

## HOME EQUITY LOAN CHECKLIST\*

- Job Letter stating *salary, position, length of employment*; plus last two months pay slips
- Credit Reference ( if required )
- Print out of savings/current account transactions for at least 6 months OR updated bank book (if required)
- IF SELF-EMPLOYED: Financials prepared by a Certified Chartered Accountant & stamped**
  - **Income & Expenditure Statement**
  - **Balance Sheet**
  - **Cash Flow Statement and Cash Flow projections (for at least three years)**
  - **Credit reference**
  - **Print out of savings/current account transactions for at least 12 months OR updated bank book**
- Tax Registration Number (TRN) Card and Valid ID (Driver's Licence, Voter's ID, COK ID)
- Qualifying Shares
- Monthly savings – 10% of loan repayment amount
- Passport size photograph
- Completed Application Form **with contact information of two relatives & two references (non-related)**
- Recent utility or any other bill in member's name with current address (Proof of Address)
- Assignment of life insurance policy (if required)
- Signed Sales Agreement (where applicable); OR other documentary evidence supporting purpose of loan
- Current Valuation (done in the last year) **by one of our Approved Valuers** (Refer to attached listing of approved valuers). All properties will be inspected by a COK staff member (applicable if property is being used as collateral).
- Surveyors Identification report
- Property must be insured (not applicable if it's land only)
- Copy of property title\*\*
- Mortgage Statement (by first mortgage holder **where a mortgage exists**)\*\*

### Guarantor (if applicable)

- Job Letter stating *salary, position, length of employment*; plus last two months pay slips
- Credit Reference ( if required )
- Print out of savings/current account transactions for at least 6 months OR updated bank book (if required)
- IF SELF-EMPLOYED: Financials prepared by a Certified Chartered Accountant & stamped**
  - **Income & Expenditure Statement**
  - **Balance Sheet**
  - **Cash Flow Statement and Cash Flow projections (for at least three years)**
  - **Credit reference**
  - **Print out of savings/current account transactions for at least 12 months OR updated bank book**
- Tax Registration Number (TRN) Card and Valid ID (Driver's Licence, Voter's ID, COK ID)
- Passport size photograph
- Signed guarantor form witnessed by a Justice of the Peace
- Recent utility or any other bill in guarantor's name with current address (**Proof of Address**)

### \*CONDITIONS APPLY

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**CROSS ROADS** - 66-70 Slipe Road, Kingston 5, Fax: 929-4028; **HALF WAY TREE** - Units 9&10 Winchester Business Center, 15 Hope Road, Kingston 10, Fax: 920-6812; **CENTRAL PLAZA** – Shop #10 15 Constant Spring Road, Kingston 10. Fax: 754-7430

**PORTMORE** – Shop #3 McMaster Centre, Portmore, Fax: 988-5157; **MONTEGO BAY**: 40 Market Street, Montego Bay, Fax: 952-1334;

**MANDEVILLE** – Units 1,2 & 8 Mandeville Plaza, Mandeville, FAX: 962-0885

CALL 1-888-CALL-COK (1-888-225-5265) OR 960-I-CAN (960-4226) WEBSITE; [www.cokcu.com](http://www.cokcu.com); EMAIL [cokcu@cwjamaica.com](mailto:cokcu@cwjamaica.com)