

Standard & Construction Home Loans Document Checklist



General Documentation

All Applications

- Completed loan application form
- Electronic Signature Certification of Completion
- Privacy Consent
- Customer Needs Analysis
- Broker Loan Summary Sheet
- Servicing Calculator report

All Borrowers

- Completed digital consent
- Completed digital VOI (must show “passed”) or manual VOI documents
- Any account closure letters from past 3 months
- Last 3 months statement on any other debts
- Written explanation for any arrears, defaults, or dishonored payments
- Title search (system – generated)
- Equifax Reports (CCR)
- Signed Exit Strategy letter (if any consumer is greater than 55 years of age)

Security Property Documentation

Established security

Purchase

- Contract of Sale; and
- Valuation report; and
- Proof of deposit paid; and
- Evidence of funds to complete

Standard Refinance

- Rates notice
- Valuation report

Rental income documentation (if used for servicing)

- Rental statements; or
- Bank statements; or
- Signed lease agreement; or
- Valuation report

Standard & Construction Home Loans Document Checklist



Investment income (if used for servicing)

- Personal tax returns; and
- 6 months bank statements; or
- 6 months dividend notices

Other documentation (if used for servicing)

Government benefits: Official government documents for benefits (e.g., family tax benefits, paid maternity leave, social security, pensions) official documents

Maternity leave payments: Employer letter confirming payment will continue until return to work

Business Entities: Accountant's Letter confirming either:

- Entities are trading profitably and meeting obligations
- Entities are not trading and have no liabilities

Existing Liabilities:

- Liabilities not on Credit Report
 - Last 3 months loan statements (If >3 months old include transaction listing)
 - Last 3 months credit card /store cards/LOC statements
- Debt consolidation
 - Latest loan statement (If >3 months old include transaction listing)

Other security rental income (not being purchases/refinances but used for servicing)

- Rental statements; or
- Bank statements; or
- Signed lease agreement; or
- Valuation report

Equity Release / Cash Out (Not allowed for SDA or Specialist Rental Accommodation properties)

- Purpose of funds disclosed
- Valuation report (if applicable)

Construction

Off the plan purchase

- Contract of Sale (dated ≥ 6 months before application)
- Valuation report confirming 100% completion
- Comparable sales (outside development)
- As is valuation** (acceptable only for reno/home improvement where **loan \leq 90% of land value;**

Construction Purchase

- Builder's quotation or tender document (if fixed price contract not yet executed)
- Draft plan/specification
- Evidence of genuine savings (no savings plans)
- Executed fixed price building contract (prior to settlement)

Standard & Construction Home Loans Document Checklist



Prior to First Progress Payment to Builder

- Builder's licence
- Council-approved and stamped plans
- Any additional costs outside contract
- Insurance documents:
 - Public Liability Insurance (\geq \$5M)
 - Building Insurance

Valuation Requirements

As-Is Valuation: Only if no major structural changes; otherwise on-completion valuation

Progress Payments: Before each drawdown

Builder's progress payment request:

Consumer's signed approval of payment request

Valuer's recommendation for payment

Confirm loan covenants and arrears status

Prior to final payment:

- Builder's final progress report signed by consumer
- Council/Private Certifier compliance or occupancy certificate
- Engineer's certificate (if applicable)
- Survey report (if applicable)
- Insurance policy (not cover note) with lender interest noted

Home Renovations

For major renovations only (bathroom, kitchen, pool, garage):

- Valuation required
- Loan condition to confirm funds used for stated purpose

Income Documentation

PAYG Consumers

2 consecutive payslips (confirming income and employment, with the latest payslips within 60 days on receipt by Folio MMS;) and

Six weeks bank statements (showing regular salary, with the latest statement within 60 days old on receipt by Folio MMS.

Alternative Evidence (if only one of the required evidence, i.e. payslips or bank statements are available)

- Employment contract or
- Letter from employer (*on company letterhead, including annual income, length of employment, role or designation and employment type*)

Standard & Construction Home Loans Document Checklist



Additional Income Types

For overtime, or shift allowances:

- Eligible Occupations¹- Folio MMS will accept 100% of annualised year-to-date overtime and allowances income evidenced by any one of the following:
 - Most recent payslip
 - Most recent financial year ATO Income Statement
 - Year-to-date figure on a June payslip from the most recent financial year

(¹Eligible Occupations include: Ambulance Officer, Police, Firefighter, Nurse, Midwife, Paramedic, Border Force, Protective Services Officer, Medical Practitioner Training, Anaesthetist, Dermatologist, Emergency Medical Specialist, Obstetrician, Gynaecologist, Ophthalmologist, Paediatrician, Pathologist, Specialist Physician, Psychiatrist, Radiologist, Nurse Educator, Nurse Researcher, Dentist, Dental Specialist, Hospital Pharmacist, Industrial Pharmacist, Retail Pharmacist, Occupational Therapist, Optometrist, Physiotherapist, Speech Pathologist, Chiropractor, Osteopath, Podiatrist, Medical Diagnostic Radiographer, Radiation Therapist, Nuclear Medicine Technologist, Sonographer, Veterinarian, Dietitian, Naturopath, Acupuncturist, Natural Therapy Professionals, Audiologist, Orthoptist, Orthodontist.)

- All Other Occupations- Folio MMS will accept 100% of annualised year-to-date overtime and allowances income evidenced by any one of the following:
 - Most recent payslip (minimum of three months salary evidence, Capped at 120% of previous year's overtime and allowances income); or
 - Most recent financial year ATO Income Statement; or
 - Year-to-date figure on a June payslip from the most recent financial year

For Casual employment:

- 2 consecutive payslips (confirming income and employment, with the latest payslips within 60 days on receipt by Folio MMS;) and
- Six weeks bank statements (showing regular salary , with the latest statement within 60 days old on receipt by Folio MMS.

For bonuses or commissions: Origin MMS will accept 100% of actual bonuses and commissions income evidenced by any one of the following:

- Most recent payslip with Year-to-date bonuses and commissions (not annualised);or
- Most recent financial year ATO Income Statement; or
- Year-to-date figure on a June payslip from the most recent financial year

For fixed term contract employment:

- Employment contract; and
- 2 consecutive payslips (confirming income and employment, with the latest payslips within 60 days on receipt by Folio MMS;) and
- Six weeks bank statements (showing regular salary , with the latest statement within 60 days old on receipt by Folio MMS.

Employment by Family Member

- 2 consecutive payslips (confirming income and employment, with the latest payslips within 60 days on receipt by Folio MMS;) and
- Six weeks bank statements (showing regular salary , with the latest statement within 60 days old on receipt by Folio MMS ; and
- Most recent tax return or ATO assessment notice

Standard & Construction Home Loans Document Checklist



Self-Employed & Partnership Consumers

Professional Self-Employed

Latest personal tax return; and
Associated tax assessment notice or accountant's letter confirming lodgement

Other Self-Employed (excluding Professional Self-employed)

Latest personal tax returns; and
Associated personal tax assessment notices or accountant's letter confirming lodgement; and
Latest business tax returns; and
Associated business tax assessment notices or accountant's letter confirming lodgement; and
Latest year's business financial statements

- If tax assessment notices >15 months old, then;
 - Two most recent Business Activity Statements (BAS)
- Tax returns acceptable up to 21 months old
- Business must be trading \geq 24 months

Company or Trust Consumers

Latest personal tax returns; and
Associated personal tax assessment notices or accountant's letter confirming lodgement; and
Latest business tax returns; and
Associated business tax assessment notices or accountant's letter confirming lodgement; and
Latest year's business financial statements
Business must be trading \geq 24 months

- Exception: newly established SMSF Trusts and Holding entities

Sophisticated Investor – Rent Reliant Application Checklist

Eligibility Criteria

To qualify, the consumer must meet all of the following:

- Own at least two investment properties located in Australia (including the subject loan).
- Have minimum 25% combined equity across all investment properties in Australia.
- Each individual property must have minimum 20% equity.
- Total rental income must be sufficient to service all existing loans in Australia:
- Interest-only loans must be assessed on P&I basis at 4.50% over 30 years.
- Total minimum monthly P&I repayments for refinanced loans must be lower than existing repayments.
- Total monthly interest expense for refinanced loans must be lower than existing interest expense.

Standard & Construction Home Loans Document Checklist



Required Supporting Documentation

- Folio's Sophisticated Investor Serviceability Calculator
- Folio's Sophisticated Investor Declaration Form (signed by all applicants)
- Recent loan statements or bank statements (≤ 7 months old) confirming minimum monthly repayments
- Rental statements for all investment properties to confirm rental income
- Evidence of 12 months repayment history (no repayment >15 days in arrears)
- Confirmation of no financial deterioration
- Credit reports for each applicant showing ability to meet commitments

Property Valuation Requirements

- Valuation reports for all investment properties:
 - Must comply with Folio MMS business rules
 - Must be ordered via Valex
 - Must be completed within the last 90 days

Bridging Loans

- Contract of Sale (new and existing property)
- Valuation reports for all properties
- Statements for all debts
- Rates notice for existing property
- Exit strategy (if applicants >55 years old)