

## **Document Checklist**

## **INCOME**

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