



## WHAT YOU NEED TO PROVIDE WITH YOUR LOAN APPLICATION

### INCOME VERIFICATION

**If you earn a salary or wage, copies of the following for each borrower:**

- Last year's group certificates or tax returns, and
- Last two consecutive pay slips or a letter from your employer setting out wage or salary details, or
- Letter from employer stating start date, employment status, income & probationary period (if applic).

**If you are self employed or applying in a company name, copies of the following for each borrower:**

- Personal tax returns and Tax Notice of Assessment from the ATO for the last two consecutive financial years, and
- Business tax returns and Tax Notice of Assessment from the ATO for the last two consecutive financial years, and

### SAVINGS:

- A copy of a savings statement showing savings to verify any deposit requirements. (NB: 1<sup>st</sup> home buyers a genuine 5% savings)
- Last credit card statement

### INVESTMENT PROPERTIES:

- A letter from a Real Estate Agent or rental management statements confirming weekly rental income from all investment properties owned.

### REFINANCING:

- A copy of current Council Rates Notice for each property being held as security, and
- Copies of current loan/s statement showing last 6 months repayment history.
- Discharge Authority form, signed by all borrowers on loan/(s) that are to be refinanced.

### IDENTIFICATION:

- Proof of Identity to comply with the Govt. 100 point Check, e.g. Passport (70 points), Drivers License (40), Medicare card (25), Credit Card (25), Telephone bill (25).

### SUNDRY:

- Front page of Contract of Sale, with purchasers details and purchase price included
- Certificate of Currency for building insurance - if the property is a house the policy must note '... the lender....' as an interested party and as first mortgagee. If the property is a unit a copy of the Body Corporate building insurance must be supplied prior to settlement.
- Completed application for First Home Owner Grant (FHOG)
- FHOG applicants must also provide a Certified copy of the front page of the Contract of Sale, Certified copy of the Passport or Birth Certificate

**Please note that it is very important for you to supply all requested documentation.**

**Failure to supply requested documentation will hinder the consideration of your application.**

*The Lender may ask for additional information if necessary to fully assess your application.*

## PRE- APPROVAL LOAN PROCESS

- 1. GATHER DOCUMENTATION:** Gather your documentation to support the loan application.
- 2. COMPLETE APPLICATION:** Application completed by you and the Mortgage Sales Consultant.
- 3. SUBMIT APPLICATION:** Mortgage Sales Consultant summarises & submits for approval.
- 4. CONDITIONAL APPROVAL:** Conditional approval issued by the Lender subject to:
  1. valuation of property, and
  2. other supporting documentation (if necessary).Our Business Manager will contact you to obtain this.
- 5. PRE-APPROVAL:** Upon Pre-Approval, a letter stating the conditions of approval and loan details will be issued to you.  
Note: This remains conditional approval pending valuation etc.  
  
Pre-Approval is valid for 3 months from the date of the Pre-Approval letter. If a property is not found within 3 months, the Lender will require updated income documents to re-instate pre-approval.
- 6. VALUATION:** Once you have located a property, the Lender will reassess the loan based on the actual property and purchase price. A valuation is then ordered.
- 7. UNCONDITIONAL APPROVAL:** If the valuation is satisfactory and all other documentation and conditions are satisfactory, an unconditional 'Letter of Offer' will be forwarded to you.
- 8. LOAN DOCUMENTS:** The Lender's Solicitors will forward loan mortgage documents for signing.
- 9. SETTLEMENT:** Upon receipt of signed mortgage documents the Lender's Solicitors will contact your Solicitor to arrange settlement.

## LOAN APPROVAL PROCESS

- 1. GATHER DOCUMENTATION:** Gather documentation required to support their loan application.
- 2. COMPLETE APPLICATION:** Application completed by you and Mortgage Sales Consultant.
- 3. SUBMIT APPLICATION:** We summarise and submit application for approval.
- 4. CONDITIONAL APPROVAL:** Conditional approval issued by the Lender subject to:
  1. valuation of property , and
  2. other supporting documentation(if necessary).Our Business Manager will contact you to obtain this.
- 5. UNCONDITIONAL APPROVAL:** If the valuation is satisfactory and all other documentation and conditions are satisfactory, an unconditional 'Letter of Offer' will be forwarded to you.
- 6. LOAN DOCUMENTS:** The Lender's Solicitors will forward loan mortgage documents for signing.
- 7. SETTLEMENT:** Upon receipt of signed loan and mortgage documents the Lender's Solicitors will contact your Solicitor to arrange settlement.