



Sapphire

MORTGAGE SERVICES

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COMMERCIAL MORTGAGE APPLICATION CHECKLIST

For prompt and efficient services please ensure all documents are submitted with application to ensure a fast and prompt service.

1. Completed Loan Application Form: Please ensure that loan application is completed in full and signed in all relevant places
2. Copy of a current rates notice
3. Evidence of Income:
Self employed: Financial statements should be forwarded in full for the last 3 financial years plus "notes to balance sheet"- for all related parties (ie: company, trusts, partnerships and individuals etc)
Paye: Applicants need to provide two (2) current (no older than 6 weeks) pay slips and/or letter from employer confirming length of service and gross income along with their most recent group certificate
NOTE ALL TAX FILE NUMBERS ARE TO BE REMOVED AS PER THE PRIVACY ACT
4. Rental: Evidence of current rental income is required i.e: letter from the agent and/or copy of the lease agreement
5. Equity: Evidence of genuine savings (last six months) and/or proof of equity if the loan is to purchase
6. Refinance: Last 12 months transaction statements for all loans to be refinanced
7. Drivers License: Copy of current photo Drivers License and/or current passport for all persons related to the loan
8. Copy of contract for sale for loans where purpose is to purchase