

# Home Loan Application Checklist

Broker Use Only



Ensure the below documentation and information concerning the applicant(s) are included with your client's home loan application. You must sight all original documents (whether in paper or electronic form) before submitting them to MOVE Bank. **All tax file numbers must be deleted from all documents prior to submission to MOVE Bank.**

## LOAN APPLICATION & CONSENTS

- Completed and signed Home Loan Application form
- Signed Credit Information Consent form
- Completed and signed Home Loan Application checklist and declaration (by the Broker)

## SERVICING

- Servicing calculation worksheet
- Living expenses calculator (part of the Servicing calculation worksheet)

## IDENTIFICATION

- Certified copy of identification including completed VOI document

## CREDIT CHECK (not compulsory)

- Copy of credit file report showing no adverse listings

## PAYG INCOME

- Minimum 2 computer generated payslips (must include minimum 3 months YTD breakdown for overtime)

## SELF EMPLOYED INCOME (non preferred)

- Last 2 years personal taxation returns which must be supported by accountant verification
- Last 2 years ATO tax assessment notices

## RENTAL INCOME

- Rental income statement issued by the managing real estate agent

## OTHER INCOME

- Family benefit entitlement statement
- Child support statement

## STATEMENTS

- Copy current statement not more than 6 months old for existing home/personal/overdraft loans
- Copy current statement not more than 3 months old for existing credit cards
- Copy current 6 months account statement for transaction account or
- Transaction statement via Brokerflow reference \_\_\_\_\_

## PURCHASE

- Full copy of contract of sale

## REFINANCE

- Copy current 6 months loan statements for loans being refinanced
- Copy current 3 months account statements for credit card debt being refinanced

## CONFIRMATION OF EQUITY

- Evidence of funds to complete the purchase

## LOANS WITH LVR >80%

- Evidence confirming deposit or savings contribution

## DUTY OF DISCLOSURE

Information that must be disclosed to MOVE Bank includes, but is not limited to:

- Poor conduct on borrowers' loans
- Borrowers application previously referred to or declined by another lender
- Outstanding statutory obligations (eg. Unpaid council rates or body corporate levies, taxes)
- Adverse credit report or credit history of borrower or any business of which the borrower is a related party
- Liabilities not disclosed by the borrower in the application
- If the borrower is not a citizen or permanent resident of Australia
- Advantageous purchases
- Borrower is employed by family members
- Any other non-compliance with the terms of this policy

Disclose information here – If no disclosure is required please indicate NOT APPLICABLE

Any personal or employment relationship between any parties to the transaction, including but not limited to Borrower / Broker / Introducer / Vendor / Legal Representatives / Vendors Agents / Valuer must also be disclosed to MOVE Bank.

Disclose information here – If no disclosure is required please indicate NOT APPLICABLE

Was a meeting held with the applicant(s) face to face?  Yes  No\*

\*Where a face-to-face meeting or sighting of original documents did not occur, please disclose which documents were not sighted and how the documents were received.

Disclose information here – If no disclosure is required please indicate NOT APPLICABLE

## BROKER DECLARATION

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | I confirm all applicable supporting documentation listed on the Home Loan Application Checklist have been obtained and enclosed/attached.  |
| <input type="checkbox"/> | I confirm that I have permanently deleted all tax file numbers from all records prior to application lodgement.  |
| <input type="checkbox"/> | I have disclosed to MOVE Bank every matter that I know, or could reasonably be expected to know, relevant to MOVE Bank's decision whether to accept the application for consumer credit. |
| <input type="checkbox"/> | I verify that I have provided details of any personal or employment relationship between any parties to this transaction.  |
| <input type="checkbox"/> | I have made reasonable inquiries and can state that the product meets the borrower's requirements and objectives and is not unsuitable.  |

Broker Name

Broker ID Code

Broker Signature

Date