## CommonwealthBank

Commonwealth Bank of Australia ABN 48 123 123 124 Australian credit licence 234945

# **Home Loan Application Checklist**

### For broker use only

For straight through processing, ensure the below items are included in your client's home loan application. **Note:** this checklist does not need to be submitted with the application.

#### Mandatory Items

For all applications:

- Signed Home Loan On-Boarding Application form
- Scan and email documents to **tpbpaperlessIoan@cba.com.au**, quote only the Bank Reference Number (BRN) in the subject line of the email.

#### Additional Items as required

overtime.commission etc.) <ul> <li>Galary credits deposited into CommBark account; or</li> <li>Salary credits deposited into CommBark account; or</li> <li>Smoths of non-CommBark bank statements from the date of the application showing salary credits.</li> </ul> Other Income (if applicable): <ul> <li>Bonus</li> <li>Current lease agreement; or</li> <li>Showing bonus amounts from the last 2</li> <li>financial year.</li> </ul> Customer <ul> <li>Required for conduct and commitment verification and confirmation of funds to complete.</li> <li>One month's statement of salary treated allowance. Overtime and Commission income</li> </ul> Customer <ul> <li>Required for conduct and commitment verification and confirmation of funds to complete.</li> <li>One month's statement of salary transaction account for self-employed customers) with statement end date no more than 30 days from the firm date of application (not required for CBA Salary accounts held for more than 30 days from the firm date of application (not required for CBA Salary accounts held for more than 30 days from the firm date of application (not required for OFI leans being refinanced:             <ul> <li>Only required where upfront valuation has been completed:</li> <li>Copy of the upfront valuation Acceptance in Western Australia).</li> <li>Documentation</li> <li>Ornly required for OFI leans being refinanced:</li> <li>for mon-mortage leans (e.g. credit cards, personal leans), lean statements from last 3 months.</li> <li>Loans being</li> <li>Only required for OFI leans being r</li></ul></li></ul>	Supporting Documents (copies of forms are acceptable unless otherwise stated)		
Bonus       Rental         Letter(s) from employer or electronic payslips       Current lease agreement; or         Showing bonus amounts from the last 2       Most recent Tax Return less than 15 months old.         Refer to Commbroker for information regarding Work related allowance, Overtime and Commission income       Most recent Tax Return less than 15 months old.         Customer       Required for conduct and commitment verification and confirmation of funds to complete.         Behaviour       One month's statement of salary transaction account (business transaction account for self-employed customers) with statement end date no more than 30 days from the firm date of application (not required for CAR Salary accounts held for more than 6 months).         One month's statement for any debts greater than \$10,000 (new to bank customers only).         Purchase       Contract of Sale (Offer and Acceptance in Western Australia).         Documentation       Only required where upfront valuation has been completed:         copy of the upfront valuation (Automated Valuation Model or Short form or Construction).       record the ValEx reference number in the comments section of the application (to ensure retrieval).         Loans being       Only required for OFI loans being refinanced:       for non-mortgage loans (e.g. credit cards, personal loans), loan statements from last 3 months.         Loans with       Savings/Equity       Where the LVR is greater than 90%:       evidence of savings and/or equity of 5% over the last 3 months.       Guarantors	Income	<ul> <li>overtime,commission etc.)</li> <li>Salary credits deposited into CommBank account; or</li> <li>Electronic payslip less than 6 weeks old; or</li> <li>3 months of non-CommBank bank statements from the date of the application showing</li> <li>Personal/Business Income Tax Return and corresponding Notice of Assessment from most recent financial year; and</li> <li>Business financial statements from most recent financial year (accountant prepared Profit and Loss Statement and Balance Sheet).</li> </ul>	
Letter(s) from employer or electronic payslips showing bonus amounts from the last 2 financial years.       Current lease agreement; or         Statement/Letter from the managing agent; or financial years.       Statement/Letter from the managing agent; or         Refer to Commbroker for information regarding Work related allowance, Overtime and Commission income       Required for conduct and commitment verification and confirmation of funds to complete.         One month's statement of salary transaction account (business transaction account for self-employed customers) with statement end date no more than 30 days from the firm date of application (not required for CBA Salary accounts held for more than 6 months).         One month's statement for any debts greater than \$10,000 (new to bank customers only).         Purchase         Documentation         Upfront Valuation         Only required where upfront valuation has been completed:         copy of the upfront valuation (Automated Valuation Model or Short form or Construction).         record the ValEx reference number in the comments section of the application (to ensure retrieval).         Loans being       Only required for OFI loans being refinanced:         for non-mortgage loans, (e.g. credit cards, personal loans), loan statements from last 3 months.         Loans with       Savings/Equity         LVR > 90%       Evidence of savings and/or equity of 5% over the last 3 months.         Guarantors       Signed Home Loan Supplementary Details Guarantor form.      <		Other Income (if applicable):	
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Company/Trust For applications involving companies or trusts, please refer to CommBroker.	Construction Loan	<ul> <li>formal Builder Tender; and</li> <li>formal Plans and Specifications (council approval is not mandatory at this stage); and</li> <li>quotes for any 'Out of Contract' items (where applicable).</li> </ul>	
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#### **Additional information**

For specific policy requirements, please refer to the Credit Policy on CommBroker.

For any other loan types or queries, please refer to CommBroker.

<sup>+</sup> The Valuer may contact the Broker/Customer for additional documents.