

Document checklist.



When applying for a home loan you may need to provide the following documentation. This supporting documentation substantiates your income/expenditure and assets/liabilities. Your Home Finance Broker will confirm which documents will be required at the time of your application.

		Please tick <input checked="" type="checkbox"/>
PROOF OF IDENTITY	▶ Passport/Visa/Citizenship Certificate	<input type="checkbox"/>
	▶ Drivers Licence (please magnify if possible)	<input type="checkbox"/>
	▶ Marriage Certificate	<input type="checkbox"/>
	▶ Birth Certificate	<input type="checkbox"/>
	▶ Medicare Card (please magnify if possible) Note: Certified copies of ID documents may be required – refer to your Home Finance Broker for more information	<input type="checkbox"/>
INCOME	▶ Two most recent payslips (computer generated with employee's & employer's name)	<input type="checkbox"/>
	▶ Letter from employer stating position, commencement date, gross base wage, gross income year-to-date, regular overtime and allowances and advising if still on probation (signed & dated on company letterhead)	<input type="checkbox"/>
	▶ Copy of employment contract	<input type="checkbox"/>
	▶ Most recent group certificate(s)	<input type="checkbox"/>
	▶ If self-employed – last 2 year's full tax returns and assessment notices and financial statements – personal/trust/company	<input type="checkbox"/>
	▶ Centrelink Statements	<input type="checkbox"/>
	▶ Centrelink Entitlement Letter	<input type="checkbox"/>
	▶ Proof of existing rental income – tenancy agreement, agency statement	<input type="checkbox"/>
	▶ Proof of proposed rental income – rental estimate letter from agent	<input type="checkbox"/>
	ASSETS	▶ Most recent statement for all savings accounts (6 months)
▶ Copy of superannuation statements, share certificates etc.		<input type="checkbox"/>
▶ Copy of sale contract on existing home or settlement letter from your solicitor if the deposit is to come from the sale of an existing home		<input type="checkbox"/>
▶ Copy of deposit receipt paid to your real estate agent		<input type="checkbox"/>
▶ Statutory declaration (if any part of the deposit is a gift), stating the amount of the gift and that it is non-repayable		<input type="checkbox"/>
LIABILITIES	▶ Rates notice on any existing owned properties	<input type="checkbox"/>
	▶ Most recent statement for all credit cards	<input type="checkbox"/>
	▶ Most recent statement for all personal loans, leases etc.	<input type="checkbox"/>
	▶ Copy of loan statements for 6 months on any existing mortgages	<input type="checkbox"/>
OTHER	▶ Copy of contract of sale for property being purchased	<input type="checkbox"/>
	▶ Home Insurance certificate for all properties owned	<input type="checkbox"/>
	▶ Copy of plans, specifications and fixed price contract (construction/renovations)	<input type="checkbox"/>
	▶ Cheque for establishment fees if required. Value: \$ _____	<input type="checkbox"/>
		<input type="checkbox"/>