



UHomeLoan Document Checklist

We've put together this handy checklist to make providing your verification documents easy and stress free.

This is only meant as a guide as not all points will be relevant to your individual circumstances.

Applications will be referred to our assessors and as a result, we may also ask you to provide additional documentation or information which will assist them in completing the assessment of your application.

INCOME

PAYG Salary/Wages

If full time or permanent part time

- Two most recent payslips (the most recent being less than 45 days old) showing your name, employer details, pay period, gross income and Year to Date (YTD) income.

PAYG Salary/Wages

If contract or casual

- Two most recent payslips (the most recent being less than 45 days old) showing your name, employer details, pay period, gross income and YTD income.*

*If your YTD income shows a figure less than 6 months, payslips will need to be supported by a PAYG summary or personal tax return for the last financial year.

Self-employed

- Last 2 years financial or business tax returns.
- Last 2 years individual tax returns.
- Notice of Assessment to confirm lodgement of individual tax returns.

Overtime/Commission

If you receive overtime/commission income as a part of your employment and have received it for a minimum of 6 months

- Payslip(s) showing overtime/commission payments*

*If your YTD income shows a figure less than 6 months, payslips will need to be supported by a PAYG summary or personal tax return for the last financial year.

Bonus Income

If you receive bonus income as a part of your employment and have received bonuses for the last 2 financial years

You may be required to provide **one** of the following:

- Payslips showing your bonus payments for the last 2 financial years.
- Signed letter from employer detailing the 2 bonus payments.

Rental Income

If you're currently receiving rental income

- Copy of rental receipt issued by the real estate agent that is not more than 60 days old showing 4 weeks of rental payments.

Or, if a privately leased property

- Copy of current formal residential tenancy agreement with bank statements or transaction listings (the most recent being less than 60 days old) showing your name, account number and at least 2 direct credits.

Government Benefits*

If receiving Family Tax Benefits

- Centrelink Statement of Benefits (the most recent payment being less than 60 days old) showing your full name, benefit payments and the date from which you started receiving the benefits.

*Must be considered regular and consistent and have been received for a minimum of 6 months

- Six consecutive months of bank statements showing family tax payments.

Child support or maintenance*

If you receive this income and the Maintenance Agreement/Child Support Assessment is registered with the Child Support Agency

*Must be considered permanent for the next 5 years

Provide **all** of the following:

- The Agency Child Support or Maintenance Agreement.
- Six consecutive months of statements or transaction listings (the most recent being less than 60 days old) showing name, account number and regular child support or maintenance credits.

PERSONAL DETAILS

ID Documents

Provide **one** of the following:

- A copy of your Driver's licence which clearly shows your signature, photo, full legal name, DOB, expiry date, current address
- A copy of your passport which clearly shows your signature, photo, full legal name, DOB, expiry date.

NEW PURCHASE

If you're purchasing a new property you will also need to provide the following documents

Contract of Sale (COS)

- Copy of the full COS which needs to be signed by at least one party.

Rental Income

If rental income is to be earned on the new purchase

Provide **one** of the following:

- Market appraisal from a Real Estate Agent dated within 60 days of application submission.
- Lease agreement confirming property address, owner, amount and frequency of actual or prospective income.

REFINANCE

If you're refinancing your loan from another lender you will also need to provide the following documents

Existing Home Loan Statements

Of the loan you're refinancing

- Six consecutive months of home loan statements (the most recent being less than 60 days old) showing your name, account number, lender details, current balance and transaction history. Transaction listings can be accepted provided they are accompanied by a bank statement and display your account number.

IF CONSOLIDATING ANY OTHER DEBTS

Credit Card

If you're refinancing your credit card

- Three consecutive months of statements (the most recent being less than 60 days old) showing your name, card limit, current balance and transaction history. Transaction listings can be accepted provided they are accompanied by a statement and display your account number.

Personal Loan

If you're refinancing your personal loan

- Six consecutive months of personal loan statements (the most recent being less than 60 days) showing your name, account number, lender details, current balance and transaction history. Transaction listings can be accepted provided they are accompanied by a bank statement and display your account number.

IF YOU HAVE OTHER LOAN(S) NOT BEING REFINANCED

Home Loan with another financial institution

If you have a loan with another lender and it's not being refinanced

- A home loan statement, internet account summary, internet transaction listing (none of which should be older than 6 months) or a loan contract; showing your name, account number, loan limit, interest rate and expiry date of the loan or remaining loan term. For interest only loans, the documentation will also need to confirm the expiry date or remaining interest only term.