



custom loan application checklist

mortgage

When organising a home loan for you, the lenders we deal with require the following information, depending on the type of loan which is being arranged. During the loan process, the earlier you organise this material, the better.

Identification

- Supply 100 points of identification. ie passport; driver's licence; credit card.

Full time or Part time Employed (PAYE)

Tick and supply **TWO** of the following:

- 2 current payslips showing Year to Date earnings (no older than 1 month)
- Employment Contract or letter from employer on company letterhead
- Your last Payment Summary (previously known as Group Certificate)
- Last year's Tax Return together with your last Tax Assessment Notice
- Current Statement of Benefits from Centrelink showing evidence of allowance or entitlements.

Self Employed

Tick and supply copies for each of the following:

- Personal Income Tax Returns (last 2 years)
- Business Tax Returns and Financial Statements (Profit & Loss and Balance Sheet) reflecting two years of trading activity.
- Last Tax Assessment Notice (most recent)

Company or Trust Applications

Tick and supply copies of the following:

- Company or Trust Tax Returns (last 2 years)
- Company or Trust Financial Statements (Profit & Loss and Balance Sheet) reflecting two years of trading activity.
- Personal Income Tax Returns for all Individuals, Directors, Guarantors.
- Signed and stamped copy of Trust of Deeds (if applicable)

Additional Loans or Credit Cards

Supply copies of:

- Loan statements (last 6 months)
- Credit card statements (last 3 months)

Residential Property

Lenders need a copy of the following:

- Contract of Sale
- Property Valuation Statement

Refinance/Consolidation

Copies of the following are required:

- Existing loan statements (last 6 months)
- Proof of ownership (eg council rates etc).

Investment Property

Tick and supply **ONE** of the following copies:

- A real estate agent rental appraisal.
- A current tenancy agreement (if applicable)
- Current rental management statements.

Construction/Renovations

Following additional information is also required:

- Signed copy of Building Contract
- Copy of Builders Plans and Specifications, including council approvals, schedule etc.

It's important to note that the failure to supply the required information can sometimes cause delays in the lender assessing your application.

Please note that lenders require that Tax Returns must have been prepared by an accountant and lodged with the A.T.O. Tax Returns that are prepared by the borrower and/or submitted electronically, must be supported with the most recent Taxation Assessment Notice.