
















# 2 FEB 2011 - CONSOLIDATED BANK SUPPORTING DOC'S

STD DOCUMENTATION	 <b>ABSA</b> AND 	 <b>Standard Bank</b>	 <b>NEDBANK</b>	 <b>FNB</b>
<b>Offer to Purchase</b>	Fully completed (ERF #), dated and signed by all parties involved – Seller and Purchaser.	Fully completed (ERF #), dated and signed by all parties involved – Seller and Purchaser.	Fully completed (ERF #), dated and signed by all parties involved – Seller and Purchaser.	Fully completed (ERF #), dated and signed by all parties involved – Seller and Purchaser.
<b>Completed Application</b>	Fully completed dated, where possible it should be signed by all parties involved. <b>NB!</b> - NCR requires that the client should sign income and expenses.	Fully completed dated, where possible it should be signed by all parties involved. <b>NB!</b> - NCR requires that the client should sign income and expenses.	Fully completed dated, where possible it should be signed by all parties involved. <b>NB!</b> - NCR requires that the client should sign income and expenses.	Fully completed dated, where possible it should be signed by all parties involved. <b>NB!</b> - NCR requires that the client should sign income and expenses.
<b>ID Document</b>	Clear copy of all applicants	Clear copy of all applicants	Clear copy of all applicants	Clear copy of all applicants
<b>Bank statements</b>	Latest authenticated with clear bank stamp. Clients name and account number clear. NO INTERNET! 3 months for constant earners.	Latest authenticated with clear bank stamp. Clients name and account number clear. NO INTERNET! 3 months for constant earners.	Latest authenticated with clear bank stamp. Clients name and account number clear. NO INTERNET! 3 months for constant earners.- <b>must show 3 salary deposits</b>	Latest authenticated with clear bank stamp. Clients name and account number clear. NO INTERNET! 3 months for constant earners.
<b>Bond Statements</b>	<b>NO SWITCHING CONTRACT</b> Latest authenticated or clear bank stamped 6 Months – No Internet!	<b>NO SWITCHING CONTRACT</b>	<b>NO SWITCHING CONTRACT</b>	<b>NO SWITCHING CONTRACT</b>
<b>Proof of income</b>		<ul style="list-style-type: none"> <li>- Telephone directory</li> <li>- KI (CIPRO)</li> <li>- Website supported by KI</li> </ul>		
<b>Fixed monthly salary</b>	Latest clear payslip	Latest clear payslip	Latest clear payslip	Latest clear payslip
<b>Weekly Wages</b>	Latest 4 weekly Payslips	Latest 4 weekly Payslips	Latest 4 weekly Payslips	Latest 4 weekly Payslips
<b>Fortnightly payers</b>	Latest 2 consecutive Payslips	Latest 2 consecutive Payslips	Latest 2 consecutive Payslips	Latest 2 consecutive Payslips
<b>Variable/Commission earnings</b>	Latest 6 months consecutive average used, supported by payslips and bank statements.	Latest 6 months consecutive payslips. Average of 6 months used unless in the case of large fluctuations, highest and lowest disregarded, remaining 4 months average used for qualifying.	Latest 6 months consecutive payslips. <b>50% of average commission</b> used for qualifying applicants	Latest 6 months consecutive payslips. <b>50% of average commission</b> used for qualifying applicants
<b>Employment Contract</b>	Not considered only on new employment	Acceptable proof of income provided that detailed breakdown of income is supplied	Not considered only on new employment	Not considered only on new employment
<b>Handwritten payslips/cash</b>	Not considered	Domestic workers/gardeners/Taxi drivers	Not considered	Not considered
<b>IRP 5</b>	May be called for at credits discretion	May be called for at credits discretion	May be called for at credits discretion	May be called for at credits discretion
<b>Cash deposits</b>	Not considered	A maximum of R6000 considered for applicant provided it reflect in the banking accounts	Not considered	Not considered
<b>Additional income</b>				
<b>Rental Income</b>	Each case looked at within own merit. Buy to let restricted to 80%	Valid Lease agreement/Rental schedule – Purchase price, date purchased, rental received, bond repayment, prop address, market value. <ul style="list-style-type: none"> <li>✓ Properties bonded with SBSA full rental income.</li> <li>✓ Properties not boned with SBSA Net income</li> </ul>	Copy of rental agreement to be fully completed and signed. Only 40% of the rental income will be considered.	Valid Lease agreement/Rental schedule – Purchase price, date purchased, rental received, bond repayment, prop address, market value.
<b>Maintenance</b>	A Divorce Court order and 3 months bank statements reflecting amount received	A Divorce Court order and 3 months bank statements reflecting amount received	A Divorce Court order and 3 months bank statements reflecting amount received	A Divorce Court order and 3 months bank statements reflecting amount received
<b>Cost to Company</b>	100% may be used and will be assessed as per credit's discretion	65% to be applied to qualify the client.	100% may be used and will be assessed as per credit's discretion	100% may be used and will be assessed as per credit's discretion

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<b>Sectional Title Financials</b>			Latest Financial statements of Body Corporate Awareness letter required from applicant in complexes with 10 units and less.		
<b>Housing Subsidy</b>	Letter from Employer confirming Gross figure. Calc: Subsidy amount *100% added to applicant's income and 25% of subsidy amount added to Tax reduction. If reflected on salary slip, info per salary advice to be used.		If reflected on salary advice, amount as per salary advice to be used.	If reflected on salary advice, amount as per salary advice to be used.	If reflected on salary advice, amount as per salary advice to be used.
<b>Self Employed.</b>				<b>Letter of commitment to transfer business bank account to Ned, if non client (this needs to be index as motivation in smartdoc)</b>	
<b>Complete Application</b>	Fully completed signed and dated application.		Fully completed signed and dated application.	Fully completed signed and dated application. <b>Signed Assets &amp; Liabilities and income &amp; expenses for Self Employed individuals.</b>	Fully completed signed and dated application. <b>Signed, completed Business Declaration and signed Assets and Liabilities for Self Employed individuals.</b>
<b>ID Document</b>	Clear copy of all members/directors/trustees		Clear copy of all members/directors/trustees	Clear copy of all members/directors/trustees	Clear copy of all members/directors/trustees
<b>CK/CM Doc's</b>	Clear copies		Clear copies	Clear copies	Clear copies
<b>Personal Bank statements</b>	ABSA: None needed	NON ABSA : Latest 12 months consecutive and up to date for each member/director/trustee	Latest 3 months consecutive and up to date for each member/director/trustee	Latest 6 months consecutive and up to date for each member/director/trustee	Latest 3 months consecutive and up to date for each member/director/trustee
<b>Business Bank statements</b>	ABSA: None needed	NON ABSA : Latest 12 months consecutive and up to date.	Latest 3 months consecutive and up to date.	Latest 6 months consecutive and up to date.	Latest 9 months consecutive and up to date.
<b>Bonds to be registered in name of legal entity</b>	Copy of memos and articles/CM29/CK1 or CK2		Copy of memos and articles/CM29/CK1 or CK2	Copy of memos and articles/CM29/CK1 or CK2	No lending to Trading Entities. Only Investments.
<b>Letter from registered Accountant/Auditor</b>	The wording: " <b>I hereby confirm</b> that (the applicant) received monthly/annual/drawings of R??" on a Company letterhead and signed by a Accountant/Auditor with a practice number associated with SAICA/SAIPA. Amount should correspond with income in the personal bank account.		The wording: " <b>I hereby confirm</b> that (the applicant) received monthly/annual/drawings of R??" on a Company letterhead and signed by a Accountant/Auditor with a practice number associated with SAICA/SAIPA. Amount should correspond with income in the personal bank account.	The wording: " <b>I hereby confirm</b> that (the applicant) received monthly/annual/drawings of R??" on a Company letterhead and signed by a Accountant/Auditor with a practice number associated with SAICA/SAIPA. Amount should correspond with income in the personal bank account.	Letters from independent auditors/accountants are not acceptable as most of these letters are unreliable. Only required for Sole Proprietors.
<b>Financial Statements</b>	ABSA: Year on year Financial statements covering at least 2 years, the latest reporting period not older than 6 months. Fully signed and dated by both client and Accountant/Auditor with a practice number associated with SAICA/SAIPA.	NON ABSA: Year on year Financial statements covering at least 3 years, the latest reporting period not older than 6 months. Fully signed and dated by both client and Accountant/Auditor with a practice number associated with SAICA/SAIPA.	Year on year Financial statements covering at least 2 years, the latest reporting period not older than 12 months. Fully signed and dated by both client and Accountant/Auditor with a practice number associated with SAICA/SAIPA.	Year on year Financial statements covering at least 2 years, the latest reporting period not older than 6 months. Fully signed and dated by both client and Accountant/Auditor with a practice number associated with SAICA/SAIPA.	Dated and signed 3 years Financial statements reflecting previous and current year's comparatives. Statement of Assets and Liabilities.
<b>Management Accounts</b>	If latest Financials older than 6 months, management accounts not older than 2 months signed by a		If latest Financials older than 6 months, management accounts not older than 2 months	If latest Financials older than 6 months, management accounts not older than 2 months signed by an	If latest Financials older than 6 months, management accounts not older than 2 months

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	Auditor/ Accountant and client.		signed by a Auditor/ Accountant and client.	Auditor/ Accountant and client.	signed by a Auditor/ Accountant and client.
	 <b>AND</b> 		 <b>Standard Bank</b>	 <b>NEDBANK</b>	 <b>FNB</b>
<b>SARS IT34</b>	May be called for at Credit's discretion. If used for confirmation of income, 3 years certified copy of IT 34 which can be verified against the turnover on the bank statements.		May be called for at Credits discretion.	SARS IT 34 Tax document required for self employed	May be called for at Credits discretion.
<b>Cash flow Forecast</b>	ABSA: Not a pre-requisite, but may be required.	NON ABSA: Cash flow forecast for the next 12 months, supported by relevant docs e.g. Contracts.	Not a pre-requisite, but may be required.	Cash flow forecast for the next 12 months, supported by relevant docs e.g. Contracts.	Not a pre-requisite, but may be required.
<b>Building Loans/Packages</b>	<ul style="list-style-type: none"> <li>• Building contract and Schedule of finishes.</li> <li>• Copy of Building plans.</li> <li>• NHRBC Builders Enrolment Certificate</li> <li>• Signed Waiver of Builder's Lien</li> <li>• Signed Minimum Requirements</li> </ul>		<ul style="list-style-type: none"> <li>• Building contract and Schedule of finishes.</li> <li>• Copy of Building plans.</li> <li>• NHRBC Builders Enrolment Certificate</li> <li>• SG Diagram for incomplete Duet Houses</li> </ul>	<ul style="list-style-type: none"> <li>• Building contract and Schedule of finishes.</li> <li>• Copy of Building plans.</li> <li>• NHRBC Builders Enrolment Certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• Building contract and Schedule of finishes.</li> <li>• Copy of Building plans.</li> <li>• NHRBC Builders Enrolment Certificate.</li> </ul>
<b>NON Res with Work permits / Temp Res / Refugees</b>					
<b>Copy of Passport</b>	Clear copy of all applicants		Clear copy of all applicants	Clear copy of all applicants	Clear copy of all applicants
<b>Employment Contract</b>	Stating Employer details, income, Contract Terms and conditions		Stating Employer details, income, Contract Terms and conditions	Stating Employer details, income, Contract Terms and conditions	Stating Employer details, income, Contract Terms and conditions
<b>Residence Permit</b>	Permit number, expiry date for RSA – Clear copy		Permit number, expiry date for RSA – Clear copy	Permit number, expiry date for RSA – Clear copy	Permit number, expiry date for RSA – Clear copy. Remaining term may not be less than 4 years.
<b>Work Permit</b>	Permit number, expiry date for RSA and Employer details – Clear copy		Permit number, expiry date for RSA and Employer details – Clear copy	Permit number, expiry date for RSA and Employer details – Clear copy	Permit number, expiry date for RSA and Employer details – Clear copy. Remaining term may not be less than 4 years.
<b>Proof of 50% deposit</b>	Currency exchange control regulations.		Currency exchange control regulations.	Currency exchange control regulations.	Currency exchange control regulations.
<b>Sa Citizens working abroad</b>					
<b>Copy of Passport / ID</b>	Clear copy of all applicants		Clear copy of ID and Passport	Clear copy of all applicants	Clear copy of all applicants
<b>Employment Contract</b>	Stating Employer details, income, Contract Terms and conditions		Stating Employer details, income, Contract Terms and conditions	Stating Employer details, income, Contract Terms and conditions	Stating Employer details, income, Contract Terms and conditions
<b>Residence Permit</b>	Permit number, expiry date for Foreign Country – Clear copy		Permit number, expiry date for Foreign Country – Clear copy	Permit number, expiry date for Foreign Country – Clear copy	Permit number, expiry date for Foreign Country – Clear copy. Remaining term may not be less than 4 years.
<b>Work Permit</b>	Permit number, expiry date for Foreign Country and Employer details – Clear copy		Permit number, expiry date for Foreign Country and Employer details – Clear copy	Permit number, expiry date for Foreign Country and Employer details – Clear copy	Permit number, expiry date for Foreign Country and Employer details – Clear copy. Remaining term may not be less than 4 years.
<b>Work Contract</b>	Copy of contract on the Company's letterhead		Copy of contract on the Company's letterhead	Copy of contract on the Company's letterhead	Copy of contract on the Company's letterhead

**Notes: No Switching to Home base from Sanlam and Virgin.**