

Commercial 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.



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

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

Privacy Consent / ID and Serviceability (Mandatory Loan requirements)	<p>Signed application / Membership form to be completed by all borrowers/ guarantors</p> <p>Identification required:</p> <ul style="list-style-type: none"> Current Medicare Card, and 1 of the following Current driver license (matching address on application). Or current Australian passport <p>Completed Gateway servicing calculator for all applicants</p>
Trusts	<p>Full copy of signed and dated Trust Deed, including schedules, variations, and Register of Unit holders (if applicable)</p>
Permanent Full Time or Part Time Employment	<p>Two most recent consecutive payslips and showing employer names, ABN and year to date income</p> <p>OR</p> <p>Any 2 of the following:</p> <ul style="list-style-type: none"> 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) Signed and accepted employment contract Full personal tax return for last financial year with notice of tax assessment Most recent PAYG payment summary.
Casual Employment	<p>As per Full Time plus latest PAYG payment summary</p>
Contract Employment	<p>As per Full Time plus evidence of contract term remaining</p>
Bonus/Commission	<p>Commission received annually and all bonus payments:</p> <ul style="list-style-type: none"> Latest 2 income statements, OR Formal confirmation from employer <p>Commission received quarterly or monthly:</p> <ul style="list-style-type: none"> Payslips or income statement covering at least 12 months of payments, OR Formal confirmation from employer
Regular Overtime	<ul style="list-style-type: none"> Latest 2 computer generated payslips, AND Most recent PAYG payment summary
Self-Employed	<ul style="list-style-type: none"> Latest 2 years Business Financial Statements and Business Tax Returns with confirmation of lodgment Latest 2 years Personal Tax Returns, with corresponding Tax Assessment Notices Most recent statement for each continuing financial liability One year's financials and tax returns can be considered together with evidence of continuity of employment in a similar role and industry. <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>
Rental Income	<p>For rental income, <u>one</u> of the following:</p> <p>For Commercial rental income:</p> <ul style="list-style-type: none"> A copy of an executed commercial lease agreement. If a lease is not available, three consecutive months of rental statements. <p>For Residential rental income:</p> <ul style="list-style-type: none"> A full copy of the residential tenancy agreement, signed and dated A letter from a real estate agent indicating the anticipated rental income (for new property purchases) Three consecutive months of rental statements A letter from a 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. <p>For short-term Residential rental income:</p> <ul style="list-style-type: none"> A rental statement covering a 12-month period;or A latest tax return

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Managed Superannuation and Pension Income	<ul style="list-style-type: none"> A statement or letter from the fund provider which is no older than 12 months; and Latest bank statements showing regular income from the fund over a 3-month period.
SMSF Income	<ul style="list-style-type: none"> Latest audited financial statements (including profit & 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 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.
Other Investment Income	<ul style="list-style-type: none"> Last 2 years' personal tax returns with corresponding tax assessment notices, AND Verifying documents demonstrating that assets are still being held
Transaction Account Statements	<ul style="list-style-type: none"> Latest 3 months' statements from financial institution/s where <ul style="list-style-type: none"> income is credited, with the name of the source evident; and the main transaction account where expenses are debited (if different from above). <p><i>The most recent statement should be no older than 1 month.</i></p>
Funds to Complete	<p>Gifts:</p> <ul style="list-style-type: none"> Statutory Declaration stating that funds being gifted are non-repayable. (Must state the amount gifted and relationship of the giver to borrower/s) <p>Equity in purchase:</p> <ul style="list-style-type: none"> Copy of statements showing savings. Online banking/internet transaction statements may be accepted provided they show the applicant's name and account number. Evidence of deposit paid
Continuing rental commitments	<ul style="list-style-type: none"> 3 consecutive months' bank statements showing outgoing rental expenses; OR Letter/statement from managing agent confirming rental expenses, OR Current tenancy agreement identifying the applicant as a tenant
Continuing liabilities	<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"> Most recent statement for each credit card being no older than 1 month Most recent statement for each continuing loan and/or lease including business liabilities 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. <p><i>Online banking/internet statements may be used if they show account name, account number, itemised transactions and balances.</i></p>
Purchases, Refinances and Debt Consolidation	<p>Purchase:</p> <ul style="list-style-type: none"> Signed contract of sale ATO clearance certificate for all incoming securities over \$2m (foreign resident capital gains withholding). <p>Refinance and debt consolidation:</p> <p>Statements are not required for consumer liabilities if the financial institution participates in CCR and there is at least 3 months' history available. Otherwise, the following is required:</p> <ul style="list-style-type: none"> Mortgages - Latest 6 months' statements of loans being refinanced, showing BSB, account number, owner's name and confirming satisfactory conduct Most recent rates notice for all properties being refinanced. <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>
Green Commercial Property Loan	<p>Select <u>one</u> of the following:</p> <p>For newly builds a copy of your certificate confirming a Green Star Building 4-star rating or above. For existing buildings a copy of your certificate confirming a Green Star Performance 4-star rating or above from Green Building Council of Australia.</p> <p>Copy of the NABERS certificate confirming a minimum 4-star rating or above for the proposed security.</p>

Any questions please contact your Broker Support Team on 1800 752 575
Email supporting documents to CommercialLending@gatewaybank.com.au