

# Home Loan Application Checklist

To process your application as smoothly and as quickly as possible we rely on you the applicant to provide all required information as soon as possible. Heritage can not process an application with insufficient information, the process may be held up until we receive all documents. This checklist is only meant as a guide as all the points may not relate to you. You may be asked to provide further clarification on any of the documents that you may supply.

ITEM		REQUIRED DETAILS
SAVINGS HISTORY		Copy of passbooks or other statements of your savings account(s) held with other banks or financial institutions over the last three months.
PERSONAL IDENTIFICATION		See the following page for further information about which types of identification are suitable.
PROOF OF INCOME	Salary/Wage Earner	<ul style="list-style-type: none"> <li>Your last two computerised pay slips and last Taxation Assessment Notice (or Group Certificate).</li> </ul> Or any TWO of the following: <ul style="list-style-type: none"> <li>Salary /employment letter from your current employer confirming length of employment, your gross basic wage together with any other components relating to your salary.</li> <li>Most recent employment contract which includes your name, employer's name and gross basic wage together and any other components relating to your salary.</li> <li>Latest payment summary/group certificate, tax assessment notice or tax return.</li> </ul>
	Self Employed	<ul style="list-style-type: none"> <li>Past 2 years full financial Statements AND</li> <li>Personal Tax Returns AND</li> <li>Your most recent financial year's Assessment Notice, which is no older than 18 months at the date of application.</li> </ul>
	Centrelink payments	<ul style="list-style-type: none"> <li>Letter issued by Centrelink confirming number of children and payment amount. (Fortnightly Statement only).</li> </ul>
	Rental Income	<ul style="list-style-type: none"> <li>Rental Agreement OR</li> <li>Managing Agents Confirmation of Rent OR</li> <li>Tax returns confirming rental income</li> <li>If you are purchasing a rental property, we also need a letter from a real estate agent indicating the anticipated rental income.</li> </ul>
	Commissions or bonuses	<ul style="list-style-type: none"> <li>Details from your employer OR</li> <li>Payments received over the last two years, plus copies of your tax returns for the corresponding two year period.</li> </ul>
	Maintenance Payments	<ul style="list-style-type: none"> <li>A copy of the court order and a current statement from the Child Support Agency that shows the amounts received AND</li> <li>Copies of current statements showing payments over a six month period.</li> </ul>
GIFTS		Statutory Declaration duly executed (outlining non refundable gift details).
SUPERANNUATION		Latest statement confirming payout details.
SALE OF REAL ESTATE		<ul style="list-style-type: none"> <li>Signed copy of Contract of Sale</li> </ul>
DETAILS OF EXISTING LOANS AND OTHER CREDIT CONTRACTS (eg credit cards, store cards, car loans etc)		<ul style="list-style-type: none"> <li>Latest statements showing outstanding balances and credit limits.</li> </ul>
OTHER EXPENSES		We'll need details of any expenses that may include private school fees and maintenance payments.
PURPOSE OF LOAN	Construction/Renovation	<ul style="list-style-type: none"> <li>Signed copy of fixed price Contract AND</li> <li>Copy of Building Plans &amp; Specifications.</li> <li>If a deposit has been paid you will also need to provide a copy of the deposit receipt.</li> </ul>

PURPOSE OF LOAN	Purchasing	<ul style="list-style-type: none"> <li>Signed copy of Contract of Sale (if a valuation is required, Heritage can organise this for you) AND</li> <li>A copy of the deposit receipt that shows the full agreed purchase price and balance owing, or a copy of the front page of the signed Contract of Sale</li> <li>If you are buying a strata title unit we need a copy of the registered Strata Plan.</li> </ul>
	Refinancing	<ul style="list-style-type: none"> <li>Last six months of Home loan/Personal Loan statements from other bank AND</li> <li>Last 3 months of Credit Card Statements if refinancing them AND</li> <li>Latest Council Rates notice AND</li> <li>Latest Water Rates notice.</li> </ul>
FIRST HOME OWNERS GRANT		If you are eligible For the First Home Owners Grant, Heritage can help with your application, and lodge it for you. Just another way Heritage puts People first.

NOTE: Printed internet statements are acceptable however at least one original loan statement is to be provided

## Personal Identification

The Federal Government requires financial institutions to verify the identity of all account holders and authorised signatories.

The government requires a person to provide sufficient identification to meet certain minimum identification requirements under the Anti-money Laundering and Counter-Terrorism Financing (AML/CFT) legislation.

Outlined below are the minimum identification, different categories of identification and examples to meet the new legislative requirements. At least one of the documents provided must contain either a photograph or a current signature of the account holder or authorised signatory.

MINIMUM IDENTIFICATION REQUIREMENTS				
POSSIBLE COMBINATIONS	DOCUMENT CATEGORY			
	Primary Photographic	Primary Non-Photographic	Secondary	Other
1	2			
2	1	1		
3	1		1	
4	1			2
5		2	1	
6		1	2	
7		1	1	1

### Existing members

If you are already a member of Heritage and wish to open another account; you may not be required to be re-identified. However, you will be required to show an identification document with either a photograph or a signature for verification of your identity.

### Examples

If you provide a driver's license and a telephone bill you would satisfy the requirements of possible combination 3, which would be acceptable to the government.

TYPES OF ACCEPTABLE IDENTIFICATION DOCUMENTS BY DOCUMENT CATEGORY			
Primary Photographic	Primary Non-Photographic	Secondary	Other
Drivers Licence	Birth Certificate / Extract	Rates Notice (<12 months old)	Records or statement of another financial institution (<12 months old)
Passport	Citizenship Certificate	Telephone, Gas or Electricity Account (<3 months old)	Private Health Insurance Card
Proof of Age Card (eg 18+ card) (with photo)	Pension Card issued by Centrelink	Notice from School Principal (child under 18) (<3 months old)	Land Titles Office Records (<12 months old)
National Identity Card (with photo)	Drivers License (no photo)	Letter of Introduction from Centrelink (<3 months old)	Credit Card / Medicare Card / Seniors Card
	Passport (no photo)	Supplement Entitlement Notice from Centrelink (e.g. Youth Allowance) (<3 months old)	Record or statement from an educational institution (<12 months old)
	Proof of Age Card (eg 18+ card) (no photo)	ATO Notice (i.e. Tax Assessment Notice) (<12 months old)	Records of a professional or trade association
	Community Leader Reference for Indigenous Australians		Reference on letterhead from most recent Employer (<3 months old)
			Rental Agreement (<12 months old)
			Motor Vehicle Registration Papers