CHECKLIST OF DOCUMENTS REQUIRED FOR LOAN APPLICATION

☐ **PRELIMINARY ASSESSMENT** (in terms of The National Consumer Credit Protection Act and the NCC (also referred to as "Fact Finder") with particular emphasis placed on 'Needs or objectives' as to how the loan will be met/cleared post retirement.

Completed in full and signed & dated by all parties. (Not required if the borrower entity is a company).

☐ **APPLICATION FORM**
Completed in full and signed by all parties. Declaration details page must be completed with witness name, address and signature provided as well as the Privacy Disclosure section signed and dated by all borrowers/guarantors.

☐ **EVIDENCE OF INCOME**
Independent verification required in each instance (examples of which are provided below). Bank statements, personal and/or business (demonstrating flow of funds, direct crediting of wages, rent etc) must be provided in all cases.

☐ **PAYG (PAY AS YOU GO) APPLICANT**
Minimum of 2 consecutive & current pay-slips for all salary and wage earners must be provided in all cases.

Any two of the following must also be provided:-

- Letter from present employer(s) showing length of employment, weekly gross income and net income (after tax deducted).
- Details of regular overtime or allowance should be included.
- Current Tax Returns and/or Tax Assessment Notice.

SELF-EMPLOYED APPLICANTS, BUSINESS SUPPORT, TRUST APPLICANTS

☐ (i) Lodged tax return/ATO, Client Integrated Account
(ii) Management accounts, Profit & Loss with Balance Sheet with business statements current period and previous financial reports
(iii) Bank account statements for business.

☐ **LESS THAN 12 MONTHS IN BUSINESS**
(i) Management accounts signed off by accountant.
(ii) Bank account statements for business.
(iii) Copy of tax portal.

Depreciation is not an allowable add-back for equipment critical to cash-flow eg. truck in a delivery business.

☐ **RENTAL**
- Rent receipts from Agent, usually in the form of a statement
- Evidence of bank deposits. Note we will only allow 80% of gross rent, no add backs. Copy of lease agreement through a Licensed Real Estate Agent.
(No private Lease agreement or Board arrangements will be considered).

☐ **CASH OUT:**
- Documentary support required for cash out.

☐ **CENTRELINK/GOVERNMENT/OTHER INCOME**
(i)   Family Tax payments up to age 12.
(ii) Child support, provided court order through CSA and deposited to account for minimum of 3 months.
(iii) Work Cover provided confirmed to be on-going and evidence of deposits (to be supported by Centrelink/Government authorized letter).

☐ **PURCHASE LOANS (EVIDENCE OF SAVINGS OR BALANCE OF PURCHASE)**
- Savings passbook(s) or statements clearly showing satisfactory savings history and current balances sufficient to cover equity and settlement costs.
- Statutory Declaration is required from any party providing a gift towards deposit monies (stating money is non repayable).

☐ **CONTRACT DOCUMENTS (FOR PURCHASES)**
- Copy of Signed Contract Note of Sale, Vendor's Statement including all Statutory Certificates etc.
- Receipt for deposit paid.

☐ **CONTRACT DOCUMENTS (FOR CONSTRUCTION)**
Fixed price building contract (from reputable builder).
- Builder's plans and specifications.
- Council approved building permit.

☐ **REFINANCE DOCUMENTS**
For home loans - minimum 6 months of statements (preferred - 12 months of statements).
- Credit cards - minimum 3 months of statements .
- All other loans/debts - minimum 6 months of statements .

☐ **IDENTIFICATION**
- Certified copies of original items (eg. Passport & Drivers Licence) attached to AML/CTF Act Customer identification procedure (CIP) form - individuals.

☐ **VALUATION FEE**
- Accompanying cheque: price on application or direct Bank Deposit. Our banking details are as follows:
   BANK: NAB
   BSB: 083 004
   ACCOUNT NUMBER: 456007593
   ACCOUNT NAME: VICTORIAN MORTGAGE GROUP PTY LTD
   REFERENCE NUMBER: CLIENT'S SURNAME

PLEASE NOTE:
LOAN APPLICATION CANNOT BE ASSESSED UNTIL ALL NECESSARY DOCUMENTS ARE COLLATED, HOWEVER PRELIMINARY SCENARIOS WILL BE CONSIDERED