

CHECKLIST FINANCING

FOR A QUICK HANDLING OF YOUR LOAN APPLICATION

REQUIRED DOCUMENTS

AVAILABLE FROM...

OF THE BORROWER

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Official identity document, if new customer (e.g. passport, ID, etc.) | |
| <input type="checkbox"/> Proof of income (e.g. current salary slip) | Employer |
| <input type="checkbox"/> Proof of own resources (bank statements, pension documentation) | Bank, insurance company, pension fund |
| <input type="checkbox"/> Proof of own resources | Developer, architect |
| <input type="checkbox"/> Debt enforcement information (if new customer) | Municipal debt enforcement office |
| <input type="checkbox"/> Tax return (proof of income and financial standing) | Taxation office |

PROPERTY DETAILS

- | | |
|--|--|
| <input type="checkbox"/> Location plan | Architect, municipal surveyor, planning department |
| <input type="checkbox"/> Current extract from land register | Land register, notary, seller |
| <input type="checkbox"/> Purchase contract with current description of property and details of liens | Notary, seller |
| <input type="checkbox"/> Estimated market value (if available) | Architect, seller |
| <input type="checkbox"/> List of tenants (if property is let) | Seller |
| <input type="checkbox"/> Photographs of the property | Seller |
| <input type="checkbox"/> Building plan (floor plan, facade, section) | Freeholder, architect, seller |
| <input type="checkbox"/> Buildings insurance company report / policy | Cantonal buildings insurance inst. |
| <input type="checkbox"/> Agreement of right to build (if in building lease) | Notary, seller |

SUPPLEMENTARY INFORMATION FOR NEWLY-BUILT PROPERTIES

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Description of building (if available) | Architect |
| <input type="checkbox"/> Definite summary of costs in line | Architect |
| <input type="checkbox"/> Construction insurance report / policy | Cantonal buildings insurance inst. |
| <input type="checkbox"/> Planning permission | Municipality / planning department |
| <input type="checkbox"/> General contractor (if engaged) | Architect, general contractor |
| <input type="checkbox"/> List of tradespeople (if available) | Architect |
| <input type="checkbox"/> Volume measurement to SIA standard | Architect, general contractor |

REQUIRED DOCUMENTS

AVAILABLE FROM...

SUPPLEMENTARY INFORMATION FOR CONVERSIONS & RENOVATIONS

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Description of conversion (if available) | Architect, freeholder |
| <input type="checkbox"/> Estimation of costs | Architect, freeholder, tradespeople |
| <input type="checkbox"/> Conversion plans | Architect, freeholder |
| <input type="checkbox"/> Planning permission (where needed) | Municipality / planning department |
| <input type="checkbox"/> Construction insurance report / policy | Cantonal buildings insurance inst. |

SUPPLEMENTARY INFORMATION FOR APARTMENTS

- | | |
|---|---------------------------|
| <input type="checkbox"/> Basis of freehold ownership | Architect, notary, seller |
| <input type="checkbox"/> Use and administration regulations for the community of owners | Architect, notary, seller |
| <input type="checkbox"/> Evidence of renewal reserve | Seller, administrators |