

## What do I need for my Home Loan video conference appointment?

Our handy checklist will help you prepare the documents and information you'll need for your video conference with a Home Lending Specialist.

### Is your video conference at a branch?

You can bring your documents along to your appointment.

### Is your video conference outside of a Commonwealth Bank branch?

Have your documents ready to refer to during your appointment. Your Home Lending Specialist will tell you how to provide your documents to us after your appointment.

This checklist covers:

1. Identification
2. Proof of your income
3. Loans and savings not with Commonwealth Bank
4. Building Insurance
5. Monthly living expenses

### 1. Identification

#### **New Commonwealth Bank customer?**

All applicants need to provide **one** of the following original forms of photo identification:

- Passport
- Australian driver's / firearms licence
- Australian proof of age card

**Or two** of the following original documents if you do not have photo identification:

- Birth certificate
- Citizenship certificate
- Pension card
- Council rates bill, utility bill, Australian Taxation Office assessment notice or overseas driver's licence (only one of these documents can be used)

If you have documents written in a language other than English you'll need an English translation from an accredited translator.

#### **Already a Commonwealth Bank customer?**

If your video conference is at a branch, please bring along photographic identification (e.g. your passport or driver's licence) or a Commonwealth Bank keycard, credit card or passbook. If your video conference is outside of a branch, we can confirm your identity through our standard identification procedure.

## **Verification of your financial position**

All verification documents can be copies unless stated otherwise.

### **2. Proof of your income**

#### **Do you earn a wage or salary, or are you a PAYG contractor?**

Please provide **one** of the following:

- Your most recent payslip (less than 60 days old) that shows your name and the name of your employer
- Your bank statements showing salary credits for the last three months

**Or:**

- Your current employment contract or a letter from your employer detailing your base wage and your most recent PAYG summary or tax return.

Note that where your income contains any work related allowances, overtime, commission or bonus income additional verification documentation may be sought.

#### **Are you self-employed or an independent contractor?**

Please provide:

- Your personal/business income tax returns and tax assessment notices for the past two years
- Your most recent employment contract detailing your income if you're an independent contractor

If your most recent tax returns and tax assessment notices are more than 24 months old, you will also need to provide **one** of the following:

- Internal management accounts supported by Business Activity Statements (BAS) for the past 12 consecutive months and verified by the Australian Taxation Office (ATO)
- The current draft or final financial statements prepared by an accountant

#### **Are you applying for a [Low Documentation Loan](#)?**

You'll need:

- Your ABN and/or Certificate of Incorporation and your Business Activity Statements (BAS) for the past 12 months

Note: All parties to the loan who are self-employed will need to sign the Low Documentation Loans document. Your Home Lending Specialist will provide this document to you.

**Do you earn income from rental properties?**

Please provide **one** of the following:

- A statement or letter from the managing agent
- The current lease agreement
- Bank statements showing rental credits for the last three months
- Your most recent tax returns covering the period you've owned rental property

**Do you receive income from the government (e.g. Centrelink and/or Veteran Affairs)?**

Please provide **one** of the following:

- A letter from the government body confirming your benefit amount (less than 90 days old)
- Bank statements showing the government income for the last three months

**3. Loans and savings not with Commonwealth Bank**

**Are you looking to refinance your mortgage loan?**

Please provide:

- Home loan statements for the last six months

**Are you looking to refinance your non-mortgage loan?**

Please provide:

- The last three months of statements for any credit cards or personal loans

**Do you have savings or investments to use for the loan?**

Please provide:

- Your passbooks and/or statements for the last three months

**4. Building Insurance**

If you have existing insurance on the property, we'll need to see:

- Your Insurance Policy Schedule or Certificate of Insurance

We can offer straightforward insurance for you and your assets. During your appointment, we'll give you more information about the options available to you.

## **5. Your monthly living expenses**

You'll need to tell us how much money you need to maintain a reasonable standard of living, including expenses such as food (e.g. groceries, meat, fruit and vegetables), transport (e.g. petrol, train and bus fares), clothing, utilities (e.g. electricity, water, gas and council rates), education (e.g. school fees and child care), health care (e.g. private health insurance) and other expenses (e.g. entertainment, pay TV and regular holidays).

Add up your current living expenses and think about any changes you might make (if any) if your loan is approved. We'll ask you for the amount during the interview.