

# SMSF - APPLICATION CHECKLIST



<u>Client Name</u>	
<u>Broker Name</u>	
<u>Processor Name</u>	
<u>Email</u>	
<u>Best Contact Number</u>	

Finance Date	
Settlement Date	
(Provide an Estimated date if unknown)	

**Allow 90 days for application process - Submission to Settlement.**

**TIP: Recommend Pre-approval.**

## Product Selection

PROPERTY TYPE		LOCATION		LOCATION CATEGORY	
PLATINUM	PURPLE	GREEN			
LOAN PURPOSE	REPAYMENT TYPE	FREQUENCY	LOAN PROPOSAL		
ESTIMATED COSTS			PURCHASE PRICE/ESTIMATED VALUE		
APPLICATION FEE			LVR		
LEGALS			INDICATIVE RATE		
VALUATION FEE			INDICATIVE REPAYMENT		
TITLE INSURANCE			TERM		
SETTLEMENT FEE			OTHER		
BROKERAGE					

## Mandatory Items for all Applications (including Electronic Lodgment)

Signed Loan Application, fully completed (*Pay specific attention to Conflict of Interest question.*) Signed Broker Declaration  
 Allstate Corporate Addendum - *Company & Trust Borrowers only*  
 Fully completed VOI and AML/CTF form with copies of correctly certified identification documents Copy of correspondence for  
**Loan serviceability calculator** - completed by broker to show serviceability at your assessment stage  
**Submission Notes**

### RESPONSIBLE LENDING

**Copy of Application Fact Find or Preliminary Credit Assessment**  
**Funds to Complete Table for all Loans**

*Note: Certain documents such as Declarations, signed Application, VOI, valuations and Assets and Liabilities Statement expire after 3 months, which will require updating*

## IMPORTANT: Application and supporting documentation checklist

### Newly Established Fund - PAYG AND SELF EMPLOYED

Copy of latest 2 years superannuation fund statements as evidence of superfund contributions for each member.  
 Certified copy of SMSF Trust Deed (original certified deed for QLD property)  
 For corporate trustees, provide an Accountant's letter to confirm Company trustee does not trade in its own right and has no financial liabilities  
 Certificate of Incorporation for the Corporate Trustee of the SMSF (if applicable).

## Existing Fund

Certified copy of SMSF Trust Deed (original certified for QLD property)  
Copy of latest Superfund account statement  
Last 2 years audited trust tax returns and financial reports including a signed Auditors Statement  
For corporate trustees, require letter from accountant to confirm Company trustee does not trade in its own right and has no financial liabilities  
Certificate of Incorporation for the Corporate Trustee of the SMSF (if applicable).

## CUSTODIAN OR BARE (OR PROPERTY) TRUST (Newly Established or Existing Trust)

Certified copy of Trust Deed  
Certificate of Incorporation for the Trustee of the Custodian Trust.

*TIP – The property trustee must be a company which is not also acting as SMSF Trustee.  
Each Property purchased under the SMSF must have its own bare trust*

## SECURITY PROPERTY

Purchase Copy of Contract of sale  
Rental opinion letter from a real estate agent or copy of Management Agreement for serviced apartments

## Self Employed (Business and Individual)

Last 2 years business (Company, partnership, trust, etc) tax returns and financial reports, including certified copy of Trust deeds if operating through trust structure  
Comments and details regarding issues/losses evident on financial reports.

Last 2 years Individual tax returns accompanied with most recent ATO Notice of Assessment for each member

*TIP - For Additional Contribution, we require the following additional documentation **IF** applicants are required to assist servicing with personal contributions. You will need to collect the following:*  
*- Complete a personal A & L*  
*- evidence of income*  
*- assets & liabilities (depending on funder, you may need supporting information)*  
*- personal Living expenses*

## Identification

Clear copy of Driver's License  
Clear copy of Birth Certificate or Passport – when providing Birth Certificate, if in the maiden name, clear copy of Marriage Certificate is also required.  
Clear copy of Medicare card

*TIP – when providing Birth Certificate, if in the maiden name, clear copy of Marriage Certificate is also required.*

## Funds to Complete

Copy of latest Superfund account statement (Existing SMSF or Rollover Funds,) showing Members holdings as evidence of funds to complete

*Tip: If Super funds are to be rolled over into SMSF, allow sufficient time for this occur. Can take up to 90 days.*

## RENTAL INCOME

Rental Income Copy of recent rental statement (maximum 1 month old) from managing real estate for all investment properties held outside SMSF (along with Management Agreement for serviced apartments only).

*TIP: rental appraisals can only be received for purchase of investment property or construction of new investment property*

Note: The above information acts as a summary only, please refer to the appropriate Lending Guidelines or your Business Development Manager for full details and complete list of supporting documentation requirements.

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

**FUNDS POSITION**

Purchase Price	<input type="text"/>	SMSF FUNDS as at	<input type="text"/>
Construction	<input type="text"/>	CASH ACCOUNT	<input type="text"/>
Discharge Present Debt	<input type="text"/>	SHARES	<input type="text"/>
Legals	<input type="text"/>	ROLLOVER ACCOUNTS	<input type="text"/>
Purchase Stamp Duty	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mortgage Stamp Duty	<input type="text"/>	<input type="text"/>	<input type="text"/>
Application Fees	<input type="text"/>	Estimated Funds available in SMSF for Settlement	<input type="text"/>
LMI/Risk Fee	<input type="text"/>	Deposit Paid	<input type="text"/>
	<input type="text"/>	Loan Sought	<input type="text"/>
	<input type="text"/>	Other	<input type="text"/>
Total Funds Required	<input type="text"/>	Total Funds Available	<input type="text"/>
Surplus/Deficit	<input type="text"/>		