



# Document Checklist

**Required**

**Received**

	Required	Received
All Applications	Completed Client Needs Analysis	
	100 Point ID	
	Primary ID - Birth Certificate, Passport, Citizenship Certificate (70 points)	
	Secondary ID – Driver Licence or other Photo ID card (40 points)	
	Other ID – Medicare Card, Rates Notice, Telephone/Utility Account, Credit Card (25 points)	
	Last 3 months transaction account statements showing salary credits and living expenses	
	Current Centrelink or Family Tax Benefit statement, showing at least last three months	
	Child support agency letter if applicable	
	Last 2 months rental statements for all investment properties owned	
	Council rates notice (for all existing properties)	
	Lease agreement if you are renting	
Payg	Last 6 months bank statements for all loan accounts including personal loans and leases	
	Last 3 statements for all credit / store cards	
	If on probation – copy of employment contract	
Self - Emp.	Last 3 consecutive computer-generated pay slips (showing at least last three months YTD earnings), employer ABN and employee name	
	Last PAYG Summary	
	Last Tax Assessment Notice – Notice of Assessment	
Purchase	Last 2 years tax returns – Personal and Self Employed including full business financials and company Tax Returns	
	Last 2 Tax Assessment Notices – Notice of Assessment	
	12 months BAS statements	
	Copy of executed purchase contract and section 32	
Refi	Purchase Deposit Receipt	
	6 months savings statements or term deposit certificate	
	Statutory Declaration of any funds received as a gift	
Construction	Last 6 months bank statements for all loans / cards/ debts being refinanced	
	Copy of builder's Contract	
	Builders Warranty Insurance	
Post Approval	Council approved Plans and Specifications	
	Certificate of Currency for house insurance – Lender noted as 1 <sup>st</sup> mortgagee	
	Transfer of Land	
	Nomination forms if required	
	Duties Forms	
	First Home Owners Grant if applicable	
	Signed Discharge Form	