



# DOCUMENT CHECKLIST

## INCOME

- 2 recent computerised payslips
- Letter from employer stating position, commencement date, if still on probation, gross income, year to date, regular overtime and allowances
- Last 2 year's notice of assessments and tax returns
- Copy of tenancy agreement for all owned investment properties or a letter from a real estate office to confirm the estimated rental income

***If you're self employed:*** Last 2 year's tax returns (if company/family trust applicable, you will require company tax returns and financial accounts.)

## ASSETS

- Copy of savings history (statements for 3 months)
- Statutory declaration (if any part of the deposit is a gift), stating the amount of the gift and that it is non-repayable
- Rates notice on any existing owned properties

## LIABILITIES

- Copy of loans statements for 6 months on any existing mortgages
- Copy of credit card and personal loans statements and statements from any other borrowings being refinanced with loan.

## OTHER

- Copy of purchase contract
- Copy of plans, specifications and fixed price contract (construction/renovations)

## PROOF OF IDENTITY

- Drivers License - 40 points
- Passport or birth certificate - 70 points

If these documents cannot be located other acceptable documents can be used such as Medicare Card, Bank Statements, etc.