Document Checklist



INCOME

۲	Three recent computerised payslips			
۲	etter from employer stating position, commencement date, if still on probation, gross ncome, year to date, regular overtime and allowances			
۲	Copy of employment contract			
۲	Last year's group certificate or tax return			
	if you're self employed:			
۵	ist 2-3 year's tax returns (if company/family trust applicable, you will require company x returns, memorandum and articles of association, copy of trust or deed)			
۵	Copy of tenancy agreement for all owned investment properties or a letter from a real estate office to confirm the estimated rental income			
ASSETS				
۲	Copy of savings history (passbook, statements, certificates for six months)			
۵	Copy of sale contract on existing home or settlement letter from your solicitor if the deposit is to come from the sale of an existing home			
٥	Statutory declaration (if any part of the deposit is a gift), stating the amount of the gift and that it is non-repayable			
۲	Rates notice on any existing owned properties			
۲	Copy of Superannuation statements, share certificates etc.			
LIABILITIES				
۲	Copy of loans statements for 12 months on any existing mortgages			
۲	Copy of credit card and personal loans statements and statements from any other			
	borrowings			
OTHER				
۲	Copy of purchase contract			
۲	Copy of plans, specifications and fixed price contract (construction/renovations)			
۲	Cheque for establishment fees - if required			
PROOF OF IDENTITY				
۲	Drivers Licence - 40 points	If these documents cannot be located other acceptable documents can be used such as		
۲	Passport or birth certificate- 70 points	Medicare Card, Bank Statements, etc.		