

MyState Home Loan Application Checklist

What documents do I need to provide?

To help make the application process as quick and easy as possible, we've put together a checklist of all the documents you'll need to have ready to apply for a MyState home loan. All documents you provide must be either the original or a certified copy, and all letters must be typed. In the case of electronic statements, you may provide a copy that is not certified. Please note that this checklist is only a guide. Your personal circumstances may mean that other documents are required, but your lender will let you know if this is the case.

1. Identification for NEW MyState customers (Identification check)

Suitable documents include:

- A form of photo identification e.g. a current Drivers Licence issued by an Australian State or Territory or Australian Passport. If you don't hold a current Drivers Licence or Passport, other forms of ID will be required. Please contact us to find out what they are

2. Your earnings

Employed

- Minimum of two of your most recent payslips (payslips must reference employer details); or
- Three most recent monthly statements from a financial institution showing regular credits and the name of your employer

Self employed

- Certified copies of Financial Statements (profit and loss as well as balance sheet) for at least the last two financial years; and
- Copies of tax returns (individual & business) for at least the last two financial years, with the latest ATO assessment notices or notices from the ATO portal

Other income

Overtime

- Last three months' worth of payslips detailing the employer

Bonus income/commission income

- Letter from your employer or payslips detailing the employer and bonus payments received over the past two financial years

Existing/proposed rental income (if using as part of your income for the loan application)

- Certified copy of a rental agreement outlining rental income; or
- Where a rental agreement is not in place, rental must be based on a rental appraisal from a licenced property manager or valuer; or
- Evidence of receipt of rental payments or base payments

Government income (e.g. Centrelink and/or Veterans' Affairs)

- Letter from the respective agency and/or bank statements listing the benefit amount and frequency. The level of final verification may vary depending on the type of payment

3. What you own

Details of your assets e.g. property, savings, investments, super, vehicles, house contents etc.

- Including the values of each asset, and monthly income you derive from these assets

4. What are your expenses

Details of your debts/expenses e.g. loans, credit cards, store cards, leases, personal debt, phone, gym, childcare, private/government school fees, HECs/HELP debt, child support and Pay TV

- Including monthly payment/limit, balance outstanding and financier
- A minimum of one month's statement for any debt greater than \$5,000. The statement is to be the most recently issued by the credit provider

Are you refinancing any of the above debt? If so, the following may be required:

- Credit and store cards - most recent statement showing credit limit and previous months transactions
- Any other loans - six months' worth of statements
- Two months' worth of transaction account statements (if not MyState account)

5. Employment details

- Details of current employer. If less than three years, please provide details of your previous employer

6. Additional items

First Home Owner Grant?	<input type="checkbox"/> Completed First Home Owner Grant (FHOG) application (available from us or via www.firsthome.gov.au), together with supporting documents as specified in the FHOG application. Only applicable if you have found a property
Purchasing a property? If you have already purchased/found your property and have:	<input type="checkbox"/> Solicitor's/conveyancer's details (name, address and phone number - if known) <input type="checkbox"/> Copy of full Contract of Sale for the property
Building a property? If you have already negotiated a contract:	<input type="checkbox"/> Copy of the signed builder's contract and specifications <input type="checkbox"/> Council approved plans <input type="checkbox"/> If owner builder: copies of estimates for building costs and timelines. (Properties in the Northern Territory also require a copy of Home Building Certification Fund (HBCF) Owner-Builders Policy)
Receiving a gift (money) to help you purchase your home?	<input type="checkbox"/> Statutory declaration of the gift forming the deposit as being non-repayable i.e. declaration that it is in fact a gift and not a loan
Do you have a guarantor?	<input type="checkbox"/> Your guarantor will also need to go through this checklist individually
Joint application?	<input type="checkbox"/> All applicants will need to go through this checklist individually

Further information

If you'd like more information or have any questions about the documentation required for your loan application, please don't hesitate to give us a call on 138 001, visit mystate.com.au or drop into your nearest MyState branch.

To make an appointment with one of our Home Loan specialists, call us on 138 001 or visit mystate.com.au