

Choice Series - Residential - Checklist

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|---|--|---|--|------------------|
| All Applications | Completed loan application form | | Electronic Signature Certification of Completion | |
| | Privacy Consent | | Broker Loan Summary Sheet | |
| | Servicing Calculator report | | Customer Needs Analysis | |
| All Borrowers | Completed digital consent | | | |
| | Completed digital VOI (must show "passed") or manual VOI documents | | | |
| | Any account closure letters from past 3 months | | Last 3 months statement on any other debts | |
| | Title search (system – generated) | | Equifax Reports (CCR) | |
| | Written explanation for any arrears, defaults, or dishonored payments | | | |
| Signed Exit Strategy letter (if any consumer is greater than 55 years of age) | | | | |
| Income Documents | PAYG | | | |
| | Latest 2 Payslips | 6 Weeks' Bank Statements - with the most recent salary credit on the statement being no more than 60 days old on receipt by the lender. | | |
| | Employment Contract or Employment Letter if only one of the above can be provided | | | |
| | Most recent payslip, or Most recent financial year ATO Income Statement or Year-to-date figure on a June payslip from the most recent financial year if overtime, allowances, commission or bonuses are used for servicing | | | |
| | Self Employed | | | |
| | Most recent 1 year Company Tax Returns & Financial Statements (waived for professional SE) | | | |
| | Most recent 1 year Personal Tax Returns & Notice of Assessment (or Accountant Letter) | | | |
| | Business must be trading ≥ 24 months (Exception: newly established SMSF Trusts and Holding entities.) | | | |
| | Rental Income | | | |
| | Rental statements; or Bank statements; or Signed lease agreement; or Valuation report | | | |
| Additional requirements for sophisticated investors - Details refer to our team | | | | |
| Security | New Purchase | | | |
| | Contract of Sale | Deposit Receipt | Funds to Complete | Valuation Report |
| | Refinance | | | |
| | Latest Council Rate Notice | | Valuation Report | |
| Construction | Off the plan purchase | | | |
| | Contract of Sale | Valuation Report | Comparable sales | |
| | As is valuation (acceptable only for reno/home improvement where loan ≤ 90% of land value) | | | |
| | Construction Purchase | | | |
| | Builder's quotation or tender document | | Draft plan/specification | |
| Evidence of genuine savings (no savings plans) | | Executed fixed price building contract | | |
| Bridging Loans | Contract of Sale | Valuation Report | Statements for all debts | |
| | Council Rate Notice | | Exit strategy (if applicants >55 years old) | |