

Loan Documentation Checklist



Borrower's Name:

Loan Purpose:

Application Form

Application Form

Identification

Drivers Licence

Passport

Medicare Card

Marriage Certificate

Change of Name

Citizenship Certificate

Employment

PAYG Borrower

Payslips

PAYG Payment Summary

Employer Letter

An Employment Contract or Letter of Offer

Bank Statements to show salary deposits

Tax Returns and ATO Notices

Self-Employed Borrower

Tax Returns and ATO Notices

Company Tax Returns

Company Financials

Company Assets & Liabilities

Other Incomes

- Centrelink Letter
- Child Support Agency letter
- Family Assistance Letter
- Lease Agreement
- Rent Appraisal letter
- Rent Tax Invoices
- Superannuation Statement
- Bank Statements to show above incomes received

Loan Purpose

Refinances

- Home Loan statements
- Council Rates Notices
- Discharge Authority Form
- Credit Card statements
- Personal Loan statements
- Car Loan statements

Purchases

- Contract of Sale
- Bank Statements to show Savings history
- Bank Statements to show funds available
- Stat Dec gift
- (Gifor's) Account statement
- Draft TRANSFER

Others

Checklist Guide

Document	Requirements
Identification	
Drivers Licence	<ul style="list-style-type: none"> • Confirm applicant's full name. • Check expiry date. • If address is different, ensure to fill in previous residential address in page 2.
Passport	<ul style="list-style-type: none"> • Confirm applicant's full name • Check expiry date is not over 2 years ago. • Foreign passports, send a copy of the page confirming "permanent" residency.
Medicare Card	<ul style="list-style-type: none"> • Confirm number of dependents "under 18yrs" of age. • If adult children (18yo or over) are still listed on the card, please inform your loan consultant.
Marriage Certificate	<ul style="list-style-type: none"> • Confirm the wife's "maiden" name • Acceptable copy from Registry of Births Deaths & Marriages • Certificates issued by a marriage celebrant is not acceptable • Overseas marriage certificates can be assessed.
Change of Name	<ul style="list-style-type: none"> • To show applicant's "former" known names.
Citizenship Certificate	<ul style="list-style-type: none"> • To show evidence of Australian citizenship
Employment	
PAYG Borrower	
Payslips	<ul style="list-style-type: none"> • Most recent 2 consecutive payslips • Show applicant's name, employer details and Year-To-Date totals • Handwritten payslips are not acceptable
PAYG Payment Summary	<ul style="list-style-type: none"> • Page to show Payee Details (applicant's name) and Payer's Name (employer) • Delete TFN (tax file numbers)
Employer Letter	<p>Letter prepared in Company Letterhead, dated and signed by an authorised person.</p> <p>To confirm the following:</p> <ol style="list-style-type: none"> 1. Start Date: 2. Current Salary (basic annual/gross monthly or fortnightly): 3. Does the employee receive any allowance aside from the basic salary? 4. Position in the company: 5. Basis of Employment (Permanent Fulltime/Permanent Part time/Casual): 6. Is the employee under probation?
An Employment Contract or Letter of Offer	<ul style="list-style-type: none"> • As above • For Contractors – confirm employment contract start date and end date period
Bank Statements to show salary deposits	<ul style="list-style-type: none"> • Print interim online "transaction" statements showing the above requested recent 2 consecutive payslip/salary deposits. • Copy of any issued original account statement (to show your name and account number)

PAYG Borrower (continued)

Tax Returns	Copy of full completed INDIVIDUAL Tax Returns and corresponding Notice of Assessment Delete TFN (tax file numbers) in all pages.
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Self-Employed Borrower

Tax Returns	<p>Copies of last 2 years full completed Tax Returns</p> <ul style="list-style-type: none"> • For Sole Trader – copies of INDIVIDUAL Tax Returns and corresponding Notice of Assessments • For Businesses – copies of Company/Partnership Tax Returns and corresponding Financial Statements (Profit & Loss) • For Trusts – copies of Trust Tax Returns and copy of Trust Deed <p>Delete TFN (tax file numbers) in all pages.</p>
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Other Incomes

Centrelink letter	Confirm Pension details and payment amount
Child Support Agency letter	Confirm child support payment amount
Family Assistance letter	Confirm Family Tax Benefit Part A & B amounts only
Lease Agreement	Confirm property address, rent amount, lease period start and end date and applicant's name as the Lessor.
Rent Appraisal letter	<ul style="list-style-type: none"> • Prepared by a local Real Estate Agent, on business letterhead, dated and signed. • To estimate potential rental income for an investment property.
Rental Tax Invoices	Rental "Tax Invoices" from the real estate agent with period covering over 2 months prior, up to today's date
Current Rental Statements	Rental Statements from the real estate agent with period covering over 2 months prior, up to today's date.
Superannuation statement	<ul style="list-style-type: none"> • Confirm self-funded retiree superannuation payment received. • Print account statement period covering over 6 months prior, up to today's date
Bank Statements to show above incomes received	<ul style="list-style-type: none"> • Print interim online "transaction" statements showing the above Income payments received, period covering over 2 or 6 months prior up to today's date. • Copy of any issued original account statement (to show your name and account number)

Loan Purpose

Refinances

Home Loan statements	<ul style="list-style-type: none">• Interim online “transaction” statements with period covering over 6 months prior, up to today’s date.• Copy of last issued original account statement (to show your name and account number)
Council Rates Notices	<ul style="list-style-type: none">• Last issued copy, not older than 3 months, for all properties.• Check names on rate notice is the same as applicants
Discharge Authority Form	Completed and signed
Credit Cards statements	Full copy (all pages) of most recent 3 consecutive monthly credit card statements
Personal Loan statements	<ul style="list-style-type: none">• Interim online “transaction” statements with period covering over 6 months prior, up to today’s date.• Copy of last issued original account statement (to show your name and account number)
Car Loan statements	<ul style="list-style-type: none">• Interim online “transaction” statements with period covering over 6 months prior, up to today’s date.• Copy of last issued original account statement (to show your name and account number)

Purchases

Contract of Sale	<ul style="list-style-type: none">• Send front pages confirming the Property Address and Purchase Price• [FYI a full copy of the exchanged contract will be requested by the solicitors after formal]
Bank Statements to show Savings history	<ul style="list-style-type: none">• For Loan Amounts greater than (>) LVR 85%• Print interim online “transaction” statements with period covering over 3 months prior, up to today’s date.• Copy of any issued original account statement (to show your name and account number)
Bank Statements to show Funds available	<ul style="list-style-type: none">• For Loan Amounts less than (<) 85% LVR• Print interim online “transaction” statement, showing today’s date available funds• Copy of any issued original account statement (to show your name and account number)
Stat Dec gift	<ul style="list-style-type: none">• A Stat Dec declaring the “non-repayable” gift amount, completed and signed by an authorised witness.
(Giftor’s) Account Statement	<ul style="list-style-type: none">• Print current account statement balance, showing available funds for gifted amount.• Copy of any issued original account statement (to show giftor’s name)
Draft Transfer	<ul style="list-style-type: none">• A copy of a draft “Transfer” of title document, in absence of a purchase contract of sale.