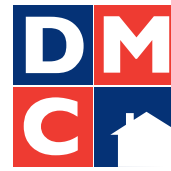


# Mortgage Checklist



**DMC Mortgages**

*Always the better choice*

Morris House, Douglas, Cork.

Te: 021 4897300 Fax: 021 4897334

[www.douglasmortgage.com](http://www.douglasmortgage.com)

Name:.....

Name:.....

Please note that the highlighted items are specific to your application. It is important that we receive all these items in order to secure mortgage approval for you.

Thank you.

## Income

- |   |  |                                      |                                      |
|---|--|--------------------------------------|--------------------------------------|
| 1 | P60 for previous year  | Applicant 1 <input type="checkbox"/> | Applicant 2 <input type="checkbox"/> |
| 2 | Three recent pay slips<br><i>(if not issued, employer must specify this in a letter)</i> | Applicant 1 <input type="checkbox"/> | Applicant 2 <input type="checkbox"/> |
| 3 | Salary certificate of income   | Applicant 1 <input type="checkbox"/> | Applicant 2 <input type="checkbox"/> |
| 4 | Letter from Employer confirming any extra income   | Applicant 1 <input type="checkbox"/> | Applicant 2 <input type="checkbox"/> |

## Self Employed

- |   |  |                                      |                                      |
|---|--|--------------------------------------|--------------------------------------|
| 1 | Accountants report   | Applicant 1 <input type="checkbox"/> | Applicant 2 <input type="checkbox"/> |
| 2 | Letter from certified accountant<br><i>(confirming tax affairs are up to date)</i> | Applicant 1 <input type="checkbox"/> | Applicant 2 <input type="checkbox"/> |
| 3 | Two years audited accounts   | Applicant 1 <input type="checkbox"/> | Applicant 2 <input type="checkbox"/> |
| 4 | Last 12 months business bank account   | Applicant 1 <input type="checkbox"/> | Applicant 2 <input type="checkbox"/> |
| 5 | Projected earnings for the forthcoming year  | Applicant 1 <input type="checkbox"/> | Applicant 2 <input type="checkbox"/> |
| 6 | Business Plans   | Applicant 1 <input type="checkbox"/> | Applicant 2 <input type="checkbox"/> |
| 7 | Copy of C3 or C45  | Applicant 1 <input type="checkbox"/> | Applicant 2 <input type="checkbox"/> |

## Loans & Savings

- |   |  |                                      |                                      |
|---|--|--------------------------------------|--------------------------------------|
| 1 | 12 months statements of the following<br><input type="checkbox"/> Mortgage <input type="checkbox"/> Car Loan <input type="checkbox"/> Credit Union <input type="checkbox"/> Personal Loans <input type="checkbox"/> Term Loan <input type="checkbox"/> Credit Card |                                      |                                      |
| 2 | 6 months bank current accounts   | Applicant 1 <input type="checkbox"/> | Applicant 2 <input type="checkbox"/> |
| 3 | Savings Statements going back 6 - 12 months  | Applicant 1 <input type="checkbox"/> | Applicant 2 <input type="checkbox"/> |
| 4 | Copy of share options or certificate   | Applicant 1 <input type="checkbox"/> | Applicant 2 <input type="checkbox"/> |
| 5 | Letter confirming gift of site or funding  | Applicant 1 <input type="checkbox"/> | Applicant 2 <input type="checkbox"/> |
| 6 | Letter from Auctioneer or<br>Letting Agent confirming rental income  | Applicant 1 <input type="checkbox"/> | Applicant 2 <input type="checkbox"/> |

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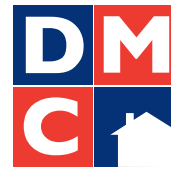
- |   |  |                                      |                                      |
|---|--|--------------------------------------|--------------------------------------|
| 1 | Photocopy of Passport or drivers licence | Applicant 1 <input type="checkbox"/> | Applicant 2 <input type="checkbox"/> |
| 2 | Recent utility bill (gas, ESB, phone)    | Applicant 1 <input type="checkbox"/> | Applicant 2 <input type="checkbox"/> |
| 3 | Bank Statement                           | Applicant 1 <input type="checkbox"/> | Applicant 2 <input type="checkbox"/> |

## Property

- |   |   |
|---|---|
| 1 | If new house - fixed price contract & HB 47 <input type="checkbox"/>  |
| 2 | If direct labour - house plans & specifications, site map, copy of planning permission <input type="checkbox"/> |
| 3 | Divorce or separation agreement <input type="checkbox"/>  |
| 4 | Letter or Bank Statements confirming documents <input type="checkbox"/>   |
| 6 | Estimates for work to be carried out <input type="checkbox"/>   |

**Warning:** Your home is at risk if you do not keep up repayments on a mortgage or any other loan secured on it. Joe Harris t/a Douglas Mortgage Centre is a Multi Agency Intermediary regulated by the Irish Financial Services Regulatory Authority. Douglas Mortgage Centre Limited t/a DMC Mortgages is regulated by the Irish Financial Services Regulatory Authority as a Mortgage Intermediary.

# Mortgage Checklist



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