















MORTGAGE DOCUMENT CHECKLIST

Document Required	Description	
Photo ID	<ul style="list-style-type: none"> • Passport or Driver's License 	
Address Verification	<ul style="list-style-type: none"> • Utility Bill or Bank statement – not older than the last 6 months 	
Income Verification	<ul style="list-style-type: none"> • Payslips – If paid weekly 13, if fortnightly 6 or the last 3 months • Employment Detail Summary 2019(formerly P.60) • Salary Certificate completed by employer 	
Statements	<ul style="list-style-type: none"> • 3 Months Statements on all current accounts • 6 Months Statements on all savings accounts and credit unions • 6 Months Statements on any Loans, Lease Agreements • If applicable annual mortgage statement 	
Deposit and Legal Fees	<ul style="list-style-type: none"> • Savings Statements as noted above • If you are receiving a Family Gift, confirmation letter from the person who is providing the gift confirming relationship to applicant, amount of the gift and confirmation that person providing the gift will have no claim to your house. 	
IF APPLICABLE		
Credit card	<ul style="list-style-type: none"> • 3 Month credit card statements 	
Pay Rent	<ul style="list-style-type: none"> • Proof of rent – example: Tenancy Agreement if rent payments cannot be confirmed by bank statements 	
Rental Properties	<ul style="list-style-type: none"> • Tenancy Agreement 	
SELF-EMPLOYED		
Income Statement	<ul style="list-style-type: none"> • Three years Certified accounts, signed by the accountant and signed by you • All of the above must be accompanied with the Revenues Form 11 & Chapter 4 for each corresponding year 	
Business account statement	<ul style="list-style-type: none"> • 6 Months Business Current Account Statements 	
Tax Clearance Certificate	<ul style="list-style-type: none"> • Tax Clearance Cert or confirmation from accountant that all tax affairs are up to date 	
SELF BUILDS		
Planning Permission	<ul style="list-style-type: none"> • Final Grant of Planning Permission (not notification or decision) with min 12 months remaining & Site Map 	
Cost of Construction (estimate)	<ul style="list-style-type: none"> • Copy of Signed Fixed Price Contract OR if using Direct Labour - Estimated Cost of Construction form completed by your Architect or Engineer (10-15% Contingency must be included) 	
Architects/Engineers Insurance	<ul style="list-style-type: none"> • Copy of the Architects or Engineers Professional Indemnity Insurance 	