

## Loan Credit Package Checklist

FullDoc <sup>^</sup>	SE Lite	Non-Resident	Credit package	To be held on your file
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This checklist	<input type="checkbox"/> Proof of Identification
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Loan Submission Summary (Loan Pro3)	<input type="checkbox"/> Full Credit Package
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mortgage Loan Application form fully completed	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mortgage Loan Application form with rental income only in relation to subject property and stated in Australian currency	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100 Point Identification Form <b>and</b> copies of supporting documents	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identification Record for a Signatory to an Account form (s.21) (if required)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Loan Purpose Checklist*	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Privacy Act Consent form	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Declaration of Purpose (non-Code Regulated loans only)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Self-Employed Lite Declaration of Financial Position	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Veda Advantage Credit Reports (on all individual borrowers, consumer and commercial)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current ABN search for self-employed applicants	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed First Home Owner Grant Application form (if required)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Executed Trust Deed for all Trust borrowings	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Advantedge Serviceability Calculator worksheet	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Advantedge Serviceability Calculator worksheet (based on stated income and expenditure in Mortgage Loan Application form)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Advantedge Serviceability Calculator worksheet (rental income only is to be included for loan serviceability purposes**)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Valuation report(s) (undertaken by a current Advantedge panel valuer via ValEx)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lenders Mortgage Insurance approval (where required)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Australian Non-Residency Checklist and Declaration form	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verification of FIRB compliance	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fixed Rate Request form (if applicable)	
			<b>Income documentation</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verification of any rental income***	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verification of other income	
			<b>If PAYG:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Income and Employment Verification form	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two of the three most recent computer generated payslips, <b>and at least ONE of the following:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• 3 months personal bank statements from a financial institution showing regular salary credits	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Australian PAYG Payment Summary for the most recent financial year	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• ATO Tax Return for the most recent financial year and the latest ATO Assessment Notice	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Current employment contract OR letter from employer. Either document must be signed by employer and employee, must be on employer letterhead and detail job title, length of service, salary and employment status (i.e. full time, part time or casual).	
			Note: Income and employment verification requirements must also comply with LMI insurer requirements.	
			<b>If Self employed:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ATO Tax Returns and ATO Tax Assessment Notices for the last two financial years for both individuals, business entities, companies or trusts including balance sheet and profit and loss statements	
			<b>If Companies and Trusts:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ATO Tax Returns and ATO Tax Assessment Notices for the last two financial years including balance sheet and profit and loss statements	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ATO Tax Returns and ATO Tax Assessment Notices for directors/guarantors for the last two financial years	
			<b>If Self-Employed Lite loans</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Executed Self-Employed Lite Declaration of Financial Position	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Latest 6 months Business Activity Statements (BAS) inclusive of an ATO lodgement reference number where LMI is required	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Latest 3 months account statements	
			<b>Refinances only</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last six months statements on loan(s) being refinanced with evidence of satisfactory loan conduct #	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of recent Council Rates Notice or Certificate of Title (title particulars need to be provided)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discharge authority from current lender	
			<b>Purchases only</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed copy of the executed Contract of Sale (executed by all parties)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of equity to complete purchase confirming satisfactory savings record over past six months and balance of funds to complete transaction #	
			<b>Vacant Land and Construction only</b> – the following must be supplied with Credit Package:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the Fixed Price Building Contract, executed by all parties	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of plan of sub-division where up to 3 residences are to be constructed on title	

<sup>^</sup> Includes LowStart option.

\* Loan Purpose Checklist is not required if completed on Loan Submission Summary (LoanPro3) form.

\*\* Rental income to be calculated as 80% of gross annual rental, in order to allow for rental expenses and outgoings. Income from other sources is not allowed.

\*\*\* Being one of the following, dependent on circumstances: agent's rental appraisal, valuer's rental estimate, signed lease contract, agent rental statements, bank statements showing rent deposits.

# All statements must be certified as copies of original documents sighted by the Mortgage Manager.

This Fact Sheet is a summary of the relevant criteria contained in the Advantedge Residential Lending Guidelines Manual and may change from time to time. The Guidelines Manual forms part of your obligations with Advantedge. This Fact Sheet should be used in conjunction with the Advantedge Residential Lending Guidelines Manual.