

## Client's checklist

### Important information needed to complete your loan

Dear Customer,

We are committed to ensuring that your application is completed in the quickest time possible. In order to ensure that we do so, it is important that you supply the correct information in support of your loan.

In order for you to receive your cheque as quickly as possible, please read the following guidelines carefully and complete the checklist for any items that are relevant to you. All items that you have ticked then need to be enclosed with your agreement and returned to us.

#### The loan paperwork

	Enclosed
Legal Charge and Loan Agreement signed and witnessed	<input type="checkbox"/>
Direct Debit Mandate	<input type="checkbox"/>
Data Protection Act 1998	<input type="checkbox"/>
Solicitors Witness and Advice Certificate (applicable only if a Solicitor has witnessed your agreement)	<input type="checkbox"/>

#### Your property and legal requirements

If you have any children or other occupiers over the age of 17 years old, they must sign the enclosed occupier's consent in order to consent to the loan

If you do not have a mortgage on your property, we will require your title deeds, or a copy of any redemption statement for any mortgages that are secured currently on your property

#### Identification

You will need to provide up to date identification. This should be a driving licence or passport. If you do not hold one of these a photocopy of your bank or credit card showing the front and back and the accompanying statement may be accepted, please contact your Case Manager for advice.

#### Proof of your income

Enclosed with the loan documents is financial statement form.

This must be fully completed and signed by all borrowers. To support this you must provide the following depending on where you receive your income:

- **If you are employed**
  - If you are paid monthly, please supply 2 payslips from the last 3 months
  - If you are paid weekly, please supply 4 payslips from the last 2 months
  - If you are paid by cash or cheque and have no payslips available, an employment reference
- **If you are self-employed**
  - Please supply an accountant's reference, business accounts, or other strong proof as advised by your case manager

#### Your mortgage

- If your mortgage is currently or has been in arrears, we will need you to write a short explanation of why this occurred
- Please supply a recent mortgage statement (if available)

**Please return all items you have ticked in the envelope provided**