



Mortgage appointment checklist

| |
|---------------------------------------|
| Appointment date: _____ |
| Time: _____ |
| Officer's name: _____ |
| Branch: _____ |
| Branch telephone number: _____ |

At RBC Royal Bank® we are committed to making banking convenient and easy.

The following documentation is required for processing your request:

› **Documentation**

- Two (2) of the following valid forms of photo identification: Passport, National Identification Card or Driver's License. Where applicable, name changes must be evidenced by Marriage License, Affidavits, Deed Poll, etc.
- Proof of permanent address - not older than one (1) year; e.g. Utility Bill, Tax Assessment
- Proof of occupational income e.g. Reference letter from employer (not older than (6) months) and last pay slip. In the case of self employed persons, 3 years income tax statements or deposit history from account not less than 1 year
- Supporting evidence of mortgage
- Open bill or sale agreement
 - Current valuation report - see panel of valuers below
 - Letter from vendor agreeing to sell
 - Deed of sale (for viewing)
 - Approved building plans (where applicable)
 - Copy of builder's/contractor's estimates (where applicable)
 - Quantity surveyor's report - see panel of surveyors on page 2

Should you need to reschedule or cancel your appointment,
kindly contact us at least 24 hours in advance.

Thank you for making us your first choice.



RBC Royal Bank

Approved quantity surveyors/ valuers

| Names | Address | Telephone Number (1-268) |
|---|--|---------------------------------|
| Lewis, Simon & Partners | Fort Road, St.John's, Antigua | 462-4587 462-4586 |
| Wayne A. Martin (Associated Engineers Partnership) | Ryan's Place, High Street, St.John's,Antigua | 463 -4752 |
| Kenneth A. Gomez & Sons (Insurance Agents) | Royal Palm Place, Friars Hill Rd., P.O. Box 195, St.John's,Antigua | 481-1850 |