NAVY SME Loan Application Checklist

Borrower | Your Reference

Date | Product ☐ SME Full Doc ☐ Alt Doc ☐ Lease Doc

Application Details

- ☐ Loan Application with privacy consent form (fully completed, signed & dated)
- ☐ Cover sheet
- ☐ Credit Note
- ☐ Serviceability Worksheet
- ☐ Equifax Reports for each individual, company, trust & other related entities
  (Note: recent enquiries must be addressed in Credit Note)
- ☐ Valuation (attached/ordered)
- ☐ Evidence of funds to complete (if applicable)

For Each Individual Applicants

- ☐ KYC & VOI Identification Form
- ☐ Certified Identification documents attached:
  - Passport
  - Drivers Licence/Government issued Photo Card
  - Marriage/change of name certificate (if applicable)

Loan Purpose — Supporting Documents

For New Purchase

- ☐ Full copy of Contract of Sale

For Refinance or Debt Consolidation

- ☐ 6 months loan statements
- ☐ Current rates notice for the security

Equity Release

- ☐ Current title search
- ☐ Evidence of use of funds
- ☐ Current rates notice for the security

Proof of Income

Lease Doc

- ☐ Current lease agreement (> 12 months remaining on lease)

Self-employed *(Not applicable for Lease Doc)*

<u>Full Doc</u>

- ☐ ABN search
- ☐ 2 years company financials*
- ☐ 2 years personal tax returns with NoA*

**NOTE: Only 1 year required if credit score ≥ 700 & ABN registration ≥ 4 years*

<u>Alt Doc</u>

- ☐ ABN search must be completed
- ☐ Self-employed Income Declaration Form
- ☐ **ONE** of the following:
  - Accountant's Letter confirming income
  - 12 months BAS statements from ATO Portal
  - 12 months business bank statements

PAYG *(Not applicable for Lease Doc)*

- ☐ 2 of 3 most recent consecutive payslips
- ☐ ONE of the following (applicable if Credit Score <600, NSI <$500 or DTI > 6):
  - 3 months bank statement showing salary credit
  - 2 years ATO Income statement (via MyGov)
- ☐ Employment verification
  - Obtain employer's contact details through an independent source
  - ABN or ASIC search
  - Verbal employment checks confirming role, income & length of employment

Other Income/Savings *(Not applicable for Lease Doc)*

- ☐ Evidence of additional income
- ☐ Irregular/casual: Evidence of 12 months income