

# 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 (within Simpology)
  - Completed digital VOI
    - Important: must be completed by all applicants using Digital VOI by using biometric facial recognition to match the applicant's selfie against supplied identity documents and verifying those documents against government records via the Document Verification Service (DVS).*
- Written explanation for any arrears, defaults, or dishonored payments
- Title search (generated by Simpology)
- Equifax Reports (CCR) (generated by Simpology)
- 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 & no more than 60 days old on receipt by Granite)

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

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## 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 (3 months bank statements or evidence showing credits)

**Maternity leave payments:** Employer letter confirming payment will continue until return to work (official letter and 3 months bank statements or evidence showing credits)

**Business Entities:** Accountant's Letter confirming either:

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

### Existing Liabilities:

- Last 3 months loan statements (If >60 days 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, evidence should be no more than 60 days old on receipt by Granite)

- Rates Notice; and
- 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  $\geq 6$  months before application)
- Valuation report confirming 100% completion
- Comparable sales (outside development)

### 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)

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## Prior to First Progress Payment to Builder

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

## Valuation Requirements

As-Is Valuation: acceptable only for reno/home improvement where loan  $\leq$  90% of land value 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

## Income Documentation - PAYG Borrowers

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

### ○ Additional Income Types

#### ■ For overtime, or shift allowances:

- Eligible Occupations<sup>1</sup>- Granite will accept 100% of annualised year-to-date overtime and allowances income evidenced by any one of the following:

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

(<sup>1</sup>Eligible Occupations include: Ambulance Officer, Police, Firefighter, Nurse, Midwife, Paramedic, Border Force, Protective Services Officer, Medical Practitioner Training, Anesthetist, Dermatologist, Emergency Medical Specialist, Obstetrician, Gynecologist, Ophthalmologist, Pediatrician, 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- Granite 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 income allowances); 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 Granite;) and
- Six-week bank statements (showing regular salary, with the latest statement within 60 days old on receipt by Granite.

### ○ For bonuses or commissions: Granite will accept 100% of actual bonuses and commissions income evidenced by any one of the following:

- Most recent financial year ATO Income Statement (must be no more than 15 months old); 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 Granite;) and
- Six-week bank statements (showing regular salary, with the latest statement within 60 days old on receipt by Granite.

### Employment by Family Member

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

## Income Documentation - Self Employed & Partnership Borrowers

### 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 return; 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