

## Checklist for home ownership financing

### Which documents do you need?

#### Personal

- Personal identification (passport/ID)
- Income and asset circumstances
  - Last salary statement / Pension certificate
  - Last tax declaration
- Pension fund statement

#### For all properties

- Current land register extract and/or (draft) purchase contract
- Sales documentation
- Construction plans/building specifications/floor plans
- Construction year and list of major renovations/conversions carried out
- Building insurance policy
- Photos of property (interior/exterior)\*
- Site/land register plan\*

#### In addition in the case of condominium ownership

- Copy of the condominium foundation, if not already recorded in the land registry
- Land registry extract for the master plot of land
- Condominium owners' regulations
- Current statement from the renovation fund

#### Additionally for conversions and renovations

- Conversion plans
- Cost estimate (if possible with directory of tradespeople)
- Planning permission/construction insurance

#### Additionally for new construction projects

- Cost estimate (if possible with directory of tradespeople)
- Planning permission/construction insurance\*
- General contractor agreement\*

#### Additionally for building lease

- Building lease contract
- Land registry extract for the building lease land

\* To be submitted if available

### Where do you get these documents?

Local municipality  
Employer/tax office

Pension fund

Seller/land registry  
Seller  
Seller/architect  
Seller/architect

Seller/building insurance  
Seller  
Seller/land registry surveyor/Canton Zug: [www.zugmap.ch](http://www.zugmap.ch)

Seller/land registry

Seller/land registry  
Seller/management  
Seller/management

Architect  
Architect  
Local authority

Architect  
Architect/Local authority  
General contractor

Seller  
Seller/land registry