

Your Commercial Loan Application Checklist

Submitting a complete application with all the correct supporting documents usually means your loan can be processed quicker. Use this handy checklist to help you prepare your Commercial loan application. It is important to note that this checklist is only a guide and some information may not apply to you.



Your Identification

If you're new to Gateway we'll need your Medicare Card and one of the following identification documents:

Australian Driver's Licence (Front and Back)

Australian Passport (current or expired Passport up to 2 years old) / Foreign Passport (current only)

If you do not have either of these documents, you can provide two of the following:

Australian State or Territory issued Proof of Age card

Birth Certificate or Birth extract issued by Australian State or Territory

Australian Citizenship Certificate

Trusts

Full copy of signed and dated Trust Deed, including schedules, variations, and Register of Unit holders (if applicable)

Your Income (Self-employed Applicants)

Full business/company/trust Taxation Returns and financials for the last two years accompanied by confirmation of lodgement (most recent cannot be older than 18 months).

Personal Tax Returns with corresponding Notice of Tax Assessments for the last two years for each Director/Sole-trader/Partner (most recent cannot be older than 18 months).

Most recent statement for each business liability (cannot be older than 6 months)

Your Income (PAYG Applicants/Guarantors)

If you are a salary or wage earner, we'll need:

Two most recent consecutive payslips and showing employer names, ABN and year to date income

Alternatively, any two of the following documents will be acceptable:

A letter from your employer on company letterhead that contains details of your gross annual income, breakdown of your salary package, position name, length of employment and the basis of employment (full time, part time or casual)

Signed and accepted Employment Contract

Full Personal Tax return for last financial year with Notice of Tax Assessment

Most recent PAYG payment summary

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If you get rental income, we'll need one of the following:

For Commercial rental income:

A copy of an executed commercial lease agreement. If a lease is not available, three consecutive months of rental statements.

For Residential rental income:

A full copy of the residential tenancy agreement, signed and dated.

A letter from a real estate agent indicating the anticipated rental income (for new property purchases)

Three consecutive months of rental statements

A letter from a managing agent indicating how long they have managed the property, the length of time the current tenant has been in and the rental income being received

For Short-term Residential rental income, one of the following:

Rental statement covering a 12-month period; or

The latest tax return

If you get managed superannuation income, we'll need:

A statement or letter from the fund provider (no older than 12 months)

Bank statements showing regular income from the fund over the last 3 months

If you get Self-Managed Superannuation income, we'll need:

Latest audited financial statements (including profit and loss and balance sheet) and tax returns for the fund. If the financial statements are more than 9 months old then interim figures will be required.

Verifying documents demonstrating the assets held by the fund. For example, bank account statements in relation to cash holdings, share statements or rates notices for rental income.

Your Savings and Investments

If your savings or investments are being used for the purchase and are held outside of Gateway, we'll need:

Evidence of savings/deposit/equity/loan funds to complete

If you get commission or bonuses, we'll need one of the following:

Details from your employer confirming payments received over the last two years

Your last two PAYG payments summaries

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Other Important Information

If you are refinancing your loans, we'll need:

- Six months of statements for your commercial loan
- Rates notice for all properties being refinanced

If you are purchasing a new property, we'll need:

- Full copy of signed and dated Contract of Sale (Purchase Contract)
- Your solicitor/conveyancer's details (name, address and phone number)

If you are borrowing to pay out a joint owner, we'll need:

- A letter from your solicitor stating the amount required to pay out the other person
- Relevant Court Orders that are to be complied with

You will need to be able to show where the borrower is a company with different share classes by providing company documents outlining entitlement under each share class. Ownership and income flow structure (for complex structures)

If you're applying for a Green Commercial Property Loan, we will need one of the below:

For newly builds a copy of your certificate confirming a Green Star Building 4-star rating or above. For existing buildings a copy of your certificate confirming a Green Star Performance 4-star rating or above from Green Building Council of Australia.

A copy of your NABERS certificate confirming a minimum 4-star rating or above for the proposed security

Contact Us

If you have any questions or queries, please contact us on 1300 302 474 or send us an email at CommercialLending@gatewaybank.com.au to speak with one of our dedicated Lending Consultants (8am – 6pm Monday to Friday).

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