Minimum required documents checklist

To ensure a smooth experience for your customers during the application assessment process, please follow this checklist to ensure documents required to commence assessment are provided.

Application details

Applicant/s name

Date

/ /

Lender reference number

This section is mandatory and must be completed for all applications

- ☐ Notes provided in the online lodgement (purpose, product, any mitigants, etc)
- ☐ Signed Privacy Acknowledgments, Consents and Confirmation Form (except for existing loan increases)
- ☐ All tax file numbers removed from all documentation
- ☐ Completed NextGenID or verification of Identity (VoI) Certificate with the certified copies of identification documents, where a new ACT, QLD, VIC, SA, WA or NSW mortgage is required
- ☐ Completed NextGenID or signed Identification Verification Form and/or Certified Identification Form with certified Copy of identification documentation produced (new customers to St.George)
- ☐ Rates Notices for all properties owned, not already mortgaged with or held as security by St.George
- ☐ Signed Business Purpose Declaration – to be used when loan is wholly or predominantly for business purposes, or non-residential investment purposes (If applicable)

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Please select which section(s) are applicable to the application and ensure they are completed.

- ☐ **Section 1:** FSRA for Offset Accounts — **Go to checklist**
- ☐ **Section 2:** PAYG Applicants — **Go to checklist**
- ☐ **Section 3:** Self Employed/Company and Trust Applicants — **Go to checklist**
- ☐ **Section 4:** Other Sources of Income — **Go to checklist**
- ☐ **Section 5:** Ongoing Expenses and Liabilities — **Go to checklist**
- ☐ **Section 6:** Property Purchases — **Go to checklist**
- ☐ **Section 7:** Refinances — **Go to checklist**
- ☐ **Section 8:** Building Loans — **Go to checklist**
- ☐ **Section 9:** First Home Owner's Grant (FHOG) — **Go to checklist**
- ☐ **Section 10:** LMI – Mortgage Insured Application — **Go to checklist**
- ☐ **Section 11:** Rate Lock — **Go to checklist**

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Section 1: FSRA for Offset Accounts

Verbal Product Disclosure Statement given for offset account? ☐ Yes ☐ No

No Advice given for offset account? ☐ Yes ☐ No

End of section

Section 2: PAYG Applicants

For ALL Loans:

For PAYG base income (full-time & part-time) please provide:

☐ Last 2 consecutive non-YTD payslips detailing base salary, no more than 2 months old from day of formal approval.

OR

☐ 1 YTD payslip detailing base income covering last 2 pay cycles, no more than 2 months from day of formal approval.

For casual income please provide:

☐ 1 YTD payslip covering at least 6 months, no more than 2 months old from day of formal approval.

OR

☐ 2 consecutive non-YTD payslips no more than 2 months old from day of formal approval and a Group 2 document.

For non-base income (i.e allowances, bonuses etc) please provide:

☐ 1 non-YTD payslip plus a YTD income statement

OR

☐ 1 YTD payslip covering at least 3 months, no more than 2 months old from day of formal approval.

Group 2

1. The final YTD payslip from the immediately previous financial year; or
2. Latest PAYG Payment Summary;

OR

3. Latest tax ready ATO Income Statement; or
4. Latest Australian Tax Return and Australian Taxation Office Notice of Assessment

Document Standards

☐ Identify the applicant(s) and employer(s) name

☐ When applicable, identify ALL components of income the applicant receives and which the bank considers acceptable to include in the serviceability assessment of the loan (e.g. base income, overtime, commissions, bonus, allowances, etc)

☐ Confirm period covered, gross and net salary, tax paid and YTD

Note: Please refer to Credit Policy for full document standard requirements.

End of section

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Section 3: Self Employed/Company and Trust Applicants (If applicant(s) is required to include income deemed as Self Employed to meet serviceability)

If your customer has existing business lending with St.George over $100k limit, please refer customer to their St.George Relationship Manager.

Note: After 15th May it is mandatory to supply previous June 30 financials.

Fast Track Self Employed (Non-Mortgage Insured applications only)

- ☐ Last 2 years ATO Notices of Assessment only. (Refer to Credit Policy for Fast Track eligibility criteria)

Fully Verified Self Employed

- ☐ Last 2 years Financial statements and Income Tax Returns for Company/Trust/Partnership*
- ☐ Last 2 years Personal Income Tax Returns for Individuals (supported by the latest year ATO Notice of Assessment for non-LMI applications and each years ATO notice of assessment for LMI applications)
- ☐ Details and supporting documents are required for all Company/Trust/Partnership commitments and liabilities
- ☐ Details and comments on relevant issues or items in Financial Reports
- ☐ Details of Directors of Company (Including Directorship/shareholding/interest in other entities). If using accountant letter, please refer to policy.
- ☐ Certified copy of the stamped Trust Deed

1 Year Assessment Self Employed

- ☐ Latest year Income Tax Returns and latest year balance sheet for Company/Trust/Partnership*
- ☐ Latest year Personal Income Tax Returns for Individuals (supported by the latest year ATO Notice of Assessment)
- ☐ Details and supporting documents are required for all Company/Trust/Partnership commitments and liabilities
- ☐ Details of Directors of Company (Including Directorship/shareholding/interest in other entities). If using accountant letter, please refer to policy.

*where a customer cannot be confirmed as individual trustee OR director & shareholder of the corporate trustee company, a certified copy of the stamped trust deed is required.

Note: For Medico Sector Policy only 1 year financial – refer to credit policy, most recent year's Financial statements and Income Tax Return(s) (i.e. individual and any associated entity, e.g. company, trust or partnership) are required (supported by the most recent ATO Tax Assessment Notice).

End of section

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Section 4: Other Sources of Income

Rental Income

☐ **Rental income from a standard investment property currently tenanted.**

Any of the below may be used but where more than one of the rental verification documents is held, the most recent document must be used:

- Existing rental agreement, or rental statement from licensed real estate property manager/agent /letting agent; or
- Contract of Sale where the property is being purchased subject to an existing tenancy; or
- Account transaction listing as stipulated in policy

OR

☐ **Rental income from a standard investment property not currently tenanted.**

Any of the below may be used to verify rental income, but where more than one of the rental verification documents are held, the document with the lowest rental value must be used:

- Valuation report (no older than 3 months) with rental estimate; or
- Licensed real estate property manager's/agent's or letting agent email advice.

☐ **Rental income from a short term rental property i.e AirBnB.**

- Latest tax return and ATO NOA

Foreign Income

☐ Last 2 consecutive foreign income payslips or 1 YTD payslip covering 2 pay cycles, and in all cases an account statement covering a minimum of 3 months evidencing consistent salary credits

☐ Government letter showing Foreign Pension Income and account statements covering a minimum of 3 months evidencing consistent pension credits and narratives.

☐ Bank statement covering a minimum of 6 months evidencing consistent foreign rental income credits and narratives.

Please note: If using Foreign Income, please complete and include the Translation Checklist on BrokerHub.

Other Income

☐ Dividend and Interest Income from ASX Listed Shares (other than from own company) – 1 year's evidence required

☐ Government Letter or Centrelink Statement providing details of eligible benefits – refer to credit policy for full list.

End of section

Section 5: Ongoing Expenses and Liabilities

Existing Debt(s). E.g. Housing/investment loans, personal loans, car loans, margin loans, tax debts, credit card and/or store card, one of:

A number of liability types can be verified (partially or fully) using CCR (refer to credit policy for more information).

You can now access an upfront CCR on AOL. Using the CCR, we encourage you to:

☐ Review limits of facilitates shown as 'Open'

☐ Review loan repayment history information (up to 24 months available).

For any liability type that is not available on CCR (e.g. lease), please refer to Credit policy for further information.

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Section 5: Ongoing Expenses and Liabilities (continued)

Ongoing Rent Expenses

For each ongoing rent commitment, one of:

- ☐ Current signed and dated lease/rental agreement detailing the rental amount, frequency/cycle, property address and name(s) of tenants
- ☐ Letter from licensed property manager/agent detailing the rental amount, frequency/cycle, property address and name(s) of tenants
- ☐ Rental ledger from licensed property manager/agent (no older than 6 weeks) detailing rental amount, frequency/cycle and name(s) of tenants

Ongoing Board Expenses

Board where >$0 and not paid in cash:

- ☐ Account Statement – covering 2 payment cycles with narratives aligned to the commitment
- ☐ Account Transaction listing – covering 2 payment cycles with narratives aligned to the commitment

Where $0 or paid in cash:

- ☐ Witnessed statutory declaration by appropriate person i.e a certified Justice of Peace

Where $0 or paid in cash and resides with spouse who is not a co-borrower:

- ☐ Council rates notice – showing a property owner matching the spousal partner's name; or
- ☐ Utility bill – showing a property owner matching the spousal partner's name

Child Support, Spouse or De-Facto Maintenance

- ☐ Court order or child support agency letter confirming the amount of the ongoing obligations
- ☐ Bank statement or transaction listing covering 2 payment cycles
- ☐ Last 2 payslips showing the deduction

End of section

Section 6: Property Purchases

- ☐ Full copy of signed Purchase Contract/Offer (front page for NSW only) including title details and annexures.

Note: For all contracts in Victoria, a fully executed contract of sale between the vendor(s) and purchaser(s) is required.

- ☐ Copy of Share Certificate for Company Title

Temporary VISA Applicants

- ☐ Foreign Investment Review Board (FIRB) approval

End of section

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Section 7: Refinances

We do not require statements to evidence repayment history on a majority of loan applications. You can now pull an upfront CCR on AOL to review your customers repayment history for up to 24 months. Using the CCR, we encourage you to:

- ☐ Review limits of facilitates shown as 'Open'
- ☐ Review loan repayment history information.
- ☐ For FastRefi please refer to the FastRef Checklist.

End of section

Section 8: Building Loans

All Building/Construction Loans

- ☐ Fully executed Building Contract or tender signed by applicant(s) and builder dated <12 months.
- ☐ Copy of plans, specifications and Schedule of payments
- ☐ Evidence of funds to complete (borrowers contribution)

Tender or contract must include builder's business name and licence number, address of the property on which construction is to occur, cost in accordance with approved plans and specs.

If Contract Builder, also include

- ☐ External Tradespeople Quotes – Where additional building work outside of the primary builder's fixed price contract AND the valuer is being asked to consider these improvements when completing a 'Construction' valuation.

If Owner Builder, kit homes also include

- ☐ Council Approved Plans or Privately Certified Plan
- ☐ A completed Independent Adviser's Inspection Report
- ☐ If a licensed builder also require schedule of payments
- ☐ Copy of quotations from all subcontractors

End of section

Section 9: First Home Owner's Grant (FHOG)

- ☐ Copy of signed and completed FHOG Application form. Original sent to: **FHOGInstructionsSBG@stgeorge.com.au**
- ☐ Signed and certified supporting documentation as required by the relevant state
- ☐ If name changed then copy of Name Change Document (e.g. Marriage Certificate) must be provided

Note: Document MUST be signed and certified by a JP as a true and exact copy

End of section

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Section 10: LMI – Mortgage Insured Application

☐ Evidence of 5% genuine savings is required where the base LVR >90%

Note: Refer to Consumer Credit Policy for acceptable supporting documents to evidence genuine savings

End of section

Section 11: Rate Lock

☐ If applicant(s) have opted in for 'Rate Lock', please ensure the 'Rate Lock' request form has been completed, signed and uploaded with other supporting documents.

End of section

Accessibility support

Visit stgeorge.com.au/accessibility for further information on our accessible products and services for people with disability, who are neurodivergent or where English is not your preferred language.

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