



## Mortgage appointment checklist

<b>Appointment date:</b> _____
<b>Time:</b> _____
<b>Officer's name:</b> _____
<b>Branch:</b> _____
<b>Branch telephone number:</b> _____

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 three (3) years or financial statements prepared by an accountant for the past 3 years.
- Specific requirements for house & land purchase:
  - Current valuation report - see panel of valuers on page 2
  - Letter from vendor agreeing to sell
  - Copies of land register/survey plan from vendor
- Specific requirements for building construction
  - Approved building plans
  - Copy of builder's/contractor's estimates
  - Current valuation report - see panel of valuers below
  - Copies of land register/survey plan

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	Telephone Number (1-758)
RBC Royal Bank	
Terry St. Clair	450 - 4137 / 484 - 3592
Faedra Trim	452 - 3324
Stephen Montrope	485 - 1750
Joachim Henry	484 - 0258
Charles Heywood	451 - 9381 / 484 3177
The Institute of Surveyors (St. Lucia) Limited	456 - 0197