
Bonus (annual)	✓			Up to 100% of income in addition to a person's basic salary may be used where it is a regular feature and plausible in relation to their occupation.
Bursary		✗		Not accepted.
Cabin/Pilot crew	✓			Two out of the last three payslips required for monthly, four weekly or fortnightly and four out of the last three months payslips required for weekly.
Car allowance	✓			Must be included on all payslips provided and evidenced as consistent via the year to date calculation.
Carer's Allowance	✓			Copy of the current award letter dated within the last 12 months. Benefit income can only be used where a full affordability assessment is being conducted. Benefit income cannot be used for commercial lending.
Child Benefit	✓			Copy of the current award letter dated within the last 12 months. Benefit income can only be used where a full affordability assessment is being conducted. Benefit income cannot be used for commercial lending.
Child Tax Credit	✓			Copy of the current award letter dated within the last 12 months. Benefit income can only be used where a full affordability assessment is being conducted. Benefit income cannot be used for commercial lending.
Commercial lease	✓			Copy of the current commercial lease signed by the tenant required.
Commission (monthly)	✓			We can use 100% of any regular additional income that is plausible in relation to their occupation.
Contract (long term)			✓	Six months' payslips and evidence of the contract must be provided.
Contract (short term)			✓	These types of contracts can be considered subject to referral.

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Contractor (CIS)	✓			Latest years HMRC tax calculation accompanied by corresponding tax year overview, or an accountant certificate. The applicant must have an accountant who holds a current practicing certificate issued by their governing body and who is a current member of one of our acceptable accountancy bodies.
Contractor (self-employed)	✓			Latest years HMRC tax calculation accompanied by corresponding tax year overview, or an accountant certificate. The applicant must have an accountant who holds a current practicing certificate issued by their governing body and who is a current member of one of our acceptable accountancy bodies.
Contractor (umbrella)	✓			Minimum time in employment is six months. Copies of the last six month's payslips or three month's if paid weekly will need to be provided to enable us to assess the hours worked and income received.
Contractor PAYE	✓			Minimum time in employment is six months. Copies of the last six month's payslips or three month's if paid weekly will need to be provided to enable us to assess the hours worked and income received.
Cost of Living Payments		✗		Not acceptable.
Crypto currency income		✗		Not acceptable.
Disability Living Allowance (DLA) - Borrower	✓			Copy of the current award letter dated within the last 12 months. Benefit income can only be used where a full affordability assessment is being conducted. Benefit income cannot be used for commercial lending.
Disability Living Allowance (DLA) - Child	✓			Copy of the current award letter dated within the last 12 months. Benefit income can only be used where a full affordability assessment is being conducted. Benefit income cannot be used for commercial lending.
Dividend income	✓			Latest years HMRC tax calculation accompanied by corresponding tax year overview, or an accountant certificate. The applicant must have an accountant who holds a current practicing certificate issued by their governing body and who is a current member of one of our acceptable accountancy bodies.
Employer housing allowance			✓	Referral with a copy of the contract and the last three payslips.
Employment and Support Allowance (ESA)		✗		Not acceptable.
Family business – employed	✓			Two out of the last three payslips required for monthly, four weekly or fortnightly and four out of the last three months payslips required for weekly. We may ask for additional evidence of company income to validate the income level can be sustained.
First Aid allowance	✓			Must be permanent and included on all payslips provided and evidenced as consistent via the year to date calculation.
Foreign income/non-sterling			✓	By referral.
Foster care allowance	✓			Last six months remittance slips. Use an average of the remittance slips minus any tax and national insurance deductions or Accountant Certificate – The applicant must have an Accountant who holds a current practicing certificate issued by their governing body and who is a current member of one of our acceptable accountancy bodies. Fostered children must be added to the expenditure as dependents.

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Guardian's Allowance	✓			Last six months remittance slips. Use an average of the remittance slips minus any tax and national insurance deductions or Accountant Certificate – The applicant must have an Accountant who holds a current practicing certificate issued by their governing body and who is a current member of one of our acceptable accountancy bodies. Children under guardianship must be added to the expenditure as dependents.
Holiday let income	✓			If evidencing two years income: Last two years' HMRC tax calculations accompanied by corresponding tax year overviews, two years' statements from holiday letting agent or an accountant certificate. The applicant must have an accountant who holds a current practicing certificate issued by their governing body and who is a current member of one of our acceptable accountancy bodies. If less than two years' income, or using projected holiday let income, in addition to the above a letter from professional holiday letting agent also acceptable.
Income protection policy	✓			Payment must be received under the policy for the full term of the mortgage. Policy award document required confirming the term of payment along with the last three remittance slips.
Income Support		✗		Not acceptable.
Industrial Injuries Disablement Benefit (IIDB)	✓			Copy of the current award letter dated within the last 12 months. Benefit income can only be used where a full affordability assessment is being conducted. Benefit income cannot be used for commercial lending.
Investment income - regular			✓	By referral depending on the nature of the investment.
Lodger income			✓	By referral.
Long Term Large Town allowance			✓	Must be included on all payslips provided and evidenced as consistent via the year to date calculation.
Maintenance court order	✓			Court order and the last two bank credits along with a clear and plausible explanation for the replacement.
Maintenance Child Support Agency	✓			CSA award letter and the last two bank credits along with a clear and plausible explanation for the replacement.
Maintenance private arrangement/no court order		✗		Not acceptable.
Maternity leave - returning to work	✓			Confirmation from the applicant's employer that the applicant will be returning to their employment within four weeks, along with confirmation of the salary they will receive on their return.
Maternity pay	✓			Accepted based on the lowest rate applicable during maternity leave. Where the employer has agreed to pay above standard statutory maternity pay leave written confirmation of the lowest figure the applicant will receive must be obtained in writing from the employer.
NHS bank work	✓			Minimum time in employment is six months. Copies of the last six months' payslips or three months if paid weekly will need to be provided to enable us to assess the hours worked and income received.
Overtime – guaranteed	✓			Must be included on all payslips provided and evidenced as consistent via the year to date calculation.

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Overtime – regular	✓			Must be included on all payslips provided and evidenced as consistent via the year to date calculation.
Pension Credit	✓			Copy of the current award letter dated within the last 12 months. Benefit income can only be used where a full affordability assessment is being conducted. Benefit income cannot be used for commercial lending.
Permanent employment basic salary	✓			Two out of the last three payslips required for monthly, four weekly or fortnightly and four out of the last three months payslips required for weekly.
Permanent employment basic salary (in probation)	✓			Two out of the last three payslips required for monthly, four weekly or fortnightly and four out of the last three months payslips required for weekly.
Permanent health insurance	✓			Payment must be received under the policy for the full term of the mortgage. Policy award document required confirming the term of payment along with the last three remittance slips.
Personal Independence Payment (PIP)	✓			Copy of the current award letter dated within the last 12 months. Benefit income can only be used where a full affordability assessment is being conducted. Benefit income cannot be used for commercial lending.
Private pension	✓			Two payslips dated within the last three months or two bank credits dated within the last three months. If paid annually we require the last award statement or P60 along with a bank statement showing the amount being credited.
Professional Gambler		✗		Not acceptable.
Professional Sportsman/Sportswoman			✓	Referral required with a copy of the current contract along with the last three months payslips.
Rental – Background and Portfolio Landlord	✓			Copy of the current assured shorthold tenancy agreement signed by the tenant, latest years HMRC tax calculation accompanied by corresponding tax year overview, or an accountant certificate. The applicant must have an accountant who holds a current practicing certificate issued by their governing body and who is a current member of one of our acceptable accountancy bodies.
Rental – Buy to let is security	✓			Copy of the current assured shorthold tenancy agreement signed by the tenant.
Seafarers			✓	Referral required with a copy of the current contract along with the last three months payslips.
Self Employed – Limited	✓			Latest years HMRC tax calculation accompanied by corresponding tax year overview, or an accountant certificate. The applicant must have an accountant who holds a current practicing certificate issued by their governing body and who is a current member of one of our acceptable accountancy bodies.

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Self-employed – partnership/limited liability partnership (LLP)	✓			Latest years HMRC tax calculation accompanied by corresponding tax year overview, or an accountant certificate. The applicant must have an accountant who holds a current practicing certificate issued by their governing body and who is a current member of one of our acceptable accountancy bodies.
Self-employed – Sole trader	✓			Latest years HMRC tax calculation accompanied by corresponding tax year overview, or an accountant certificate. The applicant must have an accountant who holds a current practicing certificate issued by their governing body and who is a current member of one of our acceptable accountancy bodies.
Shift allowance - guaranteed	✓			Must be included on all payslips provided and evidenced as consistent via the year to date calculation.
Shift allowance - regular	✓			Must be included on all payslips provided and evidenced as consistent via the year to date calculation.
State Pension	✓			Copy of the current award letter dated within the last 12 months or two bank credits dated within the last three months.
Stipend (not including living costs)		✗		Not acceptable.
Temporary agency income			✓	Minimum six months in role. Copies of the last six months payslips will need to be provided to enable us to assess the hours worked and income received.
Tips/tronc	✓			Must be included on all payslips provided and evidenced as consistent via the year to date calculation.
Trust income - regular			✓	Letter from the trust manager confirming: 1) Amount held in the trust. 2) Payments received over the last 12 months. 3) Payments received going forward.
Universal Credit	✓			<ul style="list-style-type: none">• Last three online full statements required, an average of the last three months will be used.• Housing allowance will be deducted from the average.• Childcare allowance will be calculated at 100% and inputted into the expenditure.• Income delared to Universal Credit must match the income being used for the application Benefit income can only be used where a full affordabiity assessment is being conducted. Benefit income cannot be used for commercial lending.
War Widow(er) Pension	✓			Copy of the current award letter dated within the last 12 months or two bank credits dated within the last three months.
Widowed Parent's allowance	✓			Copy of the current award letter dated within the last 12 months. Benefit income can only be used where a full affordabiity assessment is being conducted. Benefit income cannot be used for commercial lending.
Working Tax Credit	✓			Copy of the current award letter dated within the last 12 months. Benefit income can only be used where a full affordabiity assessment is being conducted. Benefit income cannot be used for commercial lending.
Zero-hours Contract	✓			Minimum time in employment is six months. Copies of the last six months payslips or three month's if paid weekly will need to be provided to enable us to assess the hours worked and income received.

This list is not exhaustive, if a property type is not listed please [contact a member of our team](#).