

BROKER SUPPORTING DOCUMENTS CHECKLIST

Phone 1800 627 499

Submission Notes: The below supporting documents are required for Heritage Bank Limited to assess a specific loan application. All supporting documents are to be submitted using the ApplyOnline Supporting Doc module. Tax File Numbers (TFNs) should be removed/redacted from all supporting documents; ApplyOnline Supporting Doc module provides this functionality.

Supporting Documents

Loan applicant(s) name: _____

Please tick (✓) the boxes below to indicate which supporting documents are attached relating to your loan application.

Application documents

Fully completed Electronic Application form signed by all applicants/guarantors

Valuation ordered on RP Property Hub via brokers.heritage.com.au

*Valex reference number: _____

Certified identification must be completed for ALL applicants/guarantors under AML/CTF Act

(includes providing clear copies of photographic identification)

- Identification must be based on the same surname of the party being identified
- Where there is a difference in the real and assumed name of the party concerned, Change of Name procedures apply
- Documents issued using initial(s) and surname only, do not satisfy requirements
- If an existing Heritage Bank customer, provide account number

Verification of Identity Form (where applicable)

Privacy Acknowledgement and Consent Form signed and dated by all applicants/guarantors

Package Acknowledgement Form (for Package applications only)

FHOG Application Form

PAYG Income Evidence

Most recent computer generated payslip (with 3 months YTD), **OR**

Most recent computer generated payslip and 3 most recent months transaction account statements with the name of the employer or notation identifying a pay credit evident, **OR**

Most recent computer generated payslip and income statement or payment summary

Other Income Evidence

Government payments - any 1 of the following:

- A letter, dated within the last 6 weeks from the issuing government outlining:
 - a. Type of payment (eg. FTB Part A, Disability Pension etc.)
 - b. Details of who benefits are payable for (children's names and ages where applicable)
 - c. Amount of payment
 - d. Breakup of payment (eg. FTB Part A, Part B, Rent Assistance, Pharmaceutical allowance)
- 3 most recent months transaction account statements with the name of the benefit evident

Employed by family/through family business - Most recent ATO Assessment Notice must be provided in addition to the PAYG requirements.

Rental Income

Copy of current tenancy agreement confirming rent amount, commencement date and termination date (only acceptable if current) **OR**

An independent real estate agent rental appraisal **OR**

Most recent statement from real estate agent managing property evidencing rent received and outgoings paid **OR**

Most recent months transaction account statement confirming rental credits **OR**

Market rental opinion as stated in a valuation of the property being purchased/refinanced **OR**

Last two tax returns and ATO assessment notices (if relevant)

Self-Employed

Full financials

- 2 years tax returns
- Copy of most recent available ATO Notice of Assessment
- If tax return not available for last year, Profit & Loss and Balance Sheet for last year from a qualified Accountant & a tax return from the previous year is to be provided
- After 1st January each year submit "Interims":
 - Trading results or internal cash book summary with 20% variation rule applying, and
 - BAS return for July/January period (December BAS required for January application)

Note: Business financials are to be accountant prepared, actual (not draft or extracts) and in full (i.e. trading, profit and loss, balance sheet etc.)

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Supporting Documents - continued

Company/Trust

Copy of Certificate of Incorporation

Copy of Trust Deeds

Evidence of business debts (i.e. loan, lease H/P repayments and credit card limits)

Exit Strategy

Exit Strategy required where:

- The product is an Owner Occupied home loan or a Line of Credit **AND**
- The highest income earning applicant is older than 55 years of age

This may be in the form of the most recent superannuation statement less than six months old

Existing Loan/Debts

Current statements covering most recent six months for mortgage and personal related loans **being refinanced**

Current statements covering most recent three months for credit/store/charge cards debts **being refinanced**

Current statement covering one month as evidence of the repayment amount and interest rate for any fixed debt/commitment **not being refinanced** (e.g. Line of credit, credit/store/charge cards, margin loans evidence of the related limit)

Other Commitments and Liabilities

Evidence of HECS/HELP debt/repayment (ATO Assessment Notice)

Evidence of child maintenance

- Child Support Agency assessment confirming the amount payable, the names and dates of birth for the eligible child/children, **AND**
- 3 most recent months transaction account statements confirming receipt of payments

Rental commitment

- Current lease agreement
- Statement or letter from the managing agent
- Proof of rental payments from bank records (name of lessor to be shown on statement)

Evidence of declared Living Expenses

- One month most recent main transaction account statement from the borrower's financial institution declaring Living Expenses

Construction/Renovation Applications

Formal builder's contract

Formal plans and specifications (non-council approved) **AND**

Quotes for any 'out of contract' items

Note: The Valuer may also contact the broker/borrower for documentation required to complete the 'as if complete' valuation.

Purchase and Other/Collateral

Contract of sale/offer and acceptance showing:

- Title particulars
- Contract dated
- Real estate agent/vendor details
- Purchaser and applicant/borrower must be in identical names

Note: Exchanged Contract of sale/offer and acceptance signed by vendor and purchaser is required prior to settlement

Evidence of savings/funds

Note: Applicants with 20% or more equity only need to provide evidence of the existence of that deposit and don't need to demonstrate a 5% genuine saving history, nor provide details of the deposit history but must show propensity to meet repayments.

Applicants with less than 20% deposit required to provide evidence of the 5% genuine savings for a minimum 3 month period

Confirmation that sufficient funds to complete the purchase are held

- Where a gift, evidence of the gifted funds and a signed Statutory Declaration to confirm that the gift is unconditional

Re-Financed Applications

Copy of completed discharge authority from other financial institution which has been handed/sent to that institution

Other important information to note

Latest Rates Notice for all properties owned (if applicable)