

**FIRST HERITAGE CO-OPERATIVE CREDIT UNION LTD.
HERITAGE PROFESSIONAL CHECKLIST**

NAME OF MEMBER: _____ **Account No.** _____

	REQUIRED		Comments
	YES	NO	
Pre-Interview:			
2 Current Pay Slips (last two)	()	()	
Debt Service Ratio (DSR) - 30-35% <i>(Higher limit when applicant owns real estate property)</i>	()	()	
Total Debt Service Ratio TDSR - 40-45% <i>(Higher limit when applicant owns real estate prop</i>	()	()	
Permanently employed for six (6) months or One Year renewable contract	()	()	
Interview:	()	()	
Proof of Ownership of Assets			
Income Verification Letter <i>(If member has changed employment since the last loan; if</i>	()	()	
Last Three (3) Years Audited Financials, Bank Statements & Tax Returns or Letter from Chartered/Public Accountants (Self Employed Applicant)	()	()	
Valid form of Identification (Driver's Licence, Passport, National ID)	()	()	
TRN Card	()	()	
Credit Reference (first time borrowers)	()	()	
Passport size photograph (first time borrowers)	()	()	
Ordinary Share Requirement - (refer to Policy)	()	()	
Permanent Share Requirement - (refer to Policy)	()	()	
Fee Invoice	()	()	
Member Information Update Form	()	()	
Disbursement:			
Reference Verification (name, address, telephone number etc.)	()	()	
Stamped Salary Deduction Form	()	()	
Access Card	()	()	
One Month's Payment held in Insurance Processing Account	()	()	