



## Mortgage appointment checklist

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

**At RBTT 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. Letter from employer (not older than (6) months) or last two (2) pay slips. In the case of self employed persons, 3 years income tax statements or deposit history from an account not less than one (1) year.
- Specific requirements for House & Land purchase:**
  - Original title deed and plan of land
  - Vendor's sale agreement
  - Recent valuation of land, not more than 6 months old, from a qualified valuator approved by RBTT Bank.
  - Property tax and utilities receipts for the current year, if it is an existing property
- Specific requirements for Building Construction:**
  - Original title deed and plan of land
  - Vendor's sale agreement
  - Recent valuation of land, not more than 6 months old, from a qualified valuator approved by RBTT Bank.
  - Approved building plans
  - Detailed estimate of construction, including labor, dated and signed by the contractor
  - Quantity surveyor's report - see panel of surveyors on page 2
  - Evidence that clients can finance cost overruns

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.**



Approved quantity surveyors/ valuers

Names of Company	Contact Person	Telephone Number (1-784)
Arthur Guy (Q.S & Valuator)	New Montrose	493-9199 / 528-4488 (C)
Franklyn Browne (Q.S & Valuator)	Kingstown	456-9713 (H) / 493-3181 (C)
Christopher Browne (Q.S & Valuator)	Kingstown	456-2109 (H) / 528-8063 (C)
Edrick Lewis (Q.S & Valuator)	Lodge Village	457-0281(W) / 493-9162 (C)
Franklyn Evans (Valuator)	Glen	493-2527 / 532-8757 (C)