



## **Identification Checklist**

To help both you and ourselves in a swift and productive first interview we ask that you attempt to bring with you the following information, preferably with appropriate documentation.

### **μ Identification** *(must make up 100 points)*

- Current / Valid Australian Passport or Birth certificate (70 points)
- Drivers License (40 points)
- Medicare Card (25 points)
- Credit Card (25 points)
- Council Rates Notice (35 points)
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### **μ Income Substantiation – PAYG or Wage Earner**

- Last three consecutive payslips or
- Letter from employer (on company letter head) confirming:
  - 1) Length of service;
  - 2) Position;
  - 3) Gross salary.
- Last 2 years group certificates
- Last 2 years ATO Notice of Assessment
- Last 2 years Tax Returns (Complete set / all pages)

### **μ Income Substantiation – Self Employed/Company/Partnership**

- Copy of last two (2) Years Personal Tax Returns (Full Copies)
- Copy of last two (2) Years Tax Returns for ALL Trading Entities (Company, Partnership, Trusts) including P&L Statements and Balance Sheets
- Copy of ABN Registration Form from ATO.

## **μ Other Documentation – Residential Loans**

- Copy of All Loan Statements and/or receipts of payments made for last 6 months
  - ❖ Home loan
  - ❖ Personal Loans
  - ❖ Car loans
  - ❖ Investment property loan
- Copy of last 3 months Credit Card Statements
- Copy of recent rates notice showing title particulars or Copy of Title.
- Proof of 5% deposit saved by way of 6 months Bank savings statements/term deposits/managed funds etc N.B. Internet statements must show full name and account number or be matched with original bank statements.

### **For Investment / Rental Properties**

- Copy of Executed Lease Agreements or Last 3 months Managing Agent's Rental Statements
- Letter from Real Estate detailing potential rental return from property – *investment property*
- Front & Rear pages of Contract of Sale (Signed by Vendor and Purchaser) showing purchase amounts and signatures – *if have purchased/sold property*
- Copy of receipt for deposit already paid (issued by Real Estate Agent)
  
- Evidence of Public company shareholdings (*If using funds for purchase.*)
  - ❖ Share Dividend Statements
  - ❖ CHESS Statements
- Business Registration Certificate *if trading name required on Cheque/Deposit books (except Pty Ltd Entities)(If Applicable).*