

Mortgage Loan Application Checklist.

Application Form	Completed
Check that the application form is filled in correctly, that it is the correct version and that it is signed by all applicants	
Check to ensure living expenses have been completed by applicant	
Check to ensure names and address match ID provided	
Check VOI is completed correctly and correct ID has been provided, ensure the same name is on both forms of ID	
Note purpose of the loans and whether all funds are accounted for. If customer is requesting cash out, please provide purpose of what funds will be used for	
Income:	
PAYG :	
2 most recent pay slips (issued within last 30 days)	
Group Certificate	
Most Recent Notice of Assessment (NOA)	
<ul style="list-style-type: none"> - Does income include regular overtime and bonuses - Does YTD income when annualized come to a figure close to what is shown on the group certificate - Check base hours and then add any regular overtime or allowances at 75% 	
- If unable to obtain above information refer to Lending Policy for other acceptable forms of documentation for income	
Does income include commissions, or is applicant on contracting work? If so treat applicant as Self-employed	
Self Employed:	
Last two years tax returns and NOA's	
Depending on financials provided and time of application ensure you have copies of BAS or interim Financials, or a Profit and Loss statement	
Remember to average all income and ad back, depreciation and interest charges where applicable	
If companies are not trading, obtain letter from accountant confirming that the entity is not trading and there are no outstanding liabilities	

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Rental Income:	
If purchasing new investment property - Rental appraisal letter	
If existing investment property - Rental statement or tenancy agreements	
Supporting Documents	
Purchase:	
Copy of Contract of Sale	
Funds to complete; if LVR over 85% 6 months statements required Ensure at least one statement list's applicants name and address	
Evidence if deposit has been paid- receipt of deposits	
Refinance:	
Rates Notice for security property; ensure no arrears noted	
6 months statement for mortgage being refinanced- check for the following; -late payment fees, arrears fees, default interest -payment dishonors -if above have occurred have the applicants/broker provided and explanation. -Check at least one statement lists applicants name and address	
If debt consolidation is involved ensure 3 months statements for all personal debt being consolidated is provided	
Existing Commitments:	
Cross reference Veda with liabilities listed on application form- comment on the last 12 months of enquiries	
Recent Statement for Personal Loans	
Front page of Credit Card Statements	