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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** | | | | | | | | | | |