

# Loan Application Checklist

In order for us to process your application quickly and efficiently, please use this Checklist to ensure we have the correct information - this will also help achieve the best outcome from the lender for you.

I acknowledge that as part of the loan process, insurance requirements will be discussed

*Please return the following completed and signed documents:*

1. Tony Mounce Mortgages Application Form – please complete and sign

2. Customer Declaration and Authorisation and Privacy Act 1993 Information – please read and sign

3. Disclosure Statement – please read and retain for your records

4. Terms of Engagement – please read and sign

*Please provide the following information:*

5. Bank Statements – latest three months statements from main / every day account

6. Bank Statements – latest three bank statements for business account if self employed

7. Proof of Income – three most recent, consecutive payslips for salary/wages

8. Proof of Income – last two years of financial statements if self-employed

9. Loan Statements – last six months if refinancing to another lender

10. Proof of Address – utility bill, rates bill, insurance bill etc

11. Proof of Identity – two forms of photo identification for each applicant e.g. drivers licence, passport

*Please provide the following information if available and/or required:*

12. Sale and Purchase Agreement

13. Registered Valuation

14. Proof of Deposit

15. Tenancy Agreements and/or Rental Assessments

16. Family Trust Deed

17. Scope of Works – if security property is in Christchurch, plus builder's sign off for repairs completed

18. Proof of Comprehensive Insurance on property/ies being offered as security

19. Proof of Residency

20. Building Contract, Builder's Risk Insurance, Building Consent