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Clayton Office

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Documents Checklist

1. 3 recent pay slips or 3 months of bank statements showing salary payments.
2. Employment letter on a letterhead or contract stating period of employment, position, remuneration and employment mode.
3. Recent 3 months of statements for all existing loans including credit cards and 6 months for all mortgages.
4. Evidence of savings/ deposit funds available. Bank statement covering the last 3 months and/or deposit slip will suffice.
5. Contract of sale for the property being purchased (once available).
6. Confirmation of the rental income. Can be lease, rental statements or letter from the property manager/real estate agent.
7. Copies of the passport or birth certificate and driver license.



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