



Loan Application Checklist

A. Standard Compliance Requirements:

- 1. New Zealand Mortgage Company (& NZMBA) Application Form
- to download, complete, sign and return
- 2. Customer Declaration and Authorisation Form
- read, sign, date and return
- 3. Privacy Act 1993 Information
- retain for your information
- 4. Disclosure Statements
- retain for your information
- 5. Terms of Engagement
- read, sign and return the last page

B. Required Information To Include With Application Form:

- 6. Bank Statements
- last 3 months from main (joint) transactional account
- 7. Bank Statements
- last 3 months for business account (if self employed)
- 8. Proof of Income
- last 3 months most recent payslips (if PAYE)
- 9. Proof of Income
- last 2 years of Financials Statements (if self employed)
- 10. Loan Statements
- last 6 months if refinancing to another bank
- 11. Proof of Address
- either a utility, rates or insurance bill
- 12. Proof of Identity
- 2 forms of identity; passport photo page and Drivers Licence

C. To Be Prepared To Provide The Following:

- 13. Sales and Purchase (S&P) Agreement
- 14. Registered Valuation
- 15. Proof of Deposit
- 16. Tenancy Agreement and or Rental Assessments
- 17. Family Trust Deed (if ownership is under a trust)
- 18. Scope of Works - if property is located in Canterbury (plus builders cert. if required)