

FICA documents required when purchasing a property

Thinking about buying a property?

Get ahead of the game and have all your source documentation ready.

Completing an application is one of the things you need to do to get finance. Whether you've already found a home or are just wanting to get pre-approved, you'll need to provide some documentation to your lender. The information required will vary depending on the lender you choose, your loan option, and your personal financial situation.

The following list of documents is usually required when applying for a new home loan. For a fast and easy loan process, it's advisable to have these items available when you are ready to complete your application.

All Applications

- A copy of your ID document.
- A copy of the offer to purchase containing seller's and purchaser's details (not necessary for a pre-approval).
- Proof of income.
- Salary slip (not older than 2 months) / or a letter from your employer with a breakdown of your salary and deductions.
- If self-employed then you will need a letter from an accounting officer confirming your income, or a statement of assets and liabilities.
- 6 months' worth of bank statements.
- Income tax registration numbers
- Proof of physical proof of address not older than 3 months
- A copy of your marital certificate and ANC

Companies

- Copy of memorandum and Articles of Association
- Certificate of Incorporation
- Proof of registered address for the company
- Income tax number for the company
- Individual FICA of the directors (Income tax numbers, copy of identity documents and proof of physical address not older than 3 months)

Close Corporations

- CK1 and CK2 documents
- Proof of registered address for the CC
- Income tax number for the CC
- Municipal statement of account for the property being sold
- Individual FICA of the members (Income tax numbers, copy of identity documents and proof of physical address not older than 3 months)

Trusts

- A copy of the Trust Deed.
- Resolution advising who may sign the home loan applications / pre-approval.
- A resolution by trustees advising who may sign the documents and purchase properties.
- Copy of the Trust Deed
- Letters of Authority
- Income tax number for the Trust
- Municipal statement of account for the property being sold
- All the trustee's FICA documents (Income tax numbers, copy of identity documents and proof of physical address not older than 3 months)