

# Home Loan Application Checklist



Please review this checklist to ensure the right supporting documentation is submitted with your application. Provision of all supporting documentation assists with the prompt assessment of your application.

This checklist is only a guide and further information may be required to assist us complete the assessment.

Please tick  the box which applies to this application to acknowledge the information you are providing to the Bank.

## Supporting documents (copy of forms are acceptable unless otherwise stated)

<b>Privacy Consent / ID and Serviceability (Mandatory Loan requirements)</b>	Signed application / Membership form to be completed by all borrowers/ guarantors Identification required: <ul style="list-style-type: none"> <li>• Current Medicare Card, and 1 of the following</li> <li>• Current driver license (matching address on application). Or current Australian passport</li> </ul> Completed Gateway servicing calculator for all applicants
<b>Permanent Full Time or Part Time Employment</b>	Two most recent consecutive payslips and showing employer names, ABN and year to date income, along with the most recent income statement <b>OR</b> Any 2 of the following: <ul style="list-style-type: none"> <li>• A letter from the employer that is on company letterhead and contains details of gross annual income (identifying any base income separately), role/position, length of employment, the basis of employment (full or part-time, or casual) and breakdown of the salary package (if applicable)</li> <li>• Signed and accepted employment contract</li> <li>• Full personal tax return for last financial year with notice of tax assessment</li> <li>• Most recent PAYG payment summary.</li> </ul>
<b>Casual Employment</b>	As per Full Time plus latest PAYG payment summary
<b>Contract Employment</b>	As per Full Time plus evidence of contract term remaining
<b>Bonus/Commission</b>	Commission received annually and all bonus payments: <ul style="list-style-type: none"> <li>• Latest 2 income statements, OR</li> <li>• Formal confirmation from employer</li> </ul> Commission received quarterly or monthly: <ul style="list-style-type: none"> <li>• Payslips or income statement covering at least 12 months of payments, or</li> <li>• Formal confirmation from employer</li> </ul>
<b>Regular Overtime</b>	<ul style="list-style-type: none"> <li>• Latest 2 computer generated payslips, AND</li> <li>• Most recent PAYG payment summary</li> </ul>
<b>Self-Employed</b>	<ul style="list-style-type: none"> <li>• Latest 2 years Business Financial Statements and Business Tax Returns with confirmation of lodgment</li> <li>• Latest 2 years Personal Tax Returns, with corresponding Tax Assessment Notices</li> <li>• Most recent statement for each continuing financial liability</li> <li>• One year's financials and tax returns can be considered together with evidence of continuity of employment in a similar role and industry.</li> </ul> <p><i>Note: The most recent financial statements and tax returns should be no older than 18 months. Additionally, business activity statements should be obtained if financial statements and tax returns are older than 6 months.</i></p>
<b>Rental Income</b>	<p><b>For rental income, one of the following:</b></p> <p><b>For Residential rental income:</b></p> <ul style="list-style-type: none"> <li>• A full copy of the residential tenancy agreement, signed and dated; or</li> <li>• A letter from a real estate agent indicating the anticipated rental income (for new property purchases)</li> <li>• Three consecutive months' rental statements; or</li> <li>• A letter from the managing agent indicating how long they have managed the property, the length of time the current tenant has been in and the rental income being received</li> </ul> <p><b>For short-term Residential rental income:</b></p> <ul style="list-style-type: none"> <li>• Rental statement covering a 12-month period; or</li> <li>• The latest tax return</li> </ul> <p><b>For commercial rental income:</b></p> <ul style="list-style-type: none"> <li>• A copy of an executed commercial lease agreement. If a lease is not available, three consecutive months of rental statements</li> </ul>

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<b>Managed Superannuation and Pension Income</b>	<ul style="list-style-type: none"> <li>• A statement or letter from the fund provider which is no older than 12 months; and</li> <li>• Latest bank statements showing regular income from the fund over a 3-month period.</li> </ul>
<b>SMSF Income</b>	<ul style="list-style-type: none"> <li>• Latest audited financial statements (including profit &amp; loss and balance sheet) and tax returns for the fund. If the financial statements are more than 9 months old, interim figures will be required; and</li> <li>• Verifying documents demonstrating the assets held by the fund. For example, bank account statements in relation to cash holdings, share statements or rates notices for rental properties.</li> </ul>
<b>Other Investment Income</b>	<ul style="list-style-type: none"> <li>• Last 2 years' personal tax returns with corresponding tax assessment notices, AND</li> <li>• Verifying documents demonstrating that assets are still being held</li> </ul>
<b>Transaction Account Statements</b>	<ul style="list-style-type: none"> <li>• Latest 3 months' statements from financial institution/s where             <ul style="list-style-type: none"> <li>○ income is credited, with the name of the source evident; and</li> <li>○ the main transaction account where expenses are debited (if different from above).</li> </ul> </li> </ul> <p>The most recent statement should be no older than 1 month.</p>
<b>Genuine Savings / Gift</b>	<p><b>Genuine Savings</b></p> <ul style="list-style-type: none"> <li>• Bank statements or evidence of funds held under applicant's name for more than 3 months (subject to lenders mortgage insurance acceptance)</li> </ul> <p><b>Gifts</b></p> <ul style="list-style-type: none"> <li>• Provide statutory declaration stating that funds being gifted are non-repayable. (Must state the amount gifted and relationship of gifter to borrower/s)</li> </ul>
<b>Continuing rental commitments</b>	<ul style="list-style-type: none"> <li>• 3 consecutive months' bank statements showing outgoing rental expenses; OR</li> <li>• Letter/statement from managing agent confirming rental expenses, OR</li> <li>• Current tenancy agreement identifying the applicant as a tenant</li> </ul>
<b>Continuing liabilities</b>	<p>Statements are not required for consumer liabilities if the financial institution participates in CCR. Otherwise, the following is required:</p> <ul style="list-style-type: none"> <li>• Most recent statement for each credit card being no older than 1 month</li> <li>• Most recent statement for each continuing loan and/or lease including business liabilities</li> <li>• Most recent statement, transaction listing or payment schedule for each buy-now-pay-later facility. If a provider does not issue statements, a screenshot from the digital platform is acceptable.</li> </ul> <p><i>Online banking/internet statements may be used if they show account name, account number, itemised transactions and balances.</i></p>
<b>Purchases, Refinances and Debt Consolidation</b>	<p><b>Purchase</b></p> <ul style="list-style-type: none"> <li>• Signed contract of sale</li> <li>• ATO clearance certificate for all incoming securities over \$2m (foreign resident capital gains withholding)</li> <li>• The constitution (company title only)</li> <li>• Shares certificate (company title only)</li> </ul> <p><b>Refinance and debt consolidation:</b></p> <p>Statements are not required for consumer liabilities if the financial institution participates in CCR and there is at least 6 months' history available for home loans or 3 months' for other liabilities. Otherwise, the following is required:</p> <ul style="list-style-type: none"> <li>• Mortgages - Latest 6 months' statements of loans being refinanced, showing BSB, account number, owner's name and confirming satisfactory conduct.</li> <li>• Personal loans / credit cards - Latest 3 months' statements of loans / credit cards being refinanced or paid, confirming satisfactory conduct.</li> </ul> <p><i>The latest statement should be no older than 1 month. Online banking/internet statements may be used if they show account name, account number, itemised transactions and balances.</i></p>
<b>Construction</b>	<p>For an 'as if complete' valuation, we require:</p> <ul style="list-style-type: none"> <li>• Proposed Fixed Price Building Contract inclusive of Progress Payment Schedule</li> <li>• Council Approved Development Application (including plans);</li> <li>• Builder's License;</li> <li>• Building Insurance (in course of construction); and</li> <li>• Home Owners Warranty Insurance</li> </ul>

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<b>Green Home Loan / Green Plus Home Loan</b>	<b>Green Home Loan</b> <ul style="list-style-type: none"><li>• Statutory declaration to confirm that the security property has at least 3 items from the list of eligibility criteria for a Green Home Loan; or</li><li>• A Residential Efficiency Scorecard certificate with a minimum 4-star rating up to a maximum 6.9 star rating for the security property (For an ACT rated property, a certificate from an accredited assessor in the ACT with a minimum 4-star rating up to a maximum 6.9-star rating for the security property)</li></ul> <b>Green Plus Home Loan</b> <ul style="list-style-type: none"><li>• A NatHERS Certificate completed with a 7-star rating or above for the security property; or</li><li>• A Residential Efficiency Scorecard certificate with a 7-star rating or above for the security property (For an ACT rated property, a certificate from an accredited assessor in the ACT with a 7-star rating or above for the security property) or;</li><li>• A certificate confirming the security property is a Green Star Designed or Certified home from Green Building Council of Australia.</li></ul>
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**Any questions please contact your Broker Support Team on 1800 752 575**  
**Email supporting documents to [lendingervices@gatewaybank.com.au](mailto:lendingervices@gatewaybank.com.au)**