

Home Loan Application Checklist

Please review this checklist to ensure the right supporting documentation is submitted with your application. Provision of all supporting documentation assists with the prompt assessment of your application.

This checklist is only a guide and further information may be required to assist us complete the assessment.



Gateway Credit Union Ltd
 ABN 47 087 650 093
 AFSL/Australian Credit Licence 238293

Section 1	
Please tick <input checked="" type="checkbox"/> the box which applies to this application to acknowledge the information you are providing to the Bank	
Supporting documents (copy of forms are acceptable unless otherwise stated)	
Privacy Consent / ID and Servicability (Mandatory Loan requirements)	<input type="checkbox"/> Signed Application / Membership form to be completed by All borrowers / Guarantors Identification required: <ul style="list-style-type: none"> • Current Medicare Card, and 1 of the following; • Current Driver's License (matching address on application), or Current Australian Passport Completed Gateway Servicing calculator for all Applicants.
Permanent Full Time or Part Time Employment	<input type="checkbox"/> 3 Months Bank statements Showing salary credits with the name of the employer evident AND <input type="checkbox"/> 2 most recent computer generated Payslips OR Any 2 of the following: <ul style="list-style-type: none"> • A letter from the employer that is on company letterhead and contains details of gross annual income (identifying any base income separately), role/position, length of employment, the basis of employment (full or part-time, or casual) and breakdown of the salary package (if applicable) • Signed and accepted Employment Contract • Full Personal Tax return for last financial year with Notice of Tax Assessment • Most recent PAYG payment summary.
Casual Employment	<input type="checkbox"/> As per Full Time plus most recent PAYG Payment Summary
Contract Employment	<input type="checkbox"/> As per Full Time plus evidence of remaining contract term remaining
Bonus/Commission	<input type="checkbox"/> Evidence over two years <ul style="list-style-type: none"> • 2 most recent PAYG Payment Summaries, OR • Formal confirmation from employer
Regular Overtime	<input type="checkbox"/> <ul style="list-style-type: none"> • 2 most recent computer generated Payslips, AND • Most recent PAYG payment summary • If applicable, confirmation from employer that overtime is a condition of employment
Self-Employed	<input type="checkbox"/> <ul style="list-style-type: none"> • Last 2 years Business Financial Statements and Business Tax Returns • Last 2 years Personal Tax Returns, with corresponding Tax Assessment Notices • Most recent statement for each continuing financial liability <p><i>Note: The most recent financial statements and tax returns should be no older than 18 months. Additionally, business activity statements should be obtained if financial statements and tax returns are older than 6 months.</i></p>
Rental Income	<input type="checkbox"/> <ul style="list-style-type: none"> • Current executed tenancy agreement; or • 3 consecutive months Rental Statement; or • Letter from the managing agent indicating how long they have managed the property, the length of time the current tenant has been in occupation and the rental income being achieved

	<input type="checkbox"/>	<ul style="list-style-type: none"> Rental appraisal from a licensed real estate agent
Managed Superannuation and Pension Income	<input type="checkbox"/>	<ul style="list-style-type: none"> A statement or letter from the fund provider which is no older than 12 months; and Latest bank statements showing regular income from the fund over a 3-month period.
SMSF Income	<input type="checkbox"/>	<ul style="list-style-type: none"> Latest audited financial statements (including profit & loss and balance sheet) and tax returns for the fund. If the financial statements are more than 9 months old, interim figures will be required; and Verifying documents demonstrating the assets held by the fund. For example, bank account statements in relation to cash holdings, share statements or rates notices for rental properties.
Genuine Savings / Gift	<input type="checkbox"/>	<p>Genuine Savings</p> <ul style="list-style-type: none"> Bank statements or evidence of Funds held under applicant's name for more than 3 months (subject to Lenders mortgage Insurance Acceptance) <p><input type="checkbox"/> Gifts</p> <ul style="list-style-type: none"> Provide Statutory Declaration stating that funds being gifted are non-repayable. (Must state the amount Gifted and relationship of Gifter to borrower/s)
Continuing rental commitments	<input type="checkbox"/>	<ul style="list-style-type: none"> 3 consecutive months bank statements showing outgoing Rental Expenses; OR Letter/statement from managing agent confirming rental expenses, OR Current tenancy agreement identifying the applicant as a tenant
Continuing liabilities	<input type="checkbox"/>	<ul style="list-style-type: none"> Most recent statement for each continuing liability including business liabilities (i.e. not being refinanced) <p><i>Note: A loan agreement or bank statements showing regular withdrawals may be supplied if the continuing liability does not include regular statements (e.g. vehicle lease).</i></p>
Purchases, Refinances and Debt Consolidation	<input type="checkbox"/>	<p>Purchase</p> <ul style="list-style-type: none"> Signed Contract of Sale ATO Clearance Certificate for all incoming securities over \$2m (foreign resident capital gains withholding) Company Constitution (company title only) Shares Certificate (company title only) <p>Refinance and debt consolidation:</p> <ul style="list-style-type: none"> Mortgages; Provide last 6 months statements of loans being refinanced, showing BSB, Account Number, Owner's name and confirming satisfactory conduct. Personal loans / credit cards; last 3 months statements of loans / credit cards being refinanced or paid, confirming satisfactory conduct. <p>Existing properties owned</p> <ul style="list-style-type: none"> The latest rates notices for all existing properties <p><i>Note: Supplementary internet bank statements are acceptable providing one original statement has been supplied. Please ensure Borrower's name, Account Number, individual itemised transactions and running balances are displayed.</i></p>
Construction	<input type="checkbox"/>	<p>For an 'as if complete' valuation, we require:</p> <ul style="list-style-type: none"> Proposed Fixed Price Building Contract inclusive of Progress Payment Schedule Council Approved Development Application (including plans); Builder's License; Buildings Insurance (in course of construction); and Home Owners Warranty Insurance

**If you have any questions please contact your Broker Support Team on
1800 752 575**

Email Supporting documents to: lending@gatewaycu.com.au

OR

Fax to: 02 9307 4299