

## DOCUMENTATION CHECKLIST

When applying for a home loan you may need to provide the following documentation. This supporting documentation substantiates your income/expenditure and assets/liabilities. Your Shire First Mortgages loan consultant will confirm which documents will be required at the time of your application.

Please Tick

<b>PROOF OF IDENTITY</b>	<ul style="list-style-type: none"> <li>• Passport/Visa /Citizenship Certificate</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Drivers Licence</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Marriage Certificate</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Birth Certificate</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Medicare Card</li> </ul> <p>Note Certified copies of ID documents may be required. All loan consultants at Shire First Mortgages are also registered JPs so we will be able to assist you with this.</p>	<input type="checkbox"/>
<b>INCOME</b>	<ul style="list-style-type: none"> <li>• Two Most recent payslips (computer generated with employee's and employer's name and employer's ABN)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Copy of employment contract</li> </ul>	<input type="checkbox"/>
<b>ASSETS</b>	<ul style="list-style-type: none"> <li>• Most recent group certificate (s) and tax assessment notice (the bit you get back from the ATO after you lodge your tax return)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• If self-employed- last 2 years full tax returns and assessment notices ad financial statements for yourself, your company or partnership and any trust involved</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Centerlink statements</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Centrelink entitlement letter (no more than 1 month old)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Proof of existing rental income – tenancy agreement and/or agency statement</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Proof of proposed rental income – rental estimate letter from a Real Estate Agent</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Most recent statement for all savings accounts</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Copy of superannuation statements, share certificates etc</li> </ul>	<input type="checkbox"/>
<b>LIABILITIES</b>	<ul style="list-style-type: none"> <li>• Copy of sale contract on an existing home or settlement letter from your solicitor if the deposit is to come from the sale of an existing home</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Copy of deposit receipt paid to your real estate agent</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Statutory declaration (if any part of the deposit is a gift), stating the amount of the gift and that it is no repayable</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Rates notice on any existing owned properties</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Most recent statement for all credit cards (if we are consolidating debts then 3 months most recent statements)</li> </ul>	<input type="checkbox"/>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Most recent statement for all personal loans,leases etc</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Copy of last 6 months loan statements for any existing mortgages</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Copy of contract of sale for property being purchased</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Home insurance certificate of currency for all properties owned</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Copy of plans,specifications and fixed price contract (construction/renovations)</li> </ul>	<input type="checkbox"/>