

Home Loan Application Checklist

Please review this checklist to ensure the right supporting documentation is submitted with your application. Provision of all supporting documentation assists with the prompt assessment of your application.

This checklist is only a guide and further information may be required to assist us complete the assessment.



Section 1

Please tick the box which applies to this application to acknowledge the information you are providing to the Bank

Supporting documents (copy of forms are acceptable unless otherwise stated)

Privacy Consent / ID and Serviceability (Mandatory Loan requirements)	<input type="checkbox"/> Signed application / Membership form to be completed by all borrowers/ guarantors Identification required <ul style="list-style-type: none"> • Current Medicare Card, and 1 of the following • Current driver license (matching address on application). Or current Australian passport Completed Gateway servicing calculator for all applicants
Permanent Full Time or Part Time Employment	<input type="checkbox"/> Latest 2 computer generated payslips (the latest should be no older than 1 month) OR <input type="checkbox"/> Any 2 of the following: <ul style="list-style-type: none"> • A letter from the employer that is on company letterhead and contains details of gross annual income (identifying any base income separately), role/position, length of employment, the basis of employment (full or part-time, or casual) and breakdown of the salary package (if applicable) • Signed and accepted employment contract • Full personal tax return for last financial year with notice of tax assessment • Most recent PAYG payment summary.
Casual Employment	<input type="checkbox"/> As per Full Time plus latest PAYG payment summary
Contract Employment	<input type="checkbox"/> As per Full Time plus evidence of contract term remaining
Bonus/Commission	<input type="checkbox"/> Evidence over two years <ul style="list-style-type: none"> • Latest 2 PAYG payment summaries, OR • Formal confirmation from employer
Regular Overtime	<input type="checkbox"/> <ul style="list-style-type: none"> • Latest 2 computer generated payslips, AND • Most recent PAYG payment summary
Self-Employed	<input type="checkbox"/> <ul style="list-style-type: none"> • Latest 2 years Business Financial Statements and Business Tax Returns • Latest 2 years Personal Tax Returns, with corresponding Tax Assessment Notices • Most recent statement for each continuing financial liability <p><i>Note: The most recent financial statements and tax returns should be no older than 18 months. Additionally, business activity statements should be obtained if financial statements and tax returns are older than 6 months.</i></p>
Rental Income	<input type="checkbox"/> <ul style="list-style-type: none"> • Current executed tenancy agreement; or • 3 consecutive months' rental statements; or • Letter from the managing agent indicating how long they have managed the property, the length of time the current tenant has been in occupation and the rental income being achieved
Managed Superannuation and Pension Income	<input type="checkbox"/> <ul style="list-style-type: none"> • A statement or letter from the fund provider which is no older than 12 months; and • Latest bank statements showing regular income from the fund over a 3-month period.
SMSF Income	<input type="checkbox"/> <ul style="list-style-type: none"> • Latest audited financial statements (including profit & loss and balance sheet) and tax returns for the fund. If the financial statements are more than 9 months old, interim figures will be required; and • Verifying documents demonstrating the assets held by the fund. For example, bank account statements in relation to cash holdings, share statements or rates notices for rental properties.

Other Investment Income	<input type="checkbox"/>	<ul style="list-style-type: none"> Last 2 years' personal tax returns with corresponding tax assessment notices, AND Verifying documents demonstrating that assets are still being held
Transaction Account Statements	<input type="checkbox"/>	<ul style="list-style-type: none"> Latest 3 months' statements from financial institution/s where <ul style="list-style-type: none"> income is credited, with the name of the source evident; and the main transaction account where expenses are debited (if different from above). <p>The most recent statement should be no older than 1 month.</p>
Genuine Savings / Gift	<input type="checkbox"/>	<p>Genuine Savings</p> <ul style="list-style-type: none"> Bank statements or evidence of funds held under applicant's name for more than 3 months (subject to lenders mortgage insurance acceptance) <p>Gifts</p> <ul style="list-style-type: none"> Provide statutory declaration stating that funds being gifted are non-repayable. (Must state the amount gifted and relationship of gifter to borrower/s)
Continuing rental commitments	<input type="checkbox"/>	<ul style="list-style-type: none"> 3 consecutive months' bank statements showing outgoing rental expenses; OR Letter/statement from managing agent confirming rental expenses, OR Current tenancy agreement identifying the applicant as a tenant
Continuing liabilities	<input type="checkbox"/>	<ul style="list-style-type: none"> Most recent statement for each credit card being no older than 1 month Most recent statement for each continuing loan and/or lease including business liabilities Most recent statement, transaction listing or payment schedule for each buy-now-pay-later facility. If a provider does not issue statements, a screenshot from the digital platform is acceptable. <p><i>Online banking/internet statements may be used if they show account name, account number, itemised transactions and balances.</i></p>
Purchases, Refinances and Debt Consolidation	<input type="checkbox"/>	<p>Purchase</p> <ul style="list-style-type: none"> Signed contract of sale ATO clearance certificate for all incoming securities over \$2m (foreign resident capital gains withholding) The constitution (company title only) Shares certificate (company title only) <p>Refinance and debt consolidation:</p> <ul style="list-style-type: none"> Mortgages - Latest 6 months' statements of loans being refinanced, showing BSB, account number, owner's name and confirming satisfactory conduct. Personal loans / credit cards - Latest 3 months' statements of loans / credit cards being refinanced or paid, confirming satisfactory conduct. <p>Existing properties owned</p> <ul style="list-style-type: none"> The latest rates notices for all existing properties <p><i>The latest statement should be no older than 1 month. Online banking/internet statements may be used if they show account name, account number, itemised transactions and balances.</i></p>
Construction	<input type="checkbox"/>	<p>For an 'as if complete' valuation, we require:</p> <ul style="list-style-type: none"> Proposed Fixed Price Building Contract inclusive of Progress Payment Schedule Council Approved Development Application (including plans); Builder's License; Building Insurance (in course of construction); and Home Owners Warranty Insurance
Green Home Loan / Green Plus Home Loan	<input type="checkbox"/>	<p>Green Home Loan</p> <ul style="list-style-type: none"> Statutory declaration to confirm that the security property has at least 3 items from the list of eligibility criteria for a Green Home Loan <p>Green Plus Home Loan</p> <ul style="list-style-type: none"> Copy of the NatHERS Certificate completed by a NatHERS accredited assessor confirming the security property has a NatHERS rating of 7 stars or above

Any questions please contact your Broker Support Team on 1800 752 575
Email supporting documents to lending services@gatewaybank.com.au