|  |  |  |  |
| --- | --- | --- | --- |
| **COMPANY NAME:** |  | **COMP REG NO:** | **CHECKLIST:** |
| **COMPANY ADDRESS:** |  | **EMAIL:** | 1. **COMPANIES HOUSE**
2. **CREDITSAFE**
3. **UPLOAD CUSTOMER TO ACE**
4. **QUOTE**
5. **CUSTOMER APPROVAL**
6. **UPLOAD DEAL TO ACE**
7. **BANK STATEMENTS**
8. **ACCOUNTS**
9. **PROP**
10. **SUBMITTED TO BANK**
11. **UNDERWRITING**
12. **BANK APPROVAL**
13. **DEPOSITS**
14. **SIGN UP**
15. **PAY OUT**
16. **UPLOAD DOCS TO ACE**
 |
|  |  | **TEL:** |
| **CUSTOMER NAME:** |  | **DoB:** |
| **CUSTOMER ADDRESS:** |  | **MOB:** |
| **ASSET(S):** |  |
|  |  |
|  |  |
| **SUPPLIER:** |  |
| **COST: £** | **VAT: £** | **TOTAL: £** | **DEPOSIT: £** | **ADVANCE: £** |
| **TERM:** | **12** | **24** | **36** | **48** | **60** | **72** | **84** |
| **PROPOSAL NOTES:****1. Director(s) – ID/Home Address/Homeowner Status/Experience****2. Business – Who are they/What do they do/How long for****3. Banking – Who with/Other funders/Anything else financed/Rate they expect or are currently getting****4. Affordability – Deposits/Contracts/Projections/Business Plans/Future work** |
| **Notes:** |