

Ten tips for faster completion

01

Please provide landlord portfolio details upon submission. If the applicant owns four or more mortgaged buy-to-let properties, you'll need to upload their entire portfolio details to the [buy-to-let](#) hub using the [template](#) provided. We can do this for you if the portfolio consists of more than six properties.

02

Ensure we have a signed direct debit mandate. A wet signature must be obtained, scanned and emailed to us. We cannot accept a digital signature. The account must be in the name of the applicant.

03

Save time and money by using our solicitor panel. Our extensive [panel of solicitors](#) is available for dual representation. Otherwise, there is the option for separate legal representation.

04

Get your documentation right the first time. Whenever requested, please provide the latest three months worth of bank statements.

05

Package your case upfront, don't wait for the underwriter. As soon as you submit your case and receive the "Let's get moving" email, please package your case as per the checklist.

06

Inform our underwriters if you've agreed a case with your BDM. The best way to do this is by emailing 'casenumber@cases.landbay.co.uk' with the details once you have completed the decision in principle and received a case number.

07

Clone everything! If you have multiple properties to submit, you only need to progress one decision in principle to full application. You'll then be able to clone the remaining cases, amending property details as required.

08

Keep your underwriter copied in. Once assigned an underwriter, please ensure you copy them into all correspondence using **'Reply All'** to case emails.

09

Post offer progress. Your solicitors can provide progress updates and highlight outstanding requirements, so stay in touch with them!

10

We're here to support you. If you need assistance with a case or have any questions, please [get in contact](#).