



Credit Union Mortgage Application Checklist

What documents do I need when applying for a Mortgage with my Credit Union?

When you apply for a mortgage we'll ask you for information to demonstrate your income, outgoings and any other financial commitments you may have.

You will need to provide us with a range of documents to confirm this information.

The following checklist details the standard documentation required to progress a mortgage application. We may require further information based on your personal circumstances or to further clarify information you provided to us before we can consider your application complete.

Your Credit Union will discuss with you what documentation is required for your application.

Identifying You

In order to comply with anti-money laundering legislation you will need to provide suitable proof of identity and residential address.

- Original or certified copy of your passport or driving license
- Utility bill or bank statement needs to be dated within the last six months

Proof of PPSN

We are required by law to collect and verify your Personal Public Service Number (PPSN) or Tax Reference Number (TRN). This is required by the Central Bank of Ireland's Central Credit Register for Customer Identification.

You can use any of the following:

- Correspondence from the Department of Social Protection or the Revenue Commissioners showing your PPSN, Payslip, Employment Detail Summary, Statement of Liability, Tax Assessment or Notice of Tax Credits, Medical Card/Drug Payment Scheme (DPS) Card.

Income & Expenditure

Income (PAYE Applicant)

For Members in PAYE employment, the following documents are required to work out your earnings:

- 3 months payslips*
- Employment Detail Summary (EDS). This can be sourced from MyAccount on Revenue.ie
- If your income is performance related, made up of any non-basic income (e.g. shift /overtime etc.) or you are on a contract, we require 3 years most recent statement of earnings e.g. Employment Detail Summary (EDS) from revenue.ie to confirm your track record of earnings
- If you are currently on leave from work, we require a letter from your employer confirming your return date and returning under the same terms and conditions prior to leave
- Salary Certificate: Template provided by the Credit Union to be completed and stamped by your employer.

*if you are paid weekly or fortnightly your Credit Union will advise on the number of payslips required.

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Income (Self Employed/Sole Trader/Director of a Company/ Partnership)

- Signed Financial statements: 2 years most recent audited accounts or trading accounts certified by your accountant
- Form 11 and Chapter 4 receipt from ROS for the last 2 years
- Tax Clearance Certificate and a letter from your accountant confirming both personal and business tax affairs are up to date and in order. Letter must confirm that there are no arrangements in place with the Revenue
- 6 months most recent business current account bank statements. The most recent date must be dated within the last 4 weeks
- 6 months most recent statements for any business borrowings held.

Bank Statements

- 6 months bank statements for all personal current accounts held, including Revolut
- 6 months most recent statements for Savings held

Expenses

Loan, Mortgage & Credit Card Statements

6 months most recent statements for the following (if applicable):

- Mortgages
- Loans
- Overdrafts
- Credit Cards
- Hire Purchase/PCP
- Any other borrowings including store finance

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Other Documents

If you are separated or divorced we will need a copy of full separation agreement or divorce decree. We will also require confirmation of maintenance being paid or received.

Visa Status

If you are from outside of Europe we will require a copy of your Stamp 4 or Stamp 1 critical skills visa.

Foreign Credit Checks

If you have lived abroad within the past 3 years or have a bank account outside Ireland, we require a foreign credit check, in English, from the relevant country.

Help to Buy

Evidence of Application and level of rebate under help to buy will need to be provided if it is being availed of as part of deposit for a **first time buyer** on a new build.

Tenant Purchase or Council Buyout

- Letter from the Council offering to sell the property and the terms and conditions of such a sale
- 12 months most recent council rental statement

Residential Tenancy Agreement

We may require a rental agreement if you are currently renting, and there is no regular standing order/direct debit evidencing rent being paid out of your current account.

Rental Income

If you are in receipt of rental income from another property we require:

- Your most recent Acknowledgement of Income Tax Return and Self Assessment or Statement of Liability from Revenue detailing this income
- 6 months bank statements to demonstrate receipt of rental income
- Tax confirmation in the respect of this income. Please provide one of the following:
 - ✓ MyAccount Tax Clearance Certificate from Revenue
 - ✓ ROS Charges and Payments statement evidencing a credit or nil balance position
 - ✓ Tax confirmation letter from Accountant confirming tax affairs are in order.

The Credit Union will discuss with you what other additional documents may be required.

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