

Standard Documents Checklist



Identification:

- Driver licence &
- Passport or birth certificate or Medicare card
- Marriage certificate if change name (original or certified copy)

Proof of Income:

For PAYG

- Two most recent computerized payslips (with year to date income)
- Latest group certificate (or tax assessment, letter of employment or employment contract)

For self-employer

- Last two years personal tax returns & assessment
- Last two years Business tax returns (Balance sheet) & tax assessment

Rental Income

- Existing rental property (recent rental statement, lease copy or evidence of 3 ms deposit)
- If purchasing investment property (Rental appraisal from local real estate agent)

Assets & Liabilities:

Assets: First home buyer

- Latest 6ms statement showing 5% genius saving (first home buyer requires)

Assets : Non first home buyer

- Recent council rates for all properties (that you have name in title)
- Latest 6ms loan statements (plus internet printout shows payment history)
- Latest 1m statements confirms all your savings (private & business)

Liabilities

- Latest 3ms statements (credit card/store card/interest free purchase's)
- Latest 6ms statement (personal loan, car loan, credit line, other debts, net printout ok)
- Recent super statement
- HECS debt (Notice of Assessment)

Purchasing new & existing property:

- Copy of the front page of sales contract (plus special conditions)

Purchase land & building a new home, or undertaking extensions:

- Land contract
- Tender & floor plans
- Quotas

First home buyers:

- Completed first home owners grant application