

Loan Submission Checklist

CREDIT PACKAGE

- This Checklist
- MAI Cost Calculator
- MAI Servicing Calculator
- Application Form

- Refinances Only**
 - Loan statements for all debts being refinanced (evidence of satisfactory loan conduct over past six months for refinancing. Statements must be certified as copies of original documents sighted by the MAI Home Loans).

 - Copy of Council Rates Notice or Certificate of Title (title particulars need to be provided).

- Purchases Only**
 - Evidence of equity (bank statements etc confirming evidence of satisfactory savings record over the past six months and balance of funds to complete the transaction. Statements must be certified as copies of original documents sighted by the MAI Home Loans).

 - Copy of executed Contract of Sale (executed by all parties).

- Income Documentation DOCUMENTATION REQUIRED**
 - (a) P.A.Y.G**
 - Two of the three most recent computer generated payslips.
 - Verification of any rental or other income used in serviceability

Also include at least one of the following:

 - P.A.Y.G Payment Summary for the most recent financial year
 - Australian income tax return for the most recent financial year and the latest assessment notice
 - A letter from the borrower's employer.
 - Current employment contract signed by employee and employer.

 - (b) Self employed**
 - Australian tax returns and tax assessment notices for individual and business entities for the last two financial years (inclusive of balance sheet and profit and loss statement).
 - Letter from accountant certifying accounts (in support of the above).
 - Confirmation of rental income for investment property (if it is not being used as security in this transaction).

 - (c) Companies and Trusts**
 - Australian tax returns and tax assessment notices for the last two financial years (inclusive of balance sheet and profit and loss statement).
 - Australian tax returns and tax assessments notices for Directors/Guarantors for the last two financial years.
 - Letter from accountant certifying accounts (Independently obtained by you from the preparer).
 - Confirmation of rental income for investment property (If it is not being used as security in this transaction).

