

## LOAN APPLICATION CHECK LIST

**Please include the following information when submitting a loan application.**

1. Brief Doctor's Certificate outlining physical disability of applicant or member of applicant's family (*if first time applicant or if there has been a significant change in applicant's physical condition since their previous application*).
2. Verified (signed) photo identification is required (can be from an original passport, driver's license etc) which also has proof of applicant's current address or as well as a utility bill showing current address. If the asset being purchase has more than one owner eg husband and wife, ID of all beneficial owners is required. A person acting on behalf of the applicant must also provide verified ID. Such identification(s) must be signed by such as a J P, solicitor, the police (as an example). Refer to the Identity Verification Checklist for full details of the required ID. **The certified ID documents must be posted to Paraloan, see our address below.**
3. Rateable Valuation (formerly GV) of property to be purchased.  
Rateable Valuation also to be enclosed for the purchase of a motor vehicle, if it is to be secured over a property.
4. For the purchase of a motor vehicle (not to be secured over a property), a valuation by the motor vehicle dealer, on their letterhead, is required.
5. Evidence of earnings, eg pay slips from an employer(s) and/or a statement from Work & Income or ACC, showing weekly **gross** income and any other entitlements less any deductions.
6. Copy of latest Bank Statement.
7. A signed and witnessed Guarantee (forms supplied by Foundation) for loans not secured over a property may be required.
8. Quotations for any work to be carried out or purchases to be made, other than for purchase of property or motor vehicles (eg alterations to a property or a purchase of a home appliance would need a quotation).

**The above is to be supplied at the time of making the application to the Foundation.**

**First Mortgage Priority:-** Please check with the first mortgagee (if there is to be one), what their priority sum is to be and enter this on the Housing Application Form, under question 7b. (for house loans only).

*Please allow approximately 7 to 10 days for a reply to your application, allowing for the receiving of it by the Executive Officer.*

*Please post completed loan application and certified ID(s) to:*

**paraloan, PO Box 32074, Linwood, Christchurch 8147**