

# Supporting Document Checklist



Please check the appropriate boxes below to indicate that supporting documentation has been provided for the application. Refer to the Credit Guidelines Booklet for detailed information. Note: You must ensure that all Tax File numbers have been removed from all supporting documentation.

## SUBMISSION STANDARDS FOR ASSESSMENT

NOTE: For the application to proceed for credit assessment all of the applicable documents outlined below must be provided.

- **Loan Application Form including Privacy Notice and Consent** – Fully completed, signed\* and dated by each applicant.
- **Customer Identification** – You must sight and collect one clear and legible photographic identity document from the list below in person or capture via IDyou or ZipID. Identity documents provided must show the customer's full legal name (including middle name/s), as per the application. If the customer has performed ID check at Australia Post, please make note in your submission notes.  
**Note:** ID must not be expired, with the exception of Australian Passports – acceptable if expired within the last 2 years. Acceptable list of identity documents:
  - Australian Passport
  - Foreign Passport
  - Australian Driver's Licence (Note: A driver's licence is acceptable even where only a middle initial is shown)
  - Proof of Age Card – Australian State or TerritoryFor more information, refer to the Credit Guidelines Booklet.
- **Submission Notes**
  - Broker Notes: with clear purpose, direction of cash out, advice regarding pre & post deductions and adverse conduct.
  - Copy of approved scenario exception (if applicable)
- **Income Verification Documents** – refer below for each income type used for serviceability. Remove all Tax File Numbers (TFNs) prior to submission. COVID-19 income commentary must be provided with every application submission.
- **Complete COVID-19 Commentary** – complete and attach COVID-19 Commentary form in ApplyOnline/LoanApp or add notes to the application submission notes (refer to questions at the end of this checklist).
- **Upfront Valuation** – pre-ordered and a valuation report included with credit submission (except for pre-approvals and construction loans if there is no contract to build inclusive of a progress payment schedule). Note: an AVM valuation is acceptable for applications involving LMI for purchases only.
- **Refinance Documents** – for incoming refinances only. Refer below for documentation required.
- **Contract of Sale Document** – for purchases only. Refer below for documentation required. Not required for pre-approvals or refinances.
- **Co-borrower Acknowledgment Form** – for co-borrower applications where a borrower is not receiving a substantial benefit from the loan funds (being use of at least 25% or if more than four borrowers, an equal share of the loan funds). Refer to below for documentation required.
- **Genuine Savings (where base LVR > 90%), if applicable** – as outlined below in Genuine Contributions (Genuine Savings) section.
- **Construction, if applicable** – as outlined below in 'Construction' section.
- **Mandatory repayment at retirement verification documents** – for imminently retiring customers. Refer below for documentation required.

\*NOTE: Electronic/Digital signatures are only accepted using the eSign capability offered via LoanApp and ApplyOnline. No other form of electronic signature is acceptable. If eSign is not used, ensure the signature is conducted via pen to paper.

## DOCUMENTATION VERIFICATION REQUIREMENTS

Document Type	Supporting Evidence
PAYG Permanent Employment Income	<p><b>One of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> One computer generated payslip, with the most recent payment no older than 45 days from application submission date, with YTD showing at least 2 pay cycles; <b>OR</b></li> <li><input type="checkbox"/> If YTD does not cover 2 pay cycles, 2 of the last 3 computer generated payslips, the latest one no older than 45 days from application submission date; <b>OR</b></li> <li><input type="checkbox"/> Bank Statement(s) or transaction listing(s), showing the last 2 salary credits with the most recent salary credit no older than 45 days from the application submission date.</li> </ul> <p>Note: Where salary credits are inconsistent and variance is &gt;20%, provide payslips to support bank statements/ transaction listings.</p>
PAYG Allowances	<ul style="list-style-type: none"> <li><input type="checkbox"/> 2 consecutive computer generated payslips, with the most recent payment no older than 45 days from application submission date to confirm allowances are ongoing.</li> </ul>
PAYG Casual and Contract income	<p><b>One of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bank statement(s) and transaction listing(s) with the most recent credit no older than 45 days from application submission date, evidencing employment income for a period of at least 6 months; <b>OR</b></li> <li><input type="checkbox"/> Computer generated payslip, with the most recent payment no older than 45 days from application submission date, reporting a minimum of 6 months YTD figure; <b>OR</b></li> <li><input type="checkbox"/> Where Payslip YTD reports a figure under 6 months obtain: computer generated payslips and PAYG Payment Summary or Personal Tax Return for the last financial year</li> </ul>
Overtime and Commission income	<ul style="list-style-type: none"> <li><input type="checkbox"/> Computer generated payslip, reporting a minimum of 6 months YTD figure, which has at the application submission date the most recent payment no older than: <ul style="list-style-type: none"> <li>- 45 days for weekly/fortnightly/monthly/bi-monthly payments; <b>OR</b></li> <li>- 90 days for payments greater than monthly.</li> </ul> </li> <li><input type="checkbox"/> Where Payslip YTD reports a figure under 6 months, provide most recent: <ul style="list-style-type: none"> <li>- 6 months of computer generated payslips; <b>OR</b></li> <li>- PAYG Payment Summary; <b>OR</b></li> <li>- Personal Tax Return for the last financial year; <b>OR</b></li> <li>- Signed contract of employment or letter of offer that specifies regular overtime</li> </ul> </li> </ul>
Bonus income (from 2 most recent financial years)	<p><b>One of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bank Statement(s) and/or transaction listing(s) with the most recent credit no older than 45 days from application submission date that evidence receipt of the bonus payments; <b>OR</b></li> <li><input type="checkbox"/> Payslips that evidence receipt of the bonus payments; <b>OR</b></li> <li><input type="checkbox"/> Reward statements issued by the employer that evidence receipt of the bonus payments; <b>OR</b></li> <li><input type="checkbox"/> Payment summaries or tax returns which evidence total income above the customers calculated base salary; <b>OR</b></li> <li><input type="checkbox"/> Signed letter from the employer detailing the bonus payment amounts paid</li> </ul> <p>Note: For bank statements and transaction listings, only the pages evidencing the payments are required, not the full 2 year period</p>
Self-employed Income (Evidence the flow of income from trading entities to individual)	<ul style="list-style-type: none"> <li><input type="checkbox"/> The last two years' financial statements (balance sheet &amp; profit and loss), the <b>most recent year</b> financial statement may be accountant or management prepared.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The last two years' taxation returns including ATO Assessment notice/Company Tax Portal for most recent income tax return applicable for: <ul style="list-style-type: none"> <li>- Individual (i.e. Sole trader/Proprietor)</li> <li>- Partnership</li> <li>- Non Trading Trust</li> <li>- Non Trading Company</li> </ul> </li> </ul> <p>Note: The most recent financial information as at the application submission date, must be no older than:</p> <ul style="list-style-type: none"> <li>- 21 months</li> <li>- 24 months for non-trading entities</li> </ul> <p><b>Where the future performance of the business will materially deteriorate, in addition to the above:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Business Activity Statements (BAS); <b>OR</b></li> <li><input type="checkbox"/> Business transaction statements (where BAS is reported annually or there is no GST registration)</li> </ul> <p>These documents must cover a minimum of the most recent financial quarter and the same information for the corresponding quarter of the prior financial year.</p>

Document Type	Supporting Evidence
<b>New Rental Income (owning or purchasing a property with no existing tenant but intending to lease)</b>	<p><b>One of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of the current executed lease agreement; <b>OR</b></li> <li><input type="checkbox"/> Market appraisal contained in valuation dated within 90 days*; <b>OR</b></li> <li><input type="checkbox"/> Market appraisal from a registered real estate agent dated within 90 days* and on Agents letterhead displaying property address</li> </ul>
<b>Existing Rental Income (owning or purchasing a property which is currently tenanted and earning an income)</b>	<p><b>One of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Rental property schedule contained in current tax return, no more than 2 years old as evidenced through lodgement with ATO; <b>OR</b></li> <li><input type="checkbox"/> Copy of current executed lease agreement (can include a Contract of Sale - Rental Schedule if purchase property is currently tenanted); <b>OR</b></li> <li><input type="checkbox"/> Copy of rental receipt issued by the real estate agent that is not more than 90 days* old showing 4 weeks of rental payments; <b>OR</b></li> <li><input type="checkbox"/> Bank Statement(s) or transaction listing(s) no older than 90 days* showing at least 2 direct credits. The credits must be identifiable as rental income</li> <li><input type="checkbox"/> Where the property is not mortgaged to NAB, a rates notice must be supplied to evidence the customers ownership of the property.</li> </ul> <p>Note: For properties generating holiday, short-term or shared space rental income the gross rental income must be demonstrated over a minimum of 12months, based on the most recent full financial year statement.</p> <p>Note: The currency of income from shared space rental must also be confirmed using 2 recent account credits.</p>
<b>Investment Income (Interest and Dividends) – Income from Publicly listed shares, Managed investments, interest bearing deposits or any other income producing asset</b>	<p><b>One of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shareholding certificate or current dividend statement or notice</li> <li><input type="checkbox"/> Managed Fund current statement or notice</li> <li><input type="checkbox"/> Letter from a financial planner with the NAB Group.</li> <li><input type="checkbox"/> Bank statement or internet banking transaction listing that identifies at least two direct credits as investment income</li> <li><input type="checkbox"/> Share Registry advice</li> <li><input type="checkbox"/> Term Deposit certificate</li> <li><input type="checkbox"/> The most recent tax return (must be no more than two years old and either prepared by a tax agent or containing evidence of lodgement to ATO)</li> </ul>
<b>Income from shares held in a Private Australian company or Discretionary Trust Distributions</b>	<p><b>One of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2 years of tax returns prepared by tax agent or containing evidence of lodgement to ATO most recent tax return no more than 2 years old; <b>OR</b></li> <li><input type="checkbox"/> Bank statement(s) or transaction listing(s) no older than 90 days* and showing 2 years of income</li> </ul>
<b>Other Income</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Government benefits</b> – Government letter or bank statement(s) or transaction listing(s), no older than 90 days*, showing 6 months of payments received, verifying government benefit in narrative.</li> <li><input type="checkbox"/> <b>Child Support</b> – Child Support Agency Letter confirming receipt of payment for next 5 years</li> </ul> <p><b>PLUS</b></p> <p>Bank statement(s), no older than 90 days*, showing 6 months of payments received</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Superannuation</b> – One (or combination) of the following: <ul style="list-style-type: none"> <li>– Bank statement or transaction listing no older than 90 days* from the superannuation fund</li> <li>– Superannuation Fund Statement or Letter no older than 90 days* over a 3 month period</li> <li>– Financial Statements (eg: SMSF)</li> <li>– Letter from Financial Planner / Advisor</li> </ul> </li> </ul> <p>Note: Some Government Benefit Payments have specific eligibility criteria – refer to Credit Guidelines Booklet</p> <p>Note: Where income drawings are less frequent (e.g. quarterly, half yearly, yearly) for superannuation income, provide 12 months payment period</p>
<b>Construction</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Upon completion valuation. (except if pre-approval or if there is no contract to build inclusive of a progress payment schedule).</li> <li><input type="checkbox"/> Copy of Fixed Price Building Contract Variations fully executed by all parties and/or additional quotes for “out of contracts” items.</li> <li><input type="checkbox"/> Where FHOG amount is required at settlement – Authority to use FHOG and Other Government Grants form for payment at land settlement - Fully completed, signed* and dated by each applicant.</li> <li><input type="checkbox"/> Evidence of builders deposit receipts paid prior to settlement – where applicable.</li> <li><input type="checkbox"/> Prior to first progress payment, must provide: <ul style="list-style-type: none"> <li>– Council approved plans and specifications</li> <li>– Builders All Risk Insurance</li> <li>– Home Owners Warranty Certificate</li> </ul> </li> </ul> <p>Note: Preparation, Deposit and Base stages cannot exceed 20% of total building contract costs, and final stage completion must be min. 10% of total building contract</p>

\*Documents must be no older than 90 days as at the application submission date.

Document Type	Supporting Evidence
<b>Genuine Contributions (Genuine Savings)</b>	<input type="checkbox"/> <b>Genuine Savings</b> Evidence of minimum 5% of Purchase Price is to be verified as genuine contribution (savings) for loans with a base LVR above 90% or First Home Buyer Loans supported by Government Guarantee (eg. bank statements). <sup>1</sup> <sup>1</sup> Refer to Credit Guidelines Booklet under Genuine Contributions (Genuine Savings) section for full details on verification requirements.
<b>External mortgage debt (not being refinanced)</b>	<input type="checkbox"/> Loan statement, Internet account summary, Internet transaction listing or other document (e.g. loan contract), no older than 6 months that evidences the: <ul style="list-style-type: none"> <li>- loan limit; and</li> <li>- interest rate; and</li> <li>- expiry date of loan term or remaining period of loan term (excluding line of credit facilities)</li> <li>- For IO loans obtain expiry date or remaining IO period</li> </ul> <p>Note: Expiry dates or remaining loan term can be verified by bank issued documents where the account number/ reference number can be reconciled with any of the above.</p>
<b>Purchases</b>	<input type="checkbox"/> Fully executed Contract of Sale including special conditions (signed by all parties) <p>Note: For NSW and ACT - Contract of Sale must be signed and dated by at least one party Purchaser or Vendor. Where an unsigned contract of sale is to be provided, then this must be accompanied with a signed Sales Advice notice (letterhead, dated, details of transaction and parties) from agent.</p>
<b>Refinances</b>	<input type="checkbox"/> 6 months bank statement(s)/ transaction listing(s), no older than 90 days from application submission date for loan(s) being refinanced <input type="checkbox"/> Last 3 months credit card(s) statements for cards being refinanced (showing name, card limit, and balance) <input type="checkbox"/> Signed Discharge Authority Form (outgoing lender)
<b>First Home Owners Grant (FHOG)</b>	<input type="checkbox"/> Original and executed FHOG application forms (if applicable). <input type="checkbox"/> Authority to use FHOG and Other Government Grants form for payment at land settlement (if applicable). <p><b>Fully completed, signed and dated by each applicant.</b></p> <p>Email scanned copies of the documents to: <a href="mailto:Advantagedge.afssettlements@advantagedge.com.au">Advantagedge.afssettlements@advantagedge.com.au</a>  Post documents (TAS only) to: FHOG Department, PO Box 626, Collins Street West, Melbourne, VIC, 8007</p>
<b>Applications involving cash out</b>	<p>Cash out is any funds provided to the customer on an uncontrolled basis.</p> <input type="checkbox"/> Application notes must cover the purpose of any cash out/equity release in excess of the current lending limits. <input type="checkbox"/> Evidence of 80% of the cash out/equity release is required where LMI applies <p>Note: The above criteria does not apply where the loan product is a line of credit/portfolio facility.</p>
<b>Repayment at Retirement</b>	<p><b>100% Financial Assets to Home Loan Limit/s at Drawdown</b></p> <input type="checkbox"/> Most recent valuation held for current property (if not already held by Lender); <b>OR</b> <input type="checkbox"/> Rates notice of current property (no older than 12 months); <b>OR</b> <input type="checkbox"/> Bank account statement and/or term deposit certificate (no older than 90 days); <b>OR</b> <input type="checkbox"/> Share statements / online trading account statements (no older than 12 months); <b>OR</b> <input type="checkbox"/> Most recently issued superannuation statement (no older than 12 months); <b>OR</b> <input type="checkbox"/> A letter from a financial planner which states the balance of the customer's super fund (no older than 12 months); <b>OR</b> <input type="checkbox"/> Financial statements (e.g. SMSF, company/business, trust) <sup>^</sup> ; <b>OR</b> <input type="checkbox"/> Copy of non-listed company or business balance sheet that the customer(s) holds an interest in, which shows the entity net asset/equity value <sup>^</sup> . Note: value attributed should align with customer's entitlement i.e. % of ownership; <b>OR</b> <input type="checkbox"/> Beneficial ownership of a trust where customer is (a) a trustee who controls the distributions from a trust to beneficiaries or (b) a named trust beneficiary who receives trust income distribution/s: <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule of beneficiaries in the trust deed <b>AND</b></li> <li><input type="checkbox"/> Balance sheet of the trust<sup>^</sup> <b>OR</b></li> </ul> <input type="checkbox"/> Another document which verifies the asset held, in line with verification document criteria <sup>^</sup> <sup>^</sup> Note: Refer to Credit Guidelines Booklet for full details of verification requirements.
<b>Downsize Owner Occupied Property</b>	<input type="checkbox"/> The most recent valuation held; <b>OR</b> <input type="checkbox"/> Rates notice (no older than 12 months)

# New Application COVID-19 Commentary



## CONVERSATION GUIDE

### Some questions to ask your applicants to help you understand if they have experienced or foresee any changes related to COVID-19:

- Can you tell me about your job and the impacts of COVID-19?
- If applicable, has the rental income amount on any of your investment properties decreased?
- Can you tell me about any future changes that you are aware of and how they may potentially impact your financial situation?
- Has your employer given you any indication that COVID-19 may result in reduced hours or income?
- Post the COVID-19 pandemic, do you believe that you'll be able to return to your normal employment conditions?
- Have you been advised of any future changes to your employment?
- Is your situation temporary and likely to recover shortly after settlement? If yes, how will you meet your repayments and commitments during this interim period?

### Self-employed income

Can you tell me about your business and the impacts of COVID-19, will you be able to continue to trade? If impacted, you must address all of the following:

- Can you tell me about how the COVID-19 measures have impacted your sales, and how further measures may impact your sales over the coming months (e.g. reduced sales and enquires by 40% since last week due to the nature of the industry, or cancelled projects etc.)?
- Can you tell me about the impact that COVID-19 has had/may have on your cashflow over the next six months (e.g. debtors paying slower, creditors deducting terms)?
- What, if any, COVID-19 Government Assistance you have taken up?
- Can you tell me about any future changes that you are aware of and how they may potentially impact your financial situation?
- Post the COVID-19 pandemic, do you believe that your business will be able to return to more normal trading conditions? If so, how long have you planned for this to occur?

Copy and paste the below into your application notes and add your relevant responses.

**1. Have any of the applicants experienced or foresee any changes related to COVID-19?**

Yes     No (no further action required)

If you have selected 'Yes', please consider the following:

**2. Please advise if any of the below are applicable**

**Employment / Income:**

Reduced work hours                       Reduced income                       Reduced rental income  
 Reduced Sales (self-employed)       Cashflow (self-employed)       Government COVID-19 income support  
(Please specify type):

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**3. Does the income recorded in the application include any COVID-19 adjustments? (E.g.: Government COVID-19 income support, rental reductions, rent relief, government business grants etc.)**

Yes     No

**4. Self-employed (if applicable):**

Is the applicant's future financial position/performance likely to materially deteriorate compared with the income documents or financial statements provided?

Yes     No

**5. Existing Home Loan Customer (if applicable):**

Are any of the applicants on any COVID-19 repayment support for existing loans?

Yes     No

If you have selected yes, please advise:

Deferral type: \_\_\_\_\_ Expiry date    /    /

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**Provide any further commentary as required:**

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