

Supporting documents checklist

Broker use only

APP-

Important:

- Supporting documents are required for all applications
- Use ApplyOnline supporting documents upload portal
- Upload your client's documents to the categorised tile
- See [Macquarie Broker Help Centre](#) and search 'supporting documents' for more information

Elodge and identification: Elodge support form plus one method of identification

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|---|------|--|
| <input type="checkbox"/> <u>Elodge support form</u> - where e-sign is applicable for the loan applicants signatures, the e-sign completion certificate must accompany the Elodge support form | PLUS | <input type="checkbox"/> ZipID Report; or |
| | | <input type="checkbox"/> ZipID come to you service; or |
| | | <input type="checkbox"/> <u>Home Loans Identification Form</u> (AML/VOI Form); or |
| | | <input type="checkbox"/> Australia Post Identity check |
| | | <input type="checkbox"/> VEVO/Visa Grant Notice is required for identification where an applicant has a foreign passport provided for identification or does not have Australian citizenship |

Calculators: Loan serviceability calculator required for applications

- Loan Serviceability Calculator** is required for all applications. Please ensure the current version is used and attach file in PDF format.

Employment Income (PAYG)

1. Are you relying on base income only for servicing?

If yes, the following options are available:

- At least two computer generated payslips containing the following minimum information:**
- The applicant's name, employer's name or ABN (if applicable), pay period, gross and net pay, and year-to-date (YTD) income (if applicable).
 - The latest payslip must be no more than 60 days old as at the date of submission, and the oldest payslip being no more than four months old as at the date of submission.
- If two payslips are not yet available, **one computer generated payslip containing the minimum information outlined above being no older than 60 days as at submission PLUS a signed copy of an employment contract/letter** detailing the commencement date and base income.

2. Are you relying on more than base income (e.g. overtime, commission, shift allowances) for servicing?

If yes, the following options are available:

- At least two computer generated payslips** containing the minimum information as outlined above are acceptable so long as the YTD figure covers at least **three** months.
- Note:** YTD income can be annualised to determine an annual wage, which may also include regular overtime, commission and shift allowances, however caution should be exercised annualising income where either of the two payslips provided do not show any overtime, commission or shift allowance payments being received or the nature of the employment is seasonal.
- Where the YTD is missing, or the YTD is less than three months then one of the following forms of additional income verification is required (in addition to the payslips):
- The most recent financial year's PAYG summary (ATO assessment notice only required where handwritten) or ATO income statement (where status indicator is 'Tax Ready'); OR
 - The most recent financial year's tax return (ATO assessment notice only required where handwritten).

3. Are you relying on casual or PAYG contractor income for servicing?

If yes, the following options are available:

- At least two computer generated payslips** containing the minimum information as outlined above are acceptable so long as the YTD figure covers at least **six** months.
- Note:** YTD income can be annualised to determine an annual wage.
- Where the YTD is missing, or the YTD is less than six months then one of the following forms of additional income verification is required (in addition to the payslips):
- The most recent financial year's PAYG summary (ATO assessment notice only required where handwritten) or ATO income statement (where status indicator is 'Tax Ready'); OR
 - The most recent financial year's tax return (ATO assessment notice only required where handwritten).

Where the applicant is employed through a family owned or controlled company, any TWO of the following income verification options are to be provided:

- At least two computer generated payslips** containing the minimum information as outlined above. Alternatively, in lieu of payslips, the current financial year income statement showing "Year to date" and no older than 60 days at submission can be provided (available via my.Gov.au).
- Bank Statements evidencing the most recent 6 months of regular salary credits.**
- The most recent individual tax return and ATO tax assessment notice** (if the ATO notice of assessment is not available, an accountant's confirmation of lodgement is acceptable). Alternatively, the previous financial year ATO income statement showing "Tax Ready" Status can be provided (available via my.Gov.au).

Please note, the above does not apply in cases where the PAYG applicant works for a self-employed spouse and both applicants are parties to the loan where self-employed income verification requirements are to be followed.

Supporting documents checklist

Employment Income (Other) – Self Employed

- Business tax returns** or **accountant prepared profit & loss and balance sheet statements** for the most recent two years.

Note: only most recent year financial statement is required if it shows two years comparables; plus

- Personal tax returns** for the last two years and the most recent **ATO assessment notices** of directors who are applicants. If an ATO NOA is not available, an accountant's confirmation of lodgement is acceptable.

Employment Income (Other) – Professional Specialisation Self Employed

- Business tax returns** or **accountant prepared profit & loss and balance sheet statements** for the most recent financial year only.

Note: Financials cannot be more than six months old. **YTD BAS statements** are to be obtained to support financials over six months old. Eligible professions only.

Rental Income

For proposed purchases

- Where property is to form part of the loan security, the less of the rent as per valuation or licensed real estate agent's estimate.
- For properties not forming part of the loan security, the agent's estimate is sufficient.

For existing property/ies owned, the actual rental income as verified from any of the below acceptable sources

- Recent rental income statements** (must be addressed to the borrower) and no more than 60 days old; or
- Current executed **tenancy agreement** (arm's-length through a real estate agent), showing rent, commencement date and termination date. (Please note, tenancy agreements are unacceptable if expired); or
- Most recent **tax return**; or
- Bank statements** (rental credits evident for a minimum of 3 months).

Upfront valuations

- Where the upfront valuation has been completed, a copy of the **valuation report** required.

Supporting documents checklist

Purchase

- Fully signed contract of sale, showing no evidence of non-arm's length transactions (must include a third party agent's details).
- For loans above 80% LVR, evidence of deposit or funds to complete is required.
- For loans above 85% LVR, (excluding LDF fee capitalization), 5% of purchase price is required to be evidenced as genuine savings.
- Where a loan is used to complete a transaction, a written confirmation from the lender confirming the amount, and any conditions and repayment terms is required.
- National Rental Affordability Scheme** – copy of the consortium agreement (the consortium must be on the lender's approved panel).
- Signed gift letter** if applicable. A gift and loan declaration form is accessible on our [broker website](#).

Refinance

We do not require statements to evidence repayment history on the majority of loan applications. We encourage you to login to www.vedacheck.com and run a credit report on your client(s). This will provide you with their repayment history for up to 24 months, giving you a more complete view of your clients' current financial commitments. This is what we base our repayment history on.

Once you have run a credit report on your client(s)

- Review limits of facilities shown as 'Open.'** Provide notes of any facilities reflected in the report which are to be closed or reduced.
- Review loan repayment history information.** Provide notes where missed repayments are recorded.

There may be instances where statements are required and we'll notify you after the credit assessment takes place.

Trust

- A copy of the executed Trust Deed certified within 12 months by an authorised certifier who is not party to the trust.
- Where a Deed of Variation is applicable, a copy of the executed Deed of Variation certified within 12 months by an authorised certifier who is not party to the trust.

Construction

To assist with the immediate building of up to two residential dwellings or renovations on an existing property, construction must be performed by a fully licensed contracted builder and commence within three months of the initial loan settlement.

Once you have run a credit report on your client(s)

- Fully executed, 'fixed price, 'fixed term' industry standard **building contract** with progress draw schedule.
- Copy of plans with a list of **specifications and inclusions**.

Supporting documents checklist

Expat Loan

A registered Power of Attorney must be provided prior to settlement.

- Home Loan Identification Form (AML/VOI Form) for the Power of Attorney.
- Bank statements showing 3 months of regular salary credits with the employer name evident and no older than 60 days at the date of submission.

Mature age policy

- An exit strategy is required when an individual is both 50 years old (or older) at application AND will be 70 years old (or older) at loan maturity or has advised an intention to retire prior to loan maturity. This applies to:
 1. Individual applicants who meet the above criteria.
 2. Joint applicants in a spousal relationship where any income required to service the loan is earned by an individual who meets the above criteria.
 3. Joint applicants in a non-spousal relationship, where an individual meets the above criteria, regardless of whether their income is required for servicing.

First home owners grant (FHOG)

FHOGs will only be processed once the loan has been formally approved. For more information, including State specific information, please refer to our **Broker Help Centre**.

- Where FHOG is applicable, please email a fully completed **FHOG application form** with relevant documentation. For FHOG applications only, send to brokersupport@macquarie.com.
- For QLD purchases, include a Vendor Statement and either Form 11 Certificate of Occupation OR Form 21 Final Inspection Certificate.



Note: the above information acts as a summary only, please refer to Broker Help Centre for more details and a complete list of supporting documentation requirements.

***** PLEASE DELETE ALL TAX FILE NUMBERS *****