

If you do not have a scanner you can still fax proofs to us.

Go to the 'Case Home' page

Click Attach documents

This will open the 'Attach Document to Case' screen

Requirement Type	For	Relating To	Required Prior to	Select
12m bank statements showing payment of rent	Mrs Carol Bane		Offer	<input type="checkbox"/>
Letter from Solicitor / Accountant / Trust Administrator	Mrs Carol Bane		Offer	<input type="checkbox"/>
Accountant's Certificate (Primary Employment)	Mrs Carol Bane		Offer	<input type="checkbox"/>
12m bank statements showing payment of rent	Mr Howard Moyo		Offer	<input type="checkbox"/>
Most Recent Payslip (Secondary Employment)	Mr Howard Moyo	My 2nd Co	Offer	<input type="checkbox"/>

On the 'Attach Document to Case' screen, select each 'Case Requirement' you want to send us.

Click Create Fax cover sheet(s).

Document Submission Coversheet
When submitting any document
it **MUST** be attached to the correct coversheet
e.g. coversheet, proof, coversheet, proof...

FAX TO: 01604 852808

Case ID:

Applicant(s) - Name:

Date:

+

Document being submitted: For office use