

REAL ESTATE | CORPORATE

Before You Begin - Document Checklist

Official Property Documents

- Reservation Agreement
- Purchase Agreement
- Appraisal Report (most recent)
- Kadastraal Uittreksel

Registered Company Documents

- Chamber of Commerce Extract or similar (e.g. certificate of incumbency)
- Certificate of Incorporation
- Article of Incorporation
- Certificate of good standing

All Shareholders' and Board Directors' Documents

- Valid Government issued ID/Drivers License
- Photo Page of a valid passport
- Proof of residency status
 - Locals; Censo 5 Florin
 - Non-Resident; utility bill in the name of the individual – not older than 3 months)
- Share of register or similar (e.g. K-1, 1020/1160 form, list of members)
- Annual Return

Proof of Earned Revenue

- Salary;
 - Pay stubs or pay slips
 - Employment contract
 - Bank account statements highlighting salary deposits

- Business Revenue;
 - Financial statements, including Profit and Loss, Balance Sheet
 - Business tax returns
 - Business registration documents
 - Business Bank account statements

- Loan;
 - Loan agreement or promissory note
 - Bank or lending institution statements
 - Borrower's repayment schedule

- Investment;
 - Stock dividend statements or brokerage account statements
 - Capital gains reports or statements
 - Real estate property rental income receipts or lease agreements
 - Bank interest statements

- Inheritance;
 - Will or probate documents
 - Trust documents
 - Inheritance tax documents
 - Bank statements showing inheritance funds or
 - Asset transfer documents for inherited property

- Other Revenue Sources;
 - Freelance work: Invoices, payment receipts, or contracts with clients
 - Royalties: Royalty statements from publishers, agents, or distributors
 - Alimony: Divorce settlement agreements stating alimony amounts, payment records
 - Lottery winnings: Official lottery win confirmation, bank account statements, or winnings declaration and tax payment documentation

Proof of Wealth Sources

- Family Wealth;
 - Family Trust documents Wills and probate documents,
 - Family business financial statements,
 - Inheritance documentation and bank records of inheritance deposits,
 - Bank statements or other financial documents indicating wealth (assets, properties, investments, etc.)

- Company Revenue;
 - Current business Profit/Loss Statements Balance Sheets or statement of financial position,
 - Business bank account statements showing revenue deposits
 - Recent business tax return documents

- Employment Income;
 - Paystubs, W2s or other wage statements.
 - IRS Form 1099s.
 - Tax filings.
 - Bank statements demonstrating regular income.
 - Attestation from a current or former employer etc.

- Former Business Ownership;
 - Business registration or incorporation documents;
 - Shares or stock certificates, if the business was a corporation, indicating your ownership stake.
 - Past business tax returns and financial statements (Profit/Loss Account, Balance Sheet)
 - Sale or transfer contract if you sold your stake in the business

- Real Estate Sale;
 - Sale deed or property transfer documents
 - Bank account statement showing proceeds from the sale Property appraisal report before selling, if available
 - Documentation of property advertising (real estate listing, newspaper ads, online ads), if relevant
 - Real estate agent or broker statement or agreement, if used