



Required documents mortgage process *(if applicable)*

It is desirable that the mortgage process is completed as soon as possible so you can quickly get an agreement from the mortgage provider.

In the sales contract you have to deal with the condition precedent of arranging the mortgage. This term is often 4 to 5 weeks and therefore it is important to quickly arrange the mortgage. Therefore it is important to quickly deliver these documents to the bank. We have created a comprehensive list of items that we want to receive from you.

Necessary documents for income

- Recent paycheck (not older than 1 month)
- Original Employer's statement (send us already a copy in color by mail)
- Copy of employment contract
- Letter of intent of your company if you have a temporary contract, if you don't get an intention year annual statement from the last 3 years

Required documents from the house they will be boughted

- Taxation report, we will take action for you to arrange this.
For this we need the signed appraisal order form.
Send us the form back so we can take action.
- By all parties signed sales contract.
- If you are planning to have a renovation send us a specification of the costs.

Documents about savings

- Overview of the savings, this may be a print through online banking.

What must stand on the overview:

Name account holder(s)

Date

Amount

Account number

- Some mortgage lenders want that you show the savings are shown from the past. Therefore an overview of the savings of at least 6 months ago.
- If the savings, that you will bring in the mortgage, come from a gift we need a document from the person who gave you the gift. This is an agreement / short note of the person who will give you the gift + a copy passport of him/her.

Other needed documents

- Copy of passport applicant (front and back)
- Copy of residence permit (front and back)
- From the account, from which the mortgage is going to be paid, a bank statement with on this your name, address and bank account number. - Income Tax return 2013 & 2016
- Pension Overview of the employer as well as the overview on www.mijnpensioenoverzicht.nl
- Employment history (arbeidsverleden), which can be downloaded at <http://www.uwv.nl/particulieren/formulieren/digitaal-verzekeringsbericht.aspx>
- If you have any loans or credits a recent outstanding balance statement as well as the original contract.

Extra info

Buy of a new build house

- Sales / Building contract signed by both parties
- Cost of renovations
- Issued building permit and certificate GIW