

# YOUR MORTGAGE DOCUMENT CHECKLIST

**TIM RUSS**  
& COMPANY

What documents do you need to prepare?	Applicant 1	Applicant 2
<p><b>Proof of Income</b>  <b>If employed:</b> Latest 3 months' consecutive payslips or 13 weeks' consecutive payslips.  <b>If self-employed:</b> Last 2 SA302 statements or last 2 online SA302 with tax year overview.</p>		
<p><b>Proof of Additional Income</b>  Copies of benefit statements and pension statements if applicable.</p>		
<p><b>Proof of Outgoings</b>  Last 3 months' bank statements and a detailed breakdown of any current debts and commitments.</p>		
<p><b>Proof of Employment</b>  Employer name, address and contact number / your own details and place of work if you are self-employed.</p>		
<p><b>Proof of Deposit</b>  Proof of how your deposit has been obtained and where it is currently held; such as a bank statement.</p>		
<p><b>Proof of Gift</b>  If a Gift is being used, written confirmation from donor (typically parents) and supporting bank statement is needed.</p>		
<p><b>Proof of ID and Address</b>  Valid Passport or Driving Licence and an original utility bill, bank statement or mortgage statement.</p>		

Are your documents...		
In date?		
Consecutive with all pages included?		
Does the name and address on your application match your documents?		

**YOUR HOME MAY BE REPOSSESSED IF YOU DO NOT  
KEEP UP REPAYMENTS ON YOUR MORTGAGE.**