



CHECKLIST OF DOCUMENTS REQUIRED FOR LOAN APPLICATION

APPLICATION FORM

Completed in full and signed by all parties. Declaration details page must be completed with witness name, address and signature provided as well as the Privacy Disclosure section signed and dated by all borrowers/guarantors.

PAYG (PAY AS YOU GO) APPLICANT

Minimum of 2 consecutive & current payslips for all salary and wage earners must be provided along with 3 months of transactional bank statements.

Any of the following may also be requested:

- Current Tax Returns and Notices of Assessment.
- Details of regular overtime, allowances, bonuses, and commissions should be included.
- If PAYG employed less than 6 months, letter from employer confirming employment status and income may be required.

SELF-EMPLOYED APPLICANTS, COMPANY AND TRUST APPLICANTS (N/A for Alt Doc – please refer below)

- Lodged tax return/ATO Client Integrated Account/Business Financials.
- Management accounts to include Balance Sheet and Profit & Loss along with current BAS'.
- 3 months of business transactional bank statements.

LESS THAN 12 MONTHS IN BUSINESS (N/A for Alt Doc – please refer below)

- Management accounts/Interim Financial Accounts.
- Copy of tax portal or BAS if registered for GST.
- 3 months of business transactional bank statements.

SELF-EMPLOYED ALT DOC

- Signed Income Declaration with **one** of the following:
- VMG's approved Accountant's letter.
- 6 months Business Bank statements.
- 6 months BAS (most recent lodgment to be included)

EVIDENCE OF INCOME

Independent verification required in each instance i.e., bank statements (personal and/or business demonstrating flow of funds, direct crediting of wages, rent, expenses, etc).

RENTAL

- Rent receipts from Agent, usually in the form of a statement.
- Evidence of bank deposits. Note we will only allow 80% of gross rent, no add backs. Copy of lease agreement through a Licensed Real Estate Agent.
- No private lease agreement or board arrangements will be considered.

CASH OUT:

- <\$100k – stated purpose required (at VMG's discretion) to 80% LVR.
- ≥ \$100k to < \$250k – stated purpose required (at VMG's discretion) to 70% LVR.
- ≥ \$250k – require evidence to support – to 80% LVR.

CENTRELINK/GOVERNMENT/OTHER SECONDARY INCOME

- Family Tax payments up to age 16.
- Child Support payment provided through Court Orders through Child Support Agency to be deposited to bank account for a minimum of 3 months.

**WORKER'S COMPENSATION**

Worker's compensation payments can be considered if on-going. If work cover is for a short period only, the employer is to confirm a return-to-work date. Work cover payments to be confirmed via the following:

- Letter/Statements from insurance company confirming payment details such as payment amount and expiry date of payments.
- Letter from employer confirming current workers compensation arrangement and the expected return to work date.
- Evidence of work cover payments via bank statements
- Work Cover provided confirmed to be on-going and evidence of deposits (to be supported by Centrelink/Government authorised letter).

**PURCHASE LOANS (EVIDENCE OF SAVINGS OR BALANCE OF PURCHASE)**

- Statements showing satisfactory savings history and current balances sufficient to cover equity and settlement costs.
- Written confirmation via email is required from any party providing a gift towards deposit monies (stating money is non repayable).

**CONTRACT DOCUMENTS (FOR PURCHASES)**

- Copy of Signed Contract Note of Sale, Vendor's Statement including all Statutory Certificates etc.
- Receipt for deposit paid.

**CONTRACT DOCUMENTS (FOR CONSTRUCTION)**

- Fixed price building contract (from reputable builder).
- Builder's plans and specifications.
- Council approved building permit.

**REFINANCE DOCUMENTS**

- For home loans - most recent month's statement
- Credit cards - most recent month's statement.
- All other loans/debts - most recent month's statement if facility is on CCR: most recent 6 months statement for property loans, 3 month's statement for other loans if not on CCR.

**IDENTIFICATION**

Copies of original items (e.g. Passport & Drivers Licence) attached to AML/CTF Act Customer Identification Procedure (CIP) Form - Individuals.

**VALUATION FEE**

Accompanying cheque: price on application or direct Bank Deposit. Our banking details are as follows:

BANK: NAB

BSB: 083 004

ACCOUNT NUMBER: 456007593

ACCOUNT NAME: VICTORIAN MORTGAGE GROUP PTY LTD

REFERENCE NUMBER: CLIENT'S SURNAME

PLEASE NOTE:

LOAN APPLICATION CANNOT BE ASSESSED UNTIL ALL NECESSARY DOCUMENTS ARE COLLATED, HOWEVER PRELIMINARY SCENARIOS WILL BE CONSIDERED