

client _____

property _____

		original	copy	confirmation	
				client	TC / auditor
personal information					
self-disclosure	form				
ID-card	front and back				
marital status / property regime	prenuptial agreement / divorce decree				
alimony	contract / assessment + proof of payment				
rent	contract + proof of payment				

income information					
	income tax assessment 2017+2018+2019				
	last income tax return				
	proof of other income / child allowance				
	statement on future pensions				
employed persons:	payroll statements of the last 3 months				
	payroll statement December previous year				
	proof of royalties and bonuses				
	employment tax statement prev. Year				
self-employed persons:	current business analysis + trial balance				
	determination of income / financial statement 2017+2018+2019				

assets					
bank balances	statement of current and savings account				
stocks + securities	securities deposit statement				
savings contract building society	contract + statement of account				
life / pension insurances	contract + current valuation				
private health insurance	contribution statement				
loan contracts / leasing	contract + statement of account / transfer fee				
holdings	register excerpt, list of shareholders, articles of association				
	current business analysis + trial balance				
	valuation / financial statement 2017+2018+2019				
	overview holding assets (form)				

real estate assets / property to be financed					
	photos / brochure				
	excerpt from the land register				
	cadastral map excerpt				
	purchase agreement / draft				
	building specification / permission				
	construction plans / floor plans / calculation m ² + m ³ / (estimate building costs)				
	building insurance				
	loan contracts with annual statements prev. Year				
	list of tenants + rental agreements				
	overview real estate assets (form)				

financing arrangement					
authority	form				
loan arrangement contract	form				
pre-contractual information	form				

other information					