

Low Doc Program Credit Package Checklist

TO BE HELD ON YOUR FILE

- Proof of Identification
- Full Credit Package

CREDIT PACKAGE

- This checklist
- Application form
- 100 Point Identification form **and** copies of supporting documents
- Identification Record for a Signatory to an Account form (s.21) (if required)
- Loan Purpose Checklist*
- Privacy Act Consent form
- LoDoc Declaration of Financial Position
- Declaration of Purpose (non-Code regulated loans only)
- Income and Employment Verification form (P.A.Y.G. only)
- Lenders Mortgage Insurance Approval (if obtained)
- Valuation(s) (undertaken by a current CSA panel valuer)
- Credit Report(s)
- Completed First Home Owner Grant Application form (if required)

Refinances only

- Loan statements for all debts being refinanced (evidence of satisfactory loan conduct over past six months for refinance. Statements must be certified as copies of original documents sighted by the Mortgage Manager)
- Copy of Council Rates Notice or Certificate of Title (title particulars need to be provided)
- Discharge authority

Purchases only

- Evidence of equity (Bank statements etc confirming evidence of satisfactory savings record over the past six months and balance of funds to complete the transaction. Statements must be certified as copies of original documents sighted by the Mortgage Manager)
- Copy of executed Contract of Sale (executed by all parties)

Income Calculation Worksheet (based on stated income and expenditure in Application form)

Income documentation for P.A.Y.G. co-applicants

P.A.Y.G

- Pay slip (not more than 1 month old)

Also include at least one of the following:

- P.A.Y.G. Payment Summary for the most recent financial year
- Australian income tax return for the most recent financial year
- A letter from the borrower's employer
- Current employment contract signed by employee and employer