

## Document Checklist For Mortgage Application

What Documentation Do I Need	Where Do I Obtain Documentation	OK
Current salary certificate	Employer	<input type="checkbox"/>
Copy of your most recent tax return	Self-declaration	<input type="checkbox"/>
Up-to-date information on debt enforcements (no more than 3 months old)	Debt Enforcement Office	<input type="checkbox"/>
Last 3 years' financial statements, i.e. balance sheets and income statements, of legal entities bearing liability (if self-employed)	Fiduciaries	<input type="checkbox"/>
<b>All Real Estate / Properties</b>		
Extract from land register (not more than 6 months old) and / or purchase contract (or draft there of)	Seller / Office of the Land Register / notary	<input type="checkbox"/>
Survey map / copy of cadaster	Seller	<input type="checkbox"/>
Photograph (of existing property)	Seller	<input type="checkbox"/>
Insurance certificate on building, stating its volume (in m <sup>3</sup> )	Seller / cantonal buildings insurance / insurance company	<input type="checkbox"/>
Building rights agreement (for property with building rights)	Seller / building rights authorization	<input type="checkbox"/>
Plans / floor plan of building (if available)	Seller / architect / builder-owner	<input type="checkbox"/>
Building description (if available)	Seller / architect / builder-owner	<input type="checkbox"/>
Sales documentation (if available)	Seller / architect / builder-owner	<input type="checkbox"/>
<b>Application for Building Credit</b>		
Building plans	Seller / architect / builder-owner	<input type="checkbox"/>
Cost estimate	Seller / architect / builder-owner	<input type="checkbox"/>
Volume in cubic metres (SIA)	Broker / seller / architect	<input type="checkbox"/>
Building permits	Building inspection authority	<input type="checkbox"/>
Building description	Broker / seller / architect / builder-owner	<input type="checkbox"/>
Copy of contract from general contractor (if property was built by general contractor)	General contractor	<input type="checkbox"/>
If condominium units are issued: Incorporation certificate and budgeted retail prices		<input type="checkbox"/>
<b>Condominium</b>		
Plan of the condominium with net living area and ancillary rooms (m <sup>2</sup> ) (apartment, basement, utility rooms, parking areas etc.)	Seller / architect / builder-owner	<input type="checkbox"/>
User regulations for condominium association	Seller / condominium association	<input type="checkbox"/>
<b>Other</b>		
Signed, current rent schedule (number of apartments, size, amount of rent etc.)		<input type="checkbox"/>
Property valuation (if available)	Property surveyor / evaluator	<input type="checkbox"/>
Statement of Pillar 3 assets (if 3 <sup>rd</sup> pillar benefits are drawn in advance or pledged)	Pension fund foundation	<input type="checkbox"/>
Pension fund statement prior to withdrawal (if 2 <sup>nd</sup> pillar benefits are drawn in advance or pledged)	Pension fund	<input type="checkbox"/>
Pension fund statement after withdrawal (if 2 <sup>nd</sup> pillar benefits are drawn in advance)	Pension fund	<input type="checkbox"/>
Pension fund regulations (if 2 <sup>nd</sup> pillar benefits are drawn in advance or pledged)	Pension fund	<input type="checkbox"/>