

Indicative Documentation Checklist (Mortgage Finance)

1. Mandatory Verification of Identity - For All Applicants & Guarantors

Required

We are required to verify identity to meet lender, title office, anti-money laundering and other legal requirements.

This includes all Applicants & Guarantors (if applicable)

Mandatory ID: Copy of either [Passport **OR** Birth Certificate] (70 Pts) **AND** Medicare Card (25 Pts)

Secondary ID: Drivers' Licence (40 Pts), Rates Notice (35 Pts), Credit Card (25 Pts), ATM Card (25 Pts)

2. Mandatory Verification of Financial Position - For All Applicants & Guarantors

We are required to make reasonable inquiries into your financial position, and ensure that the credit advice we may provide is not unsuitable for your circumstances.

a) Verification of Income (You can also use automated Data Link below)

Last month statements for operating accounts. **(Note 1)**

Required

Self-Employed Applicants

If Self Employed

Copy of latest two (2) years' **Individual** Taxation Returns & ATO Notices of Assessment.

If Applicable

Copy of latest two (2) years' **Business** Taxation Returns. **(All Entities where act as Director/Trustee)** .

If Applicable

Copy of latest two (2) years' **Business** Financial Statements. **(All Entities where tax returns exist)** .

If Applicable

Confirmation of Australian Tax Office status on payment obligations (Tax Portals).

If Applicable

Where Rental Income from existing Property used for Serviceability

Copy of Rental Income Statement **or** Lease Agreement. **(Does not apply to Purchased Property)** .

If Applicable

3. Other Supporting Information

Where Borrowing is a Refinance or Review of existing Mortgage(s) or Unsecured Debt(s)

Last Six (6) Months Loan[^] Statements for Mortgages to be reviewed. **(Not older than 4 weeks)**

If Applicable

Copies of 6 months loan statements, issued statement to within last 4 weeks.

Copy of a recent Rates Notice in respect of the Property(ies) to be reviewed.

If Applicable

Property being Purchased or Sold (If Applicable)

Copy of the Executed Contract of Sale (Signed Page and Sale Particulars Page / Contract Note).

If Applicable

Evidence of where Equity Contribution will come from - Bank / Share Statement or similar.

If Applicable

Your Solicitor /Conveyancer Contact Details **(note MCP offers Conveyancing Services)** .

If Applicable

Where the Borrowing Entity is a Company / Trust

A Certified* Copy of the Original STAMPED Trust Deed:

If Applicable

***A certified copy must contain the certification that the document is a true copy of the original. Individuals to certify include: Lawyers, Solicitors, Accountants, Doctors, Pharmacists. Please call MCP for others who can certify documents.**

Notes

Additional documentation may also be required should the following apply in your circumstances:

- **Construction Finance** (Fixed Price Building Contract, Building Plans, Specifications and Builders' Insurance.)
- **Borrowing via Superannuation Structure** (Contact MCP's SMSF specialists for more information here)
- **Applications needing Lenders' Mortgage Insurance ("LMI")** (More detailed evidence of savings history - 6 Months)
- **"Cash Out" on Refinancing.** (May need to demonstrate purpose of borrowing)
- **Standard or "Family Pledge" Guarantees.**