Loan Application Checklist | Broker

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To support a smooth and efficient application and credit assessment process for your clients, please ensure the below listed items (where applicable) are provided with the initial loan application.

Income: **PAYG / Wage Earners**	☐ Payslips: Minimum one payslip, no older than 30 days, showing year-to-date income. Salary credits to be evidenced via transactional account statements for the most recent 3 months. ☐ Employment Confirmation: Employer letter required if in current role for less than 6 months, confirming probationary period. ☐ Bonus Income: Evidence - two most recent financial years (refer Credit Underwriting Procedure, page 22). ☐ Commission Income: Refer to Credit Underwriting Procedure, page 23. ☐ Allowances / Overtime: Refer to Credit Underwriting Procedure, page 23. ☐ Rental Income: Provide 3 months rental statements, rental appraisal, or previous year's tax return. Rental expenses must be included. ☐ Other Income: Supporting documentation for all additional income sources, including Centrelink, Child Support etc.
Income: **Self Employed**	☐ Two years of most recent business and personal tax returns, and financial statements. Latest statements must be no older than 18 months. ☐ If financials are older than 6 months, provide a recent BAS and Profit and Loss statement. ☐ Current ATO tax portal documentation required. ☐ If servicing is heavily reliant on business income, commentary must include nature of business, structure and cash flow, background and management, financial review, industry overview and credit history.
Expenses	☐ Living Expenses: Detailed breakdown of regular living expenses, including additional costs such as health insurance. ☐ Existing Loans: If loan conduct cannot be reviewed via CCR for the past 6 months, provide the last 6 months of statements. ☐ Credit Cards: Latest statements showing limits and balances. If used for everyday living expenses, 3 months statements are required. Store Cards: Statements or screenshots showing current limit and balance.

Mortgagee Identification	☐ Identification to be provided via NextGen ID or certified copies uploaded to ApplyOnline.
Other Requirements	☐ Superannuation: Evidence of current balances required. ☐ Exit Strategy Commentary: Refer to pages 9–10 of Credit Underwriting Procedure where applicable. ☐ Bank Statements: Statements for all personal accounts held for the last 3 months. ☐ Copy of CTS - ensure the current version at the time of submission is used and attach file in Excel format. ☐ Broker comments - summary and recommendation of application.

Note: The above information is a summary only. Please refer to the Credit Underwriting Procedure for more details and a complete list of requirements. We may request additional information to support or clarify the application.

Have questions?

For any additional questions or clarifications, please contact your GMCU Broker Relationship Manager:

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