

LOAN VARIATION SUBMISSION CHECKLIST

Please use this form to assist you in supplying the correct supporting documentation for the loan variation that is being performed. Refer to the Credit Guidelines Booklet for detailed information. **IMPORTANT:** you must ensure that all Tax file Numbers have been removed from all supporting documentation.

	TYPE OF VARIATION (refer below)	ATTACHED		TYPE OF VARIATION (refer below)	ATTACHED
INCOME DOCUMENTATION	2, 3a, 4a & 7a		PHOTOGRAPHIC IDENTIFICATION	2, 4a, 4b, 6 & 7	
PAYG APPLICANTS			For existing customers bringing on a new security, a copy of photographic identification must be attached to verify customer identify. The original document must be sighted or certified.		
Full Time (Permanent) or Part-Time / Casual / Second Job with a minimum of 12 months continuous service			PURCHASE DOCUMENTS	2, 3a & 3b	
One computer generated payslip with YTD showing at least 2 pay cycles; or			Executed copy of Contract of Sale		
If YTD not shown, 2 of the 3 last payslips; or			Copy of Transfer of Land document		
3 months Bank Statements or transaction listings reflecting direct employment income credits.*			Copy of deposit receipt (only where deposit funds are required to complete purchase or LVR > 80%)		
*Most recent payslip must not be more than 60 days old as at the application lodgement date			CONSTRUCTION LOANS	2, 3a & 3b	
*Statements must not be older than 60 days as at the application lodgement date			Executed copy of Fixed Price Building Contract		
SELF-EMPLOYED APPLICANTS	2, 3a, 4a & 7a		Copy of plan of sub-division (where up to 3 residences to be constructed on title)		
Tax Returns – ATO lodged Tax Returns for last two financial years and Tax Office Assessment Notices (where available)			EXISTING HOME LOANS NOT BEING REFINANCED	2, 3a, 4a & 7a	
Balance Sheet and Profit & Loss Statements for last two financial years (Accountant Prepared or Audited)			Loan repayment information to be verified is to include:		
OTHER INCOME	2, 3a, 4a & 7a		1. Loan limit		
Overtime, Commission Income and Bonus Income – Bank statement(s) and transaction listings; or Payslip showing YTD; or PAYG Payment Summary; or Personal Tax Return; or Signed letter from employer			2. Interest rate		
Rental income – copy of lease agreement / bank statements / most recent rental statement from real estate agent/market appraisal from registered real estate agent			3. Expiry date OR remaining period of loan term (excluding Line of Credit facilities)		
Government benefits – at least six months statement			4. For interest only loans: expiry date OR remaining period of interest only period		
Child support – letter or bank statement showing six months received			And items 1, 2, and 3 can be verified via any one (or more) of the following documents that must not be more than 6 months old from application submission date:		
Investment income (interest and dividends) – Bank statement or Payment Summary; or Any other acceptable documentation per policy			Loan statement/s		
REFINANCE DOCUMENTS	2 & 3a		Internet account summary		
Last 6 months statements – loans			Internet transaction listing/s		
Last 3 months statements – Credit Card			Other document		
Copy of Rates Notice (paid and up to date) or copy of title			DEED OF SET OFF & PARTIAL DISCHARGE	4a, 4b & 5	
Signed Discharge Authority (outgoing lender)			Executed copy of Contract of Sale for security been released		
FUNDS TO COMPLETE	2, 3a, 3b & 4a		Signed MyLoan Elect Discharge Authority Form		
Gift – Statutory Declaration (signed and witnessed by authorised person)			OTHER REQUIREMENTS	2, 3a, 4a & 7a	
Evidence of funds to complete transaction (i.e. equity from other security, borrowed funds)			Copy of MyLoan Elect Serviceability Calculator Worksheet		
			CHANGE OF LOAN PURPOSE	8	
			Provide the one of the following if security property is switching from investment to owner occupied.		
			- Water Rates/Council Rates		
			- Telephone/Gas/Electricity Bill		
			- Australian Drivers Licence (Both sides of the licence)		
			- Insurance Certificate showing usage of property		
			Note: Please provide a current copy of the document dated within the last three months. The name on the document must match at least one borrower. The address on the document must match the property address securing your home loan.		

CONSENTS – REFER TO TYPE OF CONSENT BELOW:

6

Subdivision or Easement:

- Security retained:
 - Valuation of each secured lot(s) based on proposed plan of subdivision or easement (no older than 90 days)
- Security sold or discharged:
 - Contract of Sale or discharge authority (subdivision must be completed)
 - Council approved plans
 - Original application or consent to register plan of division or easement
 - if available

Deceased Estates:

- Death certificate
- Transmission application or notice of death, or survivorship application
- Letter on legal firm's letterhead acknowledging firm is acting for estate

Second Mortgage:

- Second mortgagee FULL name and ABN/ACN, postal address, contact details (i.e. phone and fax number)
- Loan amount, purpose, term, interest rate and repayment arrangements

Lease

- Original signed lease

Transfer of Ownership

Signed copy of original Transfer of Land

LOAN VARIATION TYPES

1.	Release or Addition of Borrower/Guarantor/Director of a company and/or trustee (Complete full application form only)
2.	Loan Increase
3a.	Security substitution (increase to loan amount and/or LVR)
3b.	Security substitution (NO increase to loan amount and/or LVR)
4a.	Partial discharge (increase to loan amount and/or LVR)
4b.	Partial discharge (NO increase to loan amount and/or LVR)
5.	Deed of Set Off
6.	Consent
7a.	Product Change (Interest Only extensions or switching from Principal and Interest to Interest Only. Please refer to the below)
8.	Change of Loan Purpose

For 7a. Product Change (Interest Only extensions or switching from Principal and Interest to Interest Only):

Have there been any changes to your employment, income and expenses since your last application? If YES, please provide the relevant supporting documents as per the above noted 7a.