

# Mortgage Requirements (No Resident)

- Application form signed by the customer.
  - SUGEF authorization form ( debtor / co debtor)
  - Credit Bureau (UK). US and Canadian applicants must present the social security number or the last residence address.
  - PPR form signed by the customer
  - Complete copy of the current passport and copy of a current second id with photo (driver license) applicant and co-applicant.
  - Income verification as following:
    - o US Residents: Income verified to last two (2) Years of IRS Certified Tax Returns without exception, whether employed or self-employed. Salaried borrower working for a company must present income verification letter issued by the company and addressed to Scotiabank de Costa Rica. Income letter must indicate the time the person has worked for the company, job position, gross and net salary. (Valid 3 months)
    - o Canadian Residents: Income verified to Last two (2) Years of CRA Revenue Canada Agency's Notice of Assessment without exception whether employed or self-employed. Salaried borrower working for a company must present income verification letter issued by the company and addressed to Scotiabank de Costa Rica. Income letter must indicate the time the person has worked for the company, job position, gross and net salary. ( Valid 3 months)
    - o UK Residents: The last two (2) Years equivalent of Certified Tax Return or Tax Department's Notice of Assessment without exception, whether employed or self-employed. Salaried borrower working for a company must present income verification letter issued by the company and addressed to Scotiabank de Costa Rica. Income letter must indicate the time the person has worked for the company, job position, gross and net salary. ( Valid 3 months)
    - o In both cases (employed and self employed) the customer must certified the income by an authorized CPA from Costa Rica. This document has to be addressed to Scotiabank de Costa Rica, and it must indicate the activity of the company, the time the person has worked for, job position, gross and net salary, and "Sellos y póliza de fidelidad vigente"
- \*\*\* Note: The income letter and CPA are valid for three months at the moment of the final approval. It is important when customer presents both documents income letter and CPA not to be closely to expire. It has to be considered the time of analysis.
- Two reference letters addressed to Scotiabank from the applicants primary bank (s)
  - Copy of the last three months of bank accounts and credit card statements.
  - Purchase option agreement signed by the customer and the seller
  - Copy of the certified charts of the property ( by catastro nacional)
  - Tax certification of the property from the " municipalidad"
  - Register Study of the property
  - Home Builder Loans :
    - o Approved construction charts by " Colegio de Ingenieros y Arquitectos, Municipalidad, Ministerio de Salud, AYA, Setena (only when it applies)
    - o Schedule of construction activities and budget of the construction ( format provided by the bank)

**Note:** It is important to consider that the analysis of the application begins when all the requirements are 100% presented



Descubra lo que puede lograr