

Broker Name: _____

Broker ID: _____

Customer/s Name: _____

Application No: _____

All Applications

- For individual borrowers, the Personal Lending application, including the Privacy Consent, fully completed and signed by all borrowers/guarantors. For Non-Personal entities, the Non Personal application form and Guarantor Details form must be completed
- Attach completed BOQ Serviceability Spreadsheet with Debt Service Cover Ratio to be $\geq 1:00$ with a surplus of $> \$1$
Note: if base LVR > 90% a surplus of at least \$200 per month is required
- Ensure Tax File Numbers are removed from all documents

PAYG (100% primary, second job 80%)

- 2 most recent electronically issued or paper payslips showing Borrower name, Employer name, YTD figure. (<45 days old);

OR any two of the following

- 1 most recent payslip;
- Most recent PAYG Income Statement;
- Most recent Tax Assessment Notice (< 12 months old);
- Signed and dated employment contract containing both employer and employee name, income details and ABN (except for government bodies).

OR

- 3 most recent consecutive months bank account statements (<45 days old) showing regular salary credits, with the name of employer evident. (Internet banking transaction acceptable if it displays borrower's name, full BSB and account number AND Individual transactions

Casual Income (80% YTD)

- Evidence of minimum of 6 months YTD continuous service with the same employer. (See PAYG verification, evidence must cover 6 months history)

Family Employment

- Letter of employment or two most recent payslips; **AND**
- Bank statements supporting a minimum of the last two pay deposits

Commission Income (80%)

Copy of employment contract or letter from employer

- confirms commission is a permanent and ongoing condition of employment
 - Shows employer's name and employees names on an official letterhead
 - Where the employer is not a government body, shows employers ABN; **AND**

Written evidence of amount of commission received over the six month period before the application date:

- Payslip showing break up of YTD base and YTD non-base (commission) income for SIX (6) months prior to the application date, or
 - Employer letter includes confirmation of amount paid over prior 6 months.

Overtime / Allowances - Essential services, Commercial aviation and Government transport Services (100% of income used unless casually employed)

- 2 most recent payslips showing overtime with average monthly income to be taken from total YTD figure

OR

- 3 consecutive month's transaction statements showing regular salary credits. Use the average amount of these credits.

Overtime / Shift Allowances - Other occupations (80%)

- 2 most recent payslips showing overtime with average monthly income to be taken from total overtime YTD figure.

- Where prior to Nov 1: Also obtain evidence of the total amount of overtime paid in the prior financial year by either letter from the employer confirming overtime paid in the prior financial year, or final payslip from prior financial year with overtime YTD

Car Allowance (100%)

- The two most recent payslips showing car allowance; **or**
- Signed and dated employment contract containing as a minimum borrower name, salary, ABN (except Government bodies)

Site & Remote Allowances (50%) (no other allowances acceptable)

- The applicant's employment letter / employment contract; **AND**
- The two most recent payslips showing allowance with the average monthly income to be taken from the total YTD allowance figure

Note: Site allowance must be earned over a minimum of 2 consecutive years

Bonus (80% of lower of last 2 years)

- Copy of letter of entitlement from employer or employment contract; **AND**
- Letter from employer detailing the bonus amounts received over the past two years, supported by either:
 - Tax return, or
 - PAYG payment summary, or
 - Payslip, or
 - Bank statement credit entry

Government income / Family allowance (*Family Tax Benefit Part A & B - Child <11 years old*)

- A current Centrelink or Dept of Veteran Affairs statement (no more than three months old); **or**
- Three consecutive month's current bank statements showing receipt of government/Centrelink payments

Note:

- *Unable to rely on Government pension or benefit as the sole source of income.*
- *Rent Assistance as part of the Family Tax Benefit Part A is unacceptable income*

Child Support income (*Child <13 years old*)

- Copy of the Maintenance Agreement registered with the Child Support Agency; **AND**
- Three months bank statements showing regular payments

Maternity leave payments

- Signed and dated confirmation letter from the employer containing both employer and employee name, ABN (except for government bodies), salary amount and proposed return to work date - no payment gap more than 60 days.

Investment income (*80% lower of the last two years*)

- 2 most recent tax returns, no more than 18 months old; and
- A current account statement or shareholding certificate or CHES statement.

Rental Income

- A current signed lease agreement; **or**
- Three consecutive months bank statements showing regular rental credits with the name of the agent evident; **or**
- Latest monthly Real Estate Agents Tax Statement; **or**
- Rental statements issued by managing agent (<90 days);

Note: *If any of the above is not available use the most recent personal tax return*

Proposed Rental Income

- Real Estate Agent's letter stating expected rental income; **or**
- Copy of the proposed, signed lease agreement; **or**
- Panel Valuer estimated rental income from recent full valuation report

Self-funded Retirees

- Net income as confirmed by last two annual Funds statement (if confirmed as non-taxable) or the last 2 years tax returns; and
- Superannuation and/or investment statements showing the current balance

Self Employed

Income

- Individuals - Last 2 years personal and business Tax Returns and Tax Assessment Notices, no more than 18 months old.
- Non Individual entities (including Partnerships) - Last 2 years personal and business Tax Returns and accountant prepared profit and loss and financial statements;

Note: *If adding back extraordinary expenses provide details of the expense and explanation comments in servicing note*
AND

Tax Status

- Tax status to be confirmed by ITA, Tax Portal Lodgement and integrated Client Account Portal for each self-employed borrower and guarantor; **or**
- Written confirmation from the borrower's accountant; **or**
- ATO receipt confirming payment of outstanding ATO notice

Existing Debt / Expenditure Details**

- Mortgage/personal loan refinancing and / or debt consolidation - 6 months statements (<90 days old)
- All Credit Cards/Store cards refinancing and/or debt consolidation - 3 months statements (<90 days old)
- Continuing mortgage or personal loan: Either the latest mortgage statement; or a copy of the loan contract (<12 months old);
- Credit cards NOT being refinanced: provide the latest statement showing limit (<45 days old); or 'Proof of Account Balance Letter' showing other Bank logo, account name, account details, current and available credit card balance
- Ongoing rental expense, A current rental agreement; or schedule of rent from the Real Estate Agent

****Note:** *Statements MUST include all pages. If providing internet statement, must include at least one statement (confirming lender, account owner, account number and transactions history)*
Alternative verification can be in form of a Letter from external institution showing regular payment; or the most recent three months savings account statements showing regular payments (no older than 90 days)

Living Expenses

Application LVR <80% (no LMI) for applicants with no adverse credit:

- 1 month of statements (most recent) on all main transaction accounts (<45 days old)

All other applications not meeting the above criteria, or if adverse conduct is evident on statements:

- 3 most recent consecutive months' statements on all main transaction accounts (most recent being <45 days old)

Note: *"Main transaction accounts" must include the account in which salary/pay is credited and the account(s) where their regular living expenses are transacted if transacted through a separate account, and may include credit card accounts*

Purchasing (if property under contract)

- Executed Contract of Sale; **AND**
- Solicitor/Conveyancer details (name, address, phone no.)
- Evidence of Funds to complete the purchase

Note: *A fully executed copy means the contract details, schedule document and all annexures to the contract that comprise special conditions and/or additional clauses.*

Note NSW - *A copy of the contract executed by the seller is acceptable, noting that the seller holds the copy signed by the buyer.*

Building renovating or extending

- Building Contract, including schedule of payments (executed by builder).
- Council approved plans and/or specifications
- Copy of the building costs and detailed quotes (where building contract is not appropriate)
- Builder's insurance

Body Corporate Levies/Fees

Existing and new properties:

- Most recent Body Corporate "Notice of Contributions" or similar tax invoice showing levies payable, **or**
- Body Corporate minutes (written) received from independent property managers, **or**
- Contract of Sale (for newly acquired units/townhouses) showing levies payable

Lenders Mortgage Insurance (additional requirements)

- Non Genuine Savings - Statutory Declaration to validate gift or other proof of funds deemed acceptable to BOQ
- Genuine Savings - most recent 3 month's savings account statements
- Genuine Savings (rental history) - 6 months consecutive rent statements from real estate/property agent showing rental amounts paid, name of borrower and address of property
- Evidence of any deposit already paid
- Current rates notice must be provided together with confirmation of rates being paid up to date

Post Retirement Capacity

- Applicant aged >50 years; and will be 70 years or older at the end of the proposed loan term the following is required.

Detail how the borrower intends to meet the loan repayments or clear/reduce debt upon retirement

- Repayment of Loan prior to retirement
- Downsizing of home
- Sale of assets
- Recurring income from superannuation
- Superannuation lump sum following retirement
- Income from other investments
- Savings
- Co-applicant's income
- Other – please include detail in broker notes

- If Superannuation forms part of this, please supply verification e.g. copy of latest superannuation statement

Other Requirements (as relevant)

- Completed First Home Owner Grant (FHOG) application together with supporting documents as specified in the FHOG Application. Original to be sent to BOQ Broker Unit at time of approval, please mail to: BOQ Broker Unit, GPO Box 898 Level 4, BRISBANE QLD 4001
- BOQ may conduct an employment check. Please ensure the necessary approval is in place with employer to allow BOQ to complete if required (mandatory for mortgage insured applications)
- Credit report - please provide explanation for all enquiries in the past two years
- Broker notes attached
- Where an Upfront Valuation has occurred, please note Valuation Reference

Responsible Lending	Response
If purchase; Why product and/or rate was selected?	
If refinance; Please provide reason and benefit for the refinance/debt consolidation	
If a fixed loan; please confirm applicant/s have no intentions to change loan during fixed period and are aware of break costs should they change. If rate lock not selected, please confirm applicant/s were made aware of rate lock and chose not to proceed with this option	

<p>If Interest Only; What is the reason(s) for the applicant selecting an Interest Only repayment period?</p> <p>Confirm customer was made aware that a Home Loan with an Interest Only repayment period may have a higher interest rate than a principal and interest loan, and after the interest only period has finished, may result in the loan having an increased scheduled monthly repayment.</p> <p>Please confirm that you have verified that Interest Only period is in line with the customer stated objectives.</p>	
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Identification

- All parties to the loan were interviewed and identified in person and I have sighted originals & attached true and correct copies of the identification documents;
- OR
- The following parties to the loan were interviewed remotely and identified over video-conferencing (please attach certified identification form, copies of certified ID (certified prior to interview date) and screenshot of applicant holding the ID that was certified

Note: Signature on ID must match signature on application. Where Drivers Licence is provided, please ensure copies of both sides provided; where a Victorian Driver's Licence is provided as primary form of ID, please also provide a secondary form showing customers full name including middle name

Signature and Declaration

All matters declared should have, where relevant, considered the BOQ Guidelines. By signing this form:

- a. I declare that I have identified all parties to the loan according to the BOQ AML/CTF guidelines (including details of any further enquiries made with regards to identification in the broker notes)
- b. I have made reasonable inquiries and can state that the product meets the applicant(s) requirements and objectives.
- c. I confirm, in accordance with National Consumer Credit Protection Act 2009, I have assessed the requirements and objectives of the applicant/s are consistent with those provided in the Application Form or I confirm I have informed BOQ of any additional requirements and objectives.
- d. I confirm that I explained the privacy and disclosure obligations to the customer and that they understood and consented to them.
- e. Where the loan application is for refinance or consolidation of debts, I considered the costs, risks and benefits for the applicant(s). I am satisfied that the refinance or consolidation of debt meets the applicant(s) requirements and objectives.
- f. I have provided details of any conflicts of interest in relation to this application.
- g. I have made reasonable inquiries and a preliminary assessment that the proposed BOQ credit contract is not unsuitable.
- h. If attending the signing of the Guarantee and Indemnity, I will ensure that the Guarantor(s) sign the Guarantee and Indemnity in the absence of the Borrower(s), and at a minimum, that the Borrowers and Guarantors are in separate rooms. If the guarantor is a director of a company borrower, then I will ensure that the other officeholders of the company borrower are absent.

Broker Signature _____

Date _____