



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, 2 years financial statements or 2 years income tax statements and not less than one (1) year deposit history from account. A letter from the tax authorities showing that taxes are not outstanding to the state is mandatory.
- 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	Contact	Address	Telephone Number (1-448)
Quality Survey Consultants(QSC)Ltd	Eric P. James	P.O.Box 314, Roseau, Dominica	448-6767 Fax: 448- 3999
Baptiste and Associates Ltd	Isaac Baptiste	64 Kennedy Avenue, Roseau, Dominica	448 -1999 Fax: 448-1930
Consulting Engineers Partnership Ltd	Joseph W. Gregoire	P.O.Box 117, Roseau, Dominica	448-3208 Fax: 448-2726
McKenzie Architectural & Construction Services Inc	Severin McKenzie	P.O. Box 514, 12 Virgin Lane, Roseau, Dominica	448-1941 Fax: 448-7727
Architect ERA	Eugene Royer	P.O.Box 0872, 30 Federation Drive, Goodwill, Dominica	245-0930 Fax: 500-8600
Claxton Joseph - Quantity Surveyor		P.O.Box 2079, Roseau, Dominica	225-0794
Gerry J. Alfred - Quantity Surveyor		Bayfront, Marigot, Dominica	266-3542/ 440-1951 276-7612/ 445-7096
Bernard Lloyd -Valuation/ Appraisal Officer		Canefield, Dominica	245-3432
G S Surveys	Gaetan Seaman	65 Kennedy Avenue	448-2542 Fax: 440 5522