



Bank of
Melbourne

Home Loan Application Checklist.

Here is a checklist to have handy when you apply for a home loan with Bank of Melbourne. This checklist is only meant as a guide, as all of the points may not relate to you. Bear this in mind when working through the checklist.

Savings history

You may need to provide us with a copy of your passbook or all statements of your savings account(s) held with other banks or financial institutions – covering a period of the last three months.

Proof of income.

You will need to provide us with the following documentation for proof of income to support your application:

Salary/wage earner

Your last two consecutive payslips which contain the following:

- Details of each component of your income
- Current and year-to-date gross and net income
- Your name and your employer's name.

Or alternatively, any two of the following:

- Salary/employment letter from your current employer confirming length of employment, your gross basic wage together with any other components relating to your salary
- Most recent employment contract which identifies your name, employer's name and gross basic wage together with any other components relating to your salary
- Latest payment summary/group certificate, tax assessment notice or tax return
- Evidence of consistent income amount regularly deposited to your bank account
- Latest payslip which identifies your name, employer's name and your gross and net income.

Self-employed applicants

You will need to provide us with copies of your personal income tax returns and full financial statements for the past two years, and the most recent financial year's Assessment Notice, which is no older than 18 months at the date of application.

Rental properties

If you are purchasing a rental property, provide us with a letter from a real estate agent indicating the anticipated rental income. If you have a property which is already tenanted, you will need to provide us with a copy of the current Residential Tenancy agreement and recent bank statements showing rent payments or a rental statement from the managing real estate agent.

Centrelink payments

A letter from Centrelink (or Department of Social Security, or equivalent) detailing current entitlements.

Commission/bonuses

Details from your employer confirming payments received over the last two years, plus copies of your tax returns for the corresponding two-year period.

Maintenance

A copy of the Court Order and a current statement from the Child Support Agency showing amounts received, together with copies of current statements showing payments over a six-month period.

Commitments.

Loans and cards with other financial institutions

Provide us with supporting documents for all existing debt (s) such as housing/investment loans, personal loans, car loans, margin loans, tax debts, buy now pay later, credit card and/or store card debts not being refinanced by this loan:

- Current statements covering at least 1 continuous month prior to the application (most recent no more than 6 weeks prior)

Rent/board

You will need to provide us with any one of the following:

- Current signed and dated lease/rental agreement (no older than 12 months) detailing the rental amount, frequency/cycle, property address and name(s) of tenants
- Letter from licensed property manager/agent (no older than 3 months) detailing the rental amount, frequency/cycle, property address and name(s) of tenants
- Rental ledger from licensed property manager/agent (no older than 6 weeks) detailing rental amount, frequency/cycle and name(s) of tenants
- Bank statement or transaction listing (no older than 6 weeks), covering 2 payment cycles, with a detailed narrative which aligns to the rental outgoing and detailing the rental amount and payment date. Account number/account name must be able to be matched to the applicant
- For Board only – Statutory declaration made by the relevant applicant(s)

Child support/spouse or de-facto maintenance

You will need to provide us with a copy of any one of the following:

- Court order or child support agency letter dated within last 12 months confirming the amount of the ongoing obligations
- Bank statement or transaction listing covering 2 payment cycles

Tax Debts

You will need to provide us with one of the following, evidencing the formal payment plan with the ATO:

- Australian Taxation Office (ATO) letter or
- Printout from ATO Portal

Expense details

Provide details of all ongoing expenses:

e.g. childcare fees, clothing/personal care, groceries, higher education & vocational training costs, insurance (excluding life, health, sickness and personal accident), insurance (life, health, sickness and personal accident), investment property costs (including insurance), medical/health (excluding health insurance), owner occupied primary residence land tax, body corp & strata fees, primary residence costs (including insurance), private schooling & tuition costs, public or government primary & secondary education costs, recreation/entertainment, secondary residence/holiday home costs (including insurance), telephone/internet/pay TV/media streaming subscriptions, transport, other regular or recurring expenses.

Borrowing purpose.

Housing construction/renovation

You will need to provide us with a copy of an itemised tender/quote signed by the licensed builder, showing the builder's licence number. This tender must be dated within the last 14 days and must state that the price will remain firm for at least 60 days.

Where a deposit has been paid, you will also need to provide a copy of the deposit receipt.

Plans and specifications

You will need to provide us with council approved plans and specifications before building starts.

Purchasing an existing property or vacant land

Provide a copy of the Contract of Sale from the selling agent. If a valuation is required, Bank of Melbourne will arrange it. You will also need to provide a copy of the deposit receipt, showing the full agreed purchase price and balance owing or a copy of the front page of the signed Contract of Sale.

Refinance

You will need to provide us with supporting documents for all debt(s) being refinanced by this loan:

Secured debt such as mortgage:

- Current statements covering at least 6 continuous months prior to your application (most recent no more than 6 weeks prior)

Unsecured debt such as credit card or personal loan:

- Current statements covering at least 3 continuous months prior to your application (most recent no more than 6 weeks prior)

Borrowing against the equity in your current home

Provide copies of your latest water and council rates.

Paying out a joint owner

Provide a copy of a solicitor's letter stating the amount required to pay out the other person. You will also need a copy of the Court Order, if Orders under the Family Law Act or Defacto Relationship Act are to be complied with.

Other documentation.

First home owner grant details

If you are eligible, we can help you with your application, and lodge it on your behalf.

Strata title

If you are buying a strata title unit, you will require a copy of the registered Strata Plan.

Company title

You will need to provide us with:

- A copy of the constitution of the company
- A copy of the minutes of the last three meetings held by the shareholders
- The name and telephone number of the company secretary
- A copy of the share certificate.

If your loan will be in a company name or trustee, you need to provide us with

- A copy of the constitution of the company
- A copy of the share certificate
- A Copy of your current Family/Unit Trust Deed
- Proof of deposit.

Gifts from family and friends

Any gifts of money must be deposited into your Bank of Melbourne savings account before you lodge your home loan application. A letter of Gift is to be provided.

Sale of assets (other than real estate)

You will need to show evidence of the sale and deposit the proceeds into your Bank of Melbourne savings account before you lodge your home loan application.