

Checklist for Refinance Cases

NAME:.....SURVEY REF NO:

APPLICATION DETAILS			
Nos.	Description	Narration	Comments
1.1	Application Form	<ul style="list-style-type: none"> • Ensure application form is completed 	
1.2	Purpose of Loan	<ul style="list-style-type: none"> • Purpose of loan to be fully stated. 	
1.3	Application Fees	<ul style="list-style-type: none"> • Attached copy of receipt 	
1.4	MPI Forms	<ul style="list-style-type: none"> • Form is completed 	
1.5	Manual Worksheet	<ul style="list-style-type: none"> • Attached loan calculation worksheet 	
PERSONAL DETAILS			
2.1	Birth/ Marriage Certificate	<ul style="list-style-type: none"> • Loan term should be aligned to date of birth or retirement age whichever is applicable 	
2.2	Statutory Declaration form	<ul style="list-style-type: none"> • Any variation in the name- ensures Statutory Declaration is attached. • Declaration about undischarged bankruptcy 	
FINANCIAL DETAILS			
3.1	Latest Pay Slip	<ul style="list-style-type: none"> • Obtain proper pay slip that shows all income details. • In the absence of payslip a <u>formal letter</u> from employer confirming income details which shows gross and net income will suffice. 	
3.2	Financial Statement & Cash flow	<p>Where the applicant is in non-receipt of fixed salary then we require:</p> <ul style="list-style-type: none"> • The audited financial statement of the business for at least 3 years. • The cash flow projections for the next 36 months with supplementary note • At least 6 months bank statement for business income. <p>The above has to be prepared by any registered tax agent or chartered accountant.</p>	
3.3	FNPF Letter	<ul style="list-style-type: none"> • Letter to contain eligibility amount and ensure validity is within 6 months. 	
3.4	Bank statements	<ul style="list-style-type: none"> • At least 3 months bank statements. • Ensure net income deposited matches amount stated in payslip. 	

PROPERTY DETAILS			
4.1	Certified True Copy of Lease / Title	<ul style="list-style-type: none"> • Position of encumbrances / reverse side of the lease • Any other charges/ caveats • Any town / City Rate Pending Ground Rental 	
4.2	Valuation Report	<ul style="list-style-type: none"> • HA valuation up to \$150000.00 • In excess of \$150000.00 professional valuation or as per list provided by FNPF • Outside valuation to be verified by our Valuers 	
4.3	Engineer's Certificate	<ul style="list-style-type: none"> • Ensure its validity for 5 years • Certified by a Registered Engineer. 	
4.4	Approved Plans /Specifications	<ul style="list-style-type: none"> • Ensure approved by Local Authority. • Any proposed extension – approved plan. • Costing correctly done in terms of the policy. • Expected valuation upon completion. 	
4.5	Costing	<ul style="list-style-type: none"> • If loan includes CLE then costing sheet to be filed 	
OTHER REQUIREMENTS			
5.1	FTR Requirement	<ul style="list-style-type: none"> • FNPF Card/driving License/Passport. • Specimen Signature. • Provide TIN Letters & Tax Compliance Certificate. 	
5.2	Data Bureau	<ul style="list-style-type: none"> • Credit check from Data Bureau • Clients with Bankruptcy records should not be entertained. • All written off debts should be paid by client. 	