

Your Home 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 home loan application. It is important to note that this checklist is only a guide and some information may not apply to you.



Gateway Bank Ltd
ABN 47 087 650 093
AFSL/Australian Credit
Licence Number 238293

Your Identification

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

- Driver's Licence (must note your current address)
- Passport

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

- Proof of Age Card
- Birth Certificate
- Citizenship Certificate
- Pension card issued by Centrelink

Your Income

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

If you are self-employed, we'll need all of the below:

- Business Financial Statements and Business Tax Returns for the last two years (most recent cannot be older than 18 months) with confirmation of lodgement
- Personal Tax Returns with corresponding Notice of Tax Assessments for the last two years (most recent cannot be older than 18 months)
- Most recent statement for each business liability (cannot be older than 6 months)

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For rental income, one of the following:

For Residential rental income:

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

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

Three consecutive months' rental statements; or

A letter from the 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:

Rental statement covering a 12-month period; or

The latest tax return

For Commercial rental income:

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

If you get Government payments, we'll need:

A letter from Centrelink detailing your current entitlements

Commission received annually and all bonus payments:

Latest 2 income statements, OR

Formal confirmation from employer

Commission received quarterly or monthly:

Payslips or income statement covering at least 12 months of payments, OR

Formal confirmation from employer

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

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

Latest bank statement 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

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Your Loan Purpose

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

Bank statements or evidence of funds held in your name for the last 3 months

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

Six months of statements for your home/investment loan or line of credit

Three months of statements for any personal loans, credit cards or other fixed repayment loans

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

A contract for Sale (Offer of Acceptance in WA)

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

If you are borrowing to construct/renovate a residential property, we'll need:

Council approved building plans, specification or Building Permit

Fixed price building or construction contract

If you are applying for a Green Home Loan, we'll need:

A Statutory declaration to confirm that the security property has at least 3 items from the list of eligibility criteria for a Green Home Loan; or

A Residential Efficiency Scorecard certificate with a minimum 4-star rating up to a maximum 6.9-star rating for the security property (For an ACT rated property, a certificate from an accredited assessor in the ACT with a minimum 4-star rating up to a maximum 6.9-star rating for the security property)

If you are applying for a Green Plus Home Loan or Investor Green Plus Home Loan, we'll need:

A NatHERS certificate with a 7-star rating or above for the security property; or

A Residential Efficiency Scorecard certificate with a 7-star rating or above for the security property (For an ACT rated property, a certificate from an accredited assessor in the ACT with a 7-star rating or above for the security property) or;

A certificate confirming the security property is a Green Star Designed or Certified home from Green Building Council of Australia.

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Your Liabilities

If you have other continuing loans or credit cards not being refinanced, we'll need:

A current statement for each account held outside of Gateway

Other Important Information

You will need to be able to detail your monthly costs of living, including expenses such as groceries, clothing, education, healthcare, transport and utilities. If you have insurance on the property to be used as security we'll need to sight the current policy

Contact Us

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

Other Home Loan Resources

- [The Gateway HomeHub](#)
- [Home loan interest rates](#)
- [Compare home loans at Gateway Bank](#)
- [Calculate your loan repayments](#)
- [Refinancing your home loan](#)
- [What is a comparison rate?](#)