Mortgage fact find checklist

CHECKLIST TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Business _____ Location _____ Date _____

Fact find

At the first meeting with each client

TASK	NOTES	INITIALS
Goals		
☐ Record the client's goals, timing and what matters most to them		
☐ Record the property, its price and the purpose of the loan		
☐ Record any changes they expect, such as children or retirement		
Finances		
☐ Record income and employment for each applicant		
☐ Record living expenses and check them against bank statements		
☐ Record every debt, limit and repayment, including credit cards and buy-now-pay-later		
☐ Record assets, savings and the deposit's source		
☐ Ask about credit history, defaults and any hardship		
Preferences		
☐ Record preferences such as fixed or variable, offset and repayment type		
☐ Explain how you are paid, including commissions		
☐ Record the needs and objectives summary and have the client confirm it		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____