



Dear Sir/Madam,

The following is a list of the documents you will be required to submit during the application process. We have compiled this list to try to make the application process as smooth and easy as possible.

Please keep in mind that although we try our utmost to keep this information updated and accurate, there are always new conditions and terms being given to us by the various banks. So even though every effort has been made to give you a complete list of everything you will need from the outset, other documents may be required at any stage of the application process.

Important Note:

Before submitting any document to us please take the time to review it to make sure that all information is accurate. Errors will delay the processing of your application and although we will make every effort to review and check all the documents you send us, we cannot take responsibility for the delay in processing an application if there are mistakes in the originals.

- *Please make sure all documents are dated correctly and signed if necessary.*
- *Check all address's and numbers to make sure they are correct.*
- *Check that all documents are clear and legible.*



- *All documents must be in Hebrew and/or English. If unavailable, a certified translation may be necessary (please note, not all banks will accept translations).*
- *All documents should be sent in PDF format*
- *Original versions of all documents must be presented to the bank at the time the mortgage agreement is signed. It is critical to confirm that all the original documents are in your possession!*

Thank you again for choosing Israel Mortgage Consulting and we hope you will be satisfied with our service!

Identity Documentation:

- 1) **Identification card ('Teudat Zehut') of both spouses** –for Israeli citizens – must include attached ID page ('sefach') fully open so that all sections are visible.
 - Please make sure that copies (including the pictures) are clear.
 - If you have a biometric TZ both sides of the ID card must be scanned and sent.

- 2) **Copy of new immigrant certificate ('Teudat Oleh')** – for new immigrants only
 - Required only if you want to exercise your Israeli immigration loan rights.



3) Copy of seller's picture ID

- For Israeli citizens please send Israeli **identification cards** (*'Teudot Zehut'*) including the attached ID page (*'sefach'*).
- For foreign residents, please send certified copies of their passports and a second picture ID (e.g. driver's license).

Property Information:

1) Purchase contract

- Please provide the signed purchase contract or current draft.
 - i. All contract appendixes should be provided

2) Property Rights Confirmation

- The property will be listed in one or more of the following locations:
 - i. Land Registration Authority (*Tabu*)
 - ii. Israel Land Administration (*Minhal Mekarkaey Yisrael*)
 - iii. Land management companies (*Chevra Meshakenet*)
 - iv. World Zionist Organization (WZO) – Settlement Division – Contracts & Guarantees Sub-Division (Ha'histadrut Ha'zionit Ha'olamit – Ha'chativa Le'hityashvut – Chativat Chozim Ve'bitchonot) –



- ❑ Please ensure that the documents are as current as possible.
- ❑ Property Rights Confirmation for properties that are listed at the Tabu can be obtained online at the Ministry of Justices' website www.justice.gov.il/MOJHeb/HagafLrishomMekakein/ Look under בדיקת זכויות בפנקסי מקרקעין (טאבו) and then click on שירותים מקוונים. The properties zone number (*gush*), lot number (*chelka*) and sub-lot (*tat chelka*) numbers will be necessary to obtain the information.
- ❑ Information about and the obtaining of a Property Rights Confirmation for properties that are physically located in 'Yehuda and Shomron' (over the "Green Line") and are listed at the WZO can be obtained by calling +972-2-620-4587 or by e-mailing the WZO at hhozim@wzo.org.il .

Financial Information:

1) Last three months of bank statements

- ❑ A copy is sufficient for the initial application. However, in many cases, originals will be needed to be shown to the bank upon signing of the mortgage (please confirm that the account name and number appear on the document).
- ❑ Please ensure that you supply account information and statements for any and all Israeli bank accounts that are in your name.
- ❑ Foreign bank account information is necessary only if your monthly salary is deposited into the account or it is used on a regular basis as a



form of additional income. If one of the above is relevant, please submit statements from this account as well.

Important: Please inform us of any irregularities or credit problems in your bank statements e.g. bounced checks, overdrawn accounts, etc.

2) Proof of income

- Three most recent pay slips from all Israeli employers – for salaried employees
- 106 form for the previous calendar year – for salaried employees
- Most recent available tax returns as well as proof of income (see attached forms for CPA/ Tax Adviser to fill out) for each tax year thereafter (including the current tax year) – for self-employed applicants only.

Important: Please note that your CPA/ Tax advisor must fill out all the fields in the attached forms, as this is the information the banks will request. A form that is not filled out completely may cause unnecessary delays in the mortgage approval process.

3) Proof of funds

- The banks in Israel require official documents (e.g. bank statements, property sale contract, etc.) showing the source of any funds used to pay for the property being bought.



4) Israeli credit report (required for Israeli citizens only)

- ❑ Please sign the PoA form appointing us as your paid representative (*me'yupe koach be'tmura* – מיופה כוח בתמורה). This form will allow us to order your credit score and credit report from the Bank of Israel. Each borrower must fill out and sign a separate version of the form.
- ❑ Alternatively, you can order the report (not including the credit score) yourself directly from the Bank of Israel website by following the step by step instructions below:
 - i. Go to the following website <https://www.creditdata.org.il>
 - ii. Enter the "אזור אישי" (Personal area)
 - iii. Sign up for the service – to do this you will need T.Z., Israeli passport or Israeli credit card info (2 of the 3). Please be patient as the website may respond slowly and at times it may get stuck as well.
 - iv. After the sign-up process has been completed – enter the "אזור" "דו"ח ריכוז נתונים" → "הזמנת דו"ח" → "הזמנת דוחות" → "אישי" → "המשך" (this is free of charge) → "ל- 3 שנים"
 - v. Enter email address → "המשך"
 - vi. After you receive a message saying "בקשתך להזמנת דו"ח התקבלה ומועברת לטיפול" copy the request number (מספר פנייה) so that you can track the process.
 - vii. The report should be sent to you by email within a few hours.



5) Additional financial information

- ❑ Tax returns for each of the last 2 years (Required for citizens earning income outside Israel **as well as all US citizens**):
 - i. American citizens should submit their last 2 available 1040 tax returns.
 - 1. American citizens with income in the US must also submit a current Credit Score and Credit Report.
 - ii. Canadian citizens should submit their T1.
 - iii. British citizens should submit their P60, SA302, Self-Assessment Tax Return and Personal Tax Computation.
 - iv. Australian citizens should submit their tax returns as well as a letter from an Accountant stating projected net income for the current tax year.
- ❑ Documentation of other investments or assets (e.g. rental income, stock or bond dividends etc).
- ❑ Any other documentation or letters stating other sources of income. E.g. rental income, stock or bond dividends etc. (**We will request these documents at a later time if required**).



Mortgage/ Loan Information (if one currently exists):

1) Original mortgage and/or loan contract

- If you are currently paying off a mortgage and/or loan, please state what purpose the mortgage/loan was taken for.

2) Current mortgage and/or loan statement (*'yitra meudkenet'*)

- Current statements for all loans and/or mortgages showing the outstanding principal still owed, the term of the loan and the monthly payment.
- The statement for loans/mortgages taken in Israel must include the following information (each loan must be listed separately):
 - i. Current balance – including early payment fees if applicable (*'yitra le'siluk'*).
 - ii. Current monthly payment (*'hechzer chodshi'*) – not including monthly insurance premiums.
 - iii. Remaining term of the loan (*'yirat tekufa'*) – month and year
 - iv. Current interest rate (*'ribit nochechit'*)
 - v. If the interest rate is variable/adjustable (*'ribit mishtana'*) –
 1. According to what does it vary (*'ma who ribit ha'ogen'*)?
 2. How often does it vary (*'ma who tadirut shinui ha'ribit'*)?



3. When is the upcoming date it will be varied/ adjusted
(*'ma'tai nekudat ha'shinui ha'krova'*)?

Proof of residence:

- 1) **Proof of ownership** (*'ishur ze'chuyot'*) – see "Property Information" above for details on how to obtain the required documentation.
- 2) **Copy of your current rental contract** (*'choze shcirut'*) – if you are renting

The documents listed above can be sent to us via e-mail, to office@i-m-c.co.il or by fax, to 153-8-637-2232.

As already stated, in order to sign the actual mortgage agreement the bank/lender must be presented with original versions of all documents that have been sent digitally. This will also include documents that are to be signed by the seller (these will be provided by the chosen bank/ lender at a later date).

Thank you in advance for your cooperation and we look forward to helping you purchase your new home in Israel.

Sincerely,

The IMC team