



mortgage documentation checklist



Constancy Wealth
RETIREMENT | DEBT | INVESTMENTS

Accredited by
AMP Financial Planning



When you applying for finance you want the application to be processed and approved quickly. This is achieved by having all your supporting documentation ready before your first meeting with a mortgage broker.

Mortgage Income Verification Checklist

Only provide Income Verification relevant to your employment and income sources

PAYG Employee

- ☐ Two consecutive electronically issued or paper pay slips (the most recent pay slip must be no older than 30 days prior to the application date) which must show employer and employee's name, ABN (except for government bodies) and YTD figure;

Self-Employed

- ☐ Last 2 years personal and business Tax Returns and Tax Assessment Notices for entity including trusts and companies, no more than 18 months old;
- ☐ Tax status to be confirmed by obtaining a tax lodgment portal and integrated client account for each applicant/borrower; or
- ☐ Written confirmation from the borrower's accountant; or
- ☐ An ATO receipt confirming payment of outstanding ATO notice.

Existing 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
- ☐ Most recent personal tax return;

Proposed Rental income

- ☐ A Real Estate Agent's letter stating expected rental income; or
- ☐ Signed current lease agreement.

Government income

- ☐ A current Centrelink or Dept of Veteran Affairs statement; (no more than three months old)

Post retirement capacity

For any applicant aged 45 years or above at the date of the loan application; and who will be 70 years or older at the end of the proposed loan term the following is required:

- ☐ Copy of latest superannuation statement

Self-funded retirees

- ☐ Two most recent tax returns with the most recent being no more than 18 months old; and
- ☐ Superannuation and/or investment statements showing the current balance.

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.

Defence Housing Australia (DHA) rental income

- ☐ A copy of the DHA lease agreement (no more than twelve months old); or
- ☐ The most recent written rental confirmation from DHA (no more than 12 months old)

Investment income

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

Family employment

- ☐ Letter of employment or pay slips; and
- ☐ Bank statements supporting a minimum of the last three pay deposits.

Child support

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



Mortgage Property Documentation Checklist

When re-financing a mortgage

- ☐ Home loan, Personal loan & Investment Loans – Last 6 months statements confirming satisfactory conduct
- ☐ Credit Card & Store Cards – Last 3 months statements confirming satisfactory conduct

When purchasing a property

- ☐ Copy of the executed Contract of Sale; and
- ☐ Solicitor/Conveyancer details (name, address and phone number).

When building, renovating or extending

- ☐ Copy of Building Contract (executed by builder as minimum)
- ☐ Copy of plans and/or specifications
- ☐ Copy of Progress Payment Schedule (where applicable)
- ☐ Copy of Builder's insurance

Mortgage Additional Documentation Checklist

Identification check

- ☐ Copy of valid driver's license
- ☐ Copy of valid passport

Banking Statements

- ☐ Most recent three consecutive months' statements of all transactional, loan accounts and credit cards including an explanation of why payments were defaulted or accounts were put into arrears where applicable.

Ongoing expenses

- ☐ Completed budget with minimum living expenses and current rental agreement (if applicable)

Gifted Funds

- ☐ Signed declaration letter that the money received was a gift, that you have no obligation to pay the money back and the donator has no interest in receiving the money back or equity in the property.

What you need to know

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