



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 an 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 (1-869)
Williams Architectural	Anglican Rectory Area, St. Peters, P.O. Box 723, Basseterre, St. Kitts	465 - 4004
Cooper Kauffmann Ltd	Wilkin Building, Church Street, P.O. Box 877, Basseterre, St. Kitts	465 - 4477
Edwin Glasford Associates	Church St, P.O. Box 486, Basseterre, St. Kitts	465-7974