



NB: REMEMBER TO SAVE & EMAIL THE COMPLETED FORMS TO
admin@diaspora-mortgages.com

(tip: Use SIGN in Adobe Reader to add Signatures)

MORTGAGE LOAN APPLICATION CHECKLIST- INDIVIDUALS

NAME OF CLIENT

DATE

INTERVIEWER'S NAME:

- | | Tick | Sig. |
|--|--------------------------|--------------------------|
| 1. One passport size photo taken within six months of the application. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Certified Copy of ID / Passport | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Certified proof of current residence (dated 3 months at most) | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Certified or original proof of earnings/ payslip with company stamp
(Not more than 2 months,) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Confirmation letter of employment from employer on letter head
stating maximum mortgage qualification and retirement age | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Two Copies of agreement of sale for purchases of property
(i.e. original plus copy) | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Copy of Title Deed | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Certificate of compliance (applicable when purchasing a stand)
Or Verification of Survey certificate | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Site plan showing all the neighbouring stands (applicable when
purchasing a stand) | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Quotations from reputable suppliers for building loans/
bill of quantities. | <input type="checkbox"/> | <input type="checkbox"/> |



11. Copy of approved Plans for building loans

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

12. Proof of Deposit (15%)

13. Proof of Legal fees- 10%-13% of purchase price (estimate)

<input type="checkbox"/>	<input type="checkbox"/>
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14. NBS Salary Account (where applicable)

<input type="checkbox"/>	<input type="checkbox"/>
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15. 6 months bank statement

<input type="checkbox"/>	<input type="checkbox"/>
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16. Application fee receipt \$100

<input type="checkbox"/>	<input type="checkbox"/>
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17. Fully completed application form

<input type="checkbox"/>	<input type="checkbox"/>
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18. Disclosure of other borrowings

<input type="checkbox"/>	<input type="checkbox"/>
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19. Fully completed guarantee forms (if loan is guaranteed by 3rd party)

<input type="checkbox"/>	<input type="checkbox"/>
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20. Statement of net worth of guarantor (if loan is guaranteed by 3rd party)

<input type="checkbox"/>	<input type="checkbox"/>
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ADDITIONAL REQUIREMENTS (Where applicable)

Ordinary Mortgage loans for properties in company names

- i. Board Resolution (on company letter head) to sell the property signed by at least 2 directors. Resolution should state the name of person authorized to sign on behalf of the company.
- ii. Certified copy of Certificate of Incorporation
- iii. Certified copy of CR14
- iv. Certified copy of CR6
- v. Memorandum and articles of association
- vi. Certified copy of national ID for the person who is representing the company.

Purchase of property owned by a deceased

- i. Certified copy of the letter of administration issued by the High Court should be submitted.
- ii. Certified copy of the letter from the High Court authorizing the sale of the property making reference to Section 120 of the Administration of Estates Act (Chapter 6:01).
- iii. Certified copy of the Death Certificate.

****Certified Copy of the Special Power of attorney should be submitted for all loans where either the borrower or the seller is being represented by a 3rd party.**