

Loan Documentation Checklist



✓ Proof of identity

- ☐ Passport
- ☐ Driver's licence
- ☐ Proof of age card/Australian tertiary institution card, Department of Defence ID, Waterways/Boat licence
- ☐ (If you only have one form of photo ID, you will also need to supply secondary identification)
- ☐ Birth certificate (required if you will be applying for the FHOG)
- ☐ Citizenship certificate
- ☐ Centrelink pension card
- ☐ Medicare card
- ☐ Current/recent rates or utilities bill
- ☐ Tax assessment notice (most recent)

✓ Income

- ☐ Two latest payslips or a letter from employer stating length of employment (if still on probation), gross and net income, regular overtime and allowances.
- ☐ If self employed, you will need your income tax returns from the last two financial years, and your most recent Assessment Notice. Some lenders may require profit and loss statements certified by a registered accountant.
- ☐ Confirmation of any Centrelink payments you receive (eg. Family Benefits).
- ☐ Details of any other income, bonuses, allowances or benefits.
- ☐ If buying an investment property, you will need to supply either a copy of the lease agreement with the current tenant, or a letter from your property manager confirming estimated rental income.
- ☐ Confirmation of net rental income received from any other investment properties.

✓ Expenses

- ☐ Details of your rent/board payments
- ☐ Council and water rates
- ☐ Electricity and gas bills
- ☐ Details of any extraordinary expenses (eg. private school fees or maintenance/child support payments).

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✓ Assets

- ☐ Bank statements showing history of savings (usually 3 months). Rent is sometimes considered as savings.
- ☐ If using the settlement from another property as your deposit, you will need a letter from your solicitor confirming the net settlement amount.
- ☐ Should your deposit/part thereof be a gift, you will need a statutory declaration showing how much of the deposit is a gift and that the amount does not need to be repaid. Some lenders may need proof that the gift has been in your savings account for a 3 month period.
- ☐ Details of assets including superannuation and any shares held.
- ☐ If other investment properties are owned, you will need to provide copies of the rates notices on each property.
- ☐ Confirmation of other assets (eg. insurance statements which include sum insured for your motor vehicle assets and your home contents value).

✓ Liability

- ☐ If you have a current mortgage, you will need to provide a minimum of 3 months loan statements.
- ☐ You will need to provide the most up to date statements for your car or personal loans and credit card/s or store cards.

✓ Other

- ☐ If you have already identified the property you will need to supply a copy of the contract
- ☐ Copy of the certificate of title
- ☐ Copy of transfer of land

✓ If you are building, you will need:

- ☐ A copy of council approved plans, the building specifications and your fixed price contract (construction/renovations) from your builder

✓ If you are refinancing, you will also need:

- ☐ The loan statements on the property you are refinancing
- ☐ Details of the home to be refinanced (eg. number of bedrooms, bathrooms, garages and other inclusions)