

# Home Loan Application Short Form Checklist

The following checklist is for retail loans for personal customers. For business loan customers, please refer to the Business Loan Application Form.

## Checklist of documents required to support your loan application

### Forms and Supporting Documents

- Completed application form online
- Bank of Sydney Home Loan Application Short Form (BOS000583)
- Identification forms and supporting documents (F2F VOI or Global X VOI)
- Broker notes – outlining purpose of loan and structure
- Income Servicing Calculator Sheet (downloadable from broker portal, at [www.banksyd.com.au/broker/calculators/](http://www.banksyd.com.au/broker/calculators/))
- For Cash outs, evidence of purpose if amount is greater than \$250,000
- Signed Exit Strategy (if applicable)
- Copies of Power of Attorney Documents (if applicable)
- Certified Copy of Trust Deed (stamped if required and dated) (if applicable)

### Income Verification

- 2 latest computerised Payslips with minimum 3 months year-to-date income or at least two of the following:
  - Letter from Employer (must confirm length of time employed, current employment status, base salary and any permanent or regular overtime); and/or
  - 3 months Bank Statements and or most recent Income Statement and or one computerised Payslip and or Employment Contract; and/or
  - Notice of Assessment
- On commencement of a new job, Letter of employment to confirm applicant has successfully completed probation period is required (if applicable)
- In case of casual employees:
  - a) employed on this basis for 12 months or more with their current employer- evidence of at least 12 months in current role or at least 2 years in same line of employment
  - b) if less than 12 months with their current employer- last 2 years' tax returns
- In case of contract employees:
  - a) evidence of employment on this basis for at least 12 months with their current employer or evidence of at least 12 months in same field/line of employment
  - b) if employed on this basis for less than 12 months - last 2 years' tax returns
- In case of Investment Income (Interest or Dividends), last 2 years Tax Returns and Notice of Assessment
- In case of Child Support/Child Maintenance Payments, Court Order document or letter from Child Support Agency and 3 months current bank statements confirming payment
- In case of rental income, copy of the lease or rental receipts or agent letter. (Tax returns sufficient if not more than 6 months old confirming declared rental income)
- In the case of Commission/Bonus, last 2 years PAYG Group certificates or taxation return/ assessment notice
- In the case of Overtime/Allowance:
  - Evidence of regular receipt over a minimum period of 6 months OR
  - If this is a permanent condition of employment - confirmed by the employer in writing

### Self Employed Applicants

- Copy of last 2 years full tax returns, including related financials for companies and trusts including Notice of Assessment for personal and Tax Portal for business

### Refinances

- Copy of last month's loan statements for credit cards
- Additional statement may be required after credit check is completed

### Purchases

- Copy of completed Contract of Sale and any Special Conditions
- Solicitor's details have been provided if not already contained in the Contract for Sale
- Gift letter (where funds are being provided by a third party by way of gift to assist with the purchase of the property to be offered as security)

### Construction Loans / Building Loans

- Copy of Builder's Tender/Quote or Building Contract
- Copy of Council approved Plans & Specifications

#### Please note:

- All Guarantors (both Company & Individuals) guarantee jointly and severally are required to obtain independent legal and financial advice as part of the settlement process.
- The necessary documents are supplied by the Banks Panel Solicitor with the mortgage documentation.