CHECKLIST FOR INITIAL APPOINTMENT

REQUIRED INFORMATION:

1. Completed Client Detail Form

- The more information you can provide – the better! This can either be emailed to you or collected over the phone or during your appointment.

2. Your last 3 months of all personal bank statements including transactional, bills and savings accounts.

- you must have account name and number on statement

3. Your last 3 months of business bank statements (if applicable)

- you must have account name and number on statement

4. Your last 3 months of home loan statements (if applicable)

- you must have account name and number on statement

5. Your last 3 months of credit card and personal loan statements (if applicable)

- for all of your credit cards, personal loans and store cards

6. Property Purchase / Ownership

- **New Property Purchase –** Sale & Purchase Agreement
- **If Ownership is under a Trust –** Signed Trust Deed or provide Solicitor details
- **If Ownership is under a Company** - Company Name

7. Proof of Deposit (if applicable)

- bank statements confirming account balance. You must have account name and number on statement
- proof of KiwiSaver
- Gifting confirmation

8. Confirmation of income:

- **Employed:** Three most recent payslips or Signed Letter of Employment
- **Employed with Bonuses / Commissions:** IR3 Statement or Personal Tax Summary
- **Self Employed:** 2 years' business financials or IR3 Statement

9. Documentation of your current insurance policies

- Preferably a statement or policy document for all life, medical and house and contents cover you current have.

10. Clear Photo ID – preferably up to date Passport or New Zealand Drivers Licence

11. Most recent rates notice or utility bill showing proof of address

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