

Checklist

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Which documents do I need?	Where do I get this?	Check
Copy of ID (passport, driving license, ...)	Self-declaration	☐
Current wage statements	Employer	☐
Copy of the last tax return (including additional sheets)	Self-declaration	☐
Qualifications of liable lawyers persons (balance sheet / income statement) of the past 2 years (if self-employed)	Trustee	☐
Proof of 3rd pillar credit	Pension foundation	☐
Pension fund certificate before withdrawal	Pension fund	☐
Pension fund statement after withdrawal (if advance withdrawal 2nd pillar)	Pension fund	☐
Pension fund regulations (at the special request of the bank)	Pension fund	☐
Current debt collection information (at the special request of the bank)	Debt collection office	☐

All properties/ objects	Where do I get this?	Check
Land register extract (not older than 6 months) and / or purchase agreement / draft purchase agreement	Seller / land registry / notary	☐
Situation / cadastral plan	Salesperson	☐
Photos of the property (interior and exterior view)	Salesperson	☐
Building insurance certificate with details of the cubature (in m ³)	Seller / cantonal building insurance / insurance company	☐
Building law contract (for properties under building law)	Seller / construction lawyer	☐
Plan / floor plan of the building (if available)	Seller / architect / builder	☐
Building description (if available)	Seller / architect / builder	☐
Sales documentation (if available)	Seller / architect / builder	☐

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Construction loan application	Where do I get this?	Check
Construction plans	Seller / architect / builder	☐
Cost estimate	Seller / architect / builder	☐
Cubic calculation SIA	Agent / seller / architect	☐
Building permits	Building inspectorate	☐
Building description	Agent / seller / architect / builder	☐
Copy of general contractor contract (if the property was created by a general contractor)	General contractor	☐
When creating condominium units: Justification certificate and budgeted sales prices	Agent / seller / architect / builder	☐
Condominium	Where do I get this?	Check
Plan of the floor unit with net living space for sellers and adjoining rooms (in m ²) (Apartment, basement, craft rooms, parking lots, etc.)	Architect / builder	☐
Usage regulations for condominium owners associations	Seller / floor owners association	☐
Other	Where do I get this?	Check
Current tenant list if apartments are rented: Number of apartments, size and rent	Self-declaration	☐
Property valuation (if available)	Property appraiser	☐