ME home loan supporting document checklist.

Introduction.

At ME, we are committed to making it easy for you to deal with us. If we receive a fully completed application with the correct supporting documents, your loan will be processed more quickly.

It's important to note that this checklist is only a guide and some information may not apply to you. Brokers and ME sales staff should refer to the Home Lending Policy for further information regarding policy restrictions and requirements.

Under certain circumstances applications may require additional checks to be conducted. As a result of this, we may also ask you to provide us with additional documentation or further information which will assist us to complete the assessment of your application.

Confirmation of income.

PAYG salary/wages Full time, permanent part time, second job, probation.	☐ One payslip no older than 4 weeks or 6 weeks if the applicant is paid monthly containing the YTD income for 3 months ; AND Where 3 months YTD income is not evident via payslips further confirmation of income must be obtained via any one of the following secondary documents: ☐ Most recent notice of assessment/PAYG payment summary or income statement (tax ready status) through ATO single touch payroll, no older than 14 months; OR ☐ Most recent personal tax return, no older than 14 months; OR ☐ The final payslip from the last financial year which has a YTD figure included **Note:** If the borrower is employed by family, payslip must always be supported by the most recent personal tax return and Notice of Assessment no older than 14 months
PAYG Salary/wages Casual, allowances, overtime	☐ Same PAYG – Full time/permanent part time (above); AND **Any one of the following:** ☐ Most recent PAYG payment summary/notice of assessment, no older than 14 months; OR ☐ Most recent personal tax return, no older than 14 months; OR ☐ Income Statement (tax ready status) through ATO single touch payroll no older than 14 months
PAYG contracted employees	☐ Same PAYG – Full time/permanent part time; AND ☐ A copy of current employment contract which includes the following; • Commencement date; • All components of income, including remuneration amount, and; • Payment frequency and proposed hours of work
Commission/bonus	For Commission - At the submission date, borrower has had 6 months in current job, AND A minimum of 2 years history of the customer receiving commission. For Bonus - Bonus can be used when it can be evidenced as having a minimum of 2 years history of the customer receiving bonus income from current employer. ☐ One payslip no older than 4 weeks (or 6 weeks if borrower is paid monthly); AND **Any one of the following for each of the preceding 2 financial years:** ☐ PAYG payment summary no older than 14 months; OR ☐ Personal tax return no older than 14 months; OR ☐ Payslips for each of the past 2 financial years showing the commission/bonus payments; OR ☐ Income Statement (tax ready status) through ATO single touch payroll no older than 14 months
Government income Pensions, family payment, parenting payment	☐ A Centrelink statement or equivalent, no older than 6 weeks confirming benefit amount; OR ☐ Bank statements, most recent showing regular payments over a period of 3 months Policy restrictions apply to these payments. Please refer to the Credit Policy for further information.

Child support/ maintenance	Payments must be payable for the next 5 years (dependants are < 13 years of age) ☐ Court order/child support agency statement or registered child support agency agreement; AND ☐ Bank statements, most recent showing regular child support payments over a period of 6 months with the last payment being within the last 4 weeks
Parental leave	Evidence must be provided confirming the return to work income and capacity for loan repayments. **Return to work income** ☐ Letter from employer (dated, signed, on employer letterhead) no older than 4 weeks and confirming the following: • Date of return • Employment status (i.e. full time or part time and hours) • Salary upon return • Employer acknowledging the borrower's intention to return to work **Capacity for loan repayments** ☐ Letter from employer or government setting out the details of the paid parental leave, if applicable; AND ☐ Evidence that loan repayments/all commitments can be met during partially paid or unpaid period of the parental leave
Investment income Shares, managed investments and other income producing assets. This may also include income from Airbnb and other short term/ holiday rentals, rental on commercial property/shops, multi-unit development (three or more units) on one title, car space, student accommodation.	☐ Two of the most recent tax returns, the most recent being no older than 18 months
Rental income Standard, display homes, NRAS, DHA	Evidence must be provided confirming the rental amount via: ☐ A current lease/tenancy agreement showing commencement date and termination date; OR **Note:** Lease agreements with elapsed expiry dates, no expiry dates or periodic agreements are not acceptable ☐ A rental statement issued by the managing agent or property manager no older than 90 days; OR ☐ ME's valuation report no older than 90 days; OR ☐ A rental appraisal from a registered real estate agent no older than 90 days **For DHA only:** ☐ Copy of the current lease agreement no older than 12 months old; OR ☐ A current rental statement no older than 90 days **For display homes only:** ☐ ME's valuation report no older than 90 days **For mining postcodes:** ☐ ME's valuation report no older than 90 days; OR ☐ A rental appraisal from a registered real estate agent which is no older than 90 days

Motor vehicle	**Motor Vehicle Allowance** ☐ One payslip no older than 4 weeks / 28 days (6 weeks / 42 days where payslips are monthly); AND **Any one of the following:** ☐ Most recent PAYG Payment Summary or income statement (tax ready status) through ATO single touch payroll/ notice of assessment, no older than 14 months; OR ☐ Employment contract; OR ☐ Final payslip from the last financial year which has a YTD figure included; OR **Add Back (Novated Lease)** ☐ A payslip no older than 4 weeks / 28 days (6 weeks / 42 days where payslips are monthly); AND ☐ Salary packaging agreement/novated lease agreement to be held to confirm that the lease is inclusive of operating costs (e.g. insurance, registration, running costs, etc.) with no restrictions on personal use
Self employed income /independent contractors	**Sole proprietorship or partnership** ☐ Last 2 most recent years lodged personal/business/company/trust income tax returns (the most recent being no more than 18 months old); AND ☐ Most recent notice of assessment, no older than 18 months **Company or trust** ☐ As above; AND ☐ Last 2 most recent years financial statements (the most recent being no more than 18 months old);
Confirmation of deposit funds.	
Deposit funds	A minimum deposit of 5% of the property price must be evidenced from where the base loan (before any capitalisation of LMI) is > 90% LVR. **Bank accounts/term deposits** ☐ Latest statement that clearly evidence the applicant's name **Equity in residential property** ☐ Suitable confirmatory evidence of the equity i.e. additional borrowings from existing real estate **Shares** ☐ Latest share certificate(s) or statements that clearly evidence the applicant's name **Redrawable funds in a mortgage or line of credit** ☐ Latest statement showing redraw or unconditional loan approval that clearly evidence the applicant's name **Proceeds from sale of real estate** ☐ Copy of the contract of sale; OR ☐ Bank statement/s that clearly verify the applicant's name and the deposit of the sale proceeds **First Home Owners Grant (FHOG)** ☐ Bank statement/s that clearly verify the applicant's name and the deposit of the sale proceeds **Non-repayable Gifts** ☐ Signed and dated letter from an immediate family member with the borrower's name and amount of the gift; ☐ Latest bank statement showing the gift amount received by the borrower. **Inheritance** ☐ Confirmation letter of inheritance from solicitors.

Loan purpose.	
Purchase	If you have already purchased/found your property please provide the following; ☐ Solicitor/conveyancer's details (name, address and phone number) ☐ Copy of full contract of sale (or equivalent) for the property ☐ Copy of vendor's statement (where applicable) ☐ Confirmation of funds to complete the purchase
Purchase (off the plan)	**Residential dwelling** ☐ The property must be near completion and access is available for valuation purposes ☐ Certificate of occupancy or equivalent is to be provided prior to settlement ☐ Confirmation of funds to complete the purchase

Refinance (including debt consolidation)	☐ Another financial institution discharge authority signed by borrower(s)
	Bank statements
	ME Bank will use Comprehensive Credit Reporting (CCR) data, where available, to assess conduct on the loan/s to be refinanced.
	Please only provide the below statements if the credit provider is not a participant of CCR.
	If the loan is to repay:
	☐ Another **financial institution's personal loan, home loan, leases and/or hire purchase:** provide the latest loan statements that displays the account name, account number and covers a consecutive 6 month period with the last statement no older than 45 days as at the submission date OR
	☐ An interim statement/transaction listing covering the most recent 6 months which meets the following conditions:
	  ☐ Must show the loan account number
	  ☐ Must be accompanied by any bank issued loan statement (or a page thereof) showing the customer's name and loan account number
	  ☐ Last date of the transaction listing is no older than 45 days as at submission date
	☐ Another **financial institution's credit card**: provide the last issued statement that displays the account name, account number and covers a consecutive three month period
	Please note statements are only acceptable where they include:
	  ☐ Borrower's name
	  ☐ Account number
	  ☐ Individual transactions itemised
	  ☐ Running account balance (not required for credit cards or car lease /hire purchase)
	  ☐ The logo of the bank or financial institution is displayed
	  ☐ Where the applicants name or logo is not displayed on the internet statement, a separate bank issued statement must be provided to verify these details
	An acceptable interim statement/transaction listing must contain the following:
	  ☐ Borrower's name/s (at a minimum surname and initials) or account number
	  ☐ Opening balance
	  ☐ Closing balance
	  ☐ Running transaction history (dates, debits and credits)
	  Please note: where the opening balance is not displayed, an overlapping transaction history where at least one or more transactions match those on the most recent bank issued loan statement, is acceptable
	Marital separation
	☐ A copy of a binding financial agreement signed by both parties accompanied by a statement of independent legal advice (signed by respective lawyer for each party); OR
	☐ Court order

Cash out/equity release	☐ Written advice from the customer on the purpose of funds; OR ☐ Written advice from the broker or banker outlining the conversation with the customer; AND ☐ Documentation supporting the purpose must be supplied as per the table below. **Note:** Supporting documentation and purpose of funds are not required if equity release/cash out is below $5,000. If there are two or more different cash out components, with each under the threshold for their purpose but collectively totalling more than $200,000 (for <60% LVR) or $150,000 (for 60-80% LVR), supporting documentation to validate the largest component will be required. Where the amounts are equal, supporting documentation will be required for at least one of the cash out purposes. • For any housing loan where the LVR is more than 80%, we validate the whole cash out component and cash out amount is limited to 20% of the security value. **Applications between 60%-80% LVR**

Cash out purpose	Supporting documentation is required if	Required documentary evidence
Purchase of or deposit for residential property	>$150,000	• A copy of the contract of sale with customers' details; **OR** • A fully completed Licensed Real Estate Declaration Form or letter from a licensed real estate agent or buyers advocate (Note: This letter needs to state the address of the property, its estimated price range and the date of auction if relevant. Where the applicant has not decided on a specific property, the letter should contain, at a minimum, an estimated price range and area. One letter can cover multiple properties but information on each property is required).
Renovations *Cosmetic/non-structural (can include ancillary improvements e.g., landscaping, pergola, shed, or build of granny flat/ fully self-contained unit with living area of <=60sq.m).*	>$150,000	• A copy of the contract of sale, quotes or invoices where cash out is for build of a granny flat/fully self-contained unit, the living area must be clearly indicated in the specification from the documentary evidence.
Investments (e.g. shares or managed funds)	>$150,000	• Confirmation from a financial planner or accountant as to the intended use of the funds.
Motor vehicle or asset	>$150,000	• A copy of the contract, purchase order, itemised quote, itinerary or invoice; OR • A statutory declaration from the customer outlining the use of the funds.
Other or personal use (e.g. travel/ holiday, furniture/ appliances, retention or redraw)	>$150,000	• A copy of the contract, purchase order, itemised quote, itinerary or invoice; OR • A statutory declaration from the customer outlining the use of the funds. • For redraw to be retained before finance: a page of bank-issued bank statement or transaction listing confirming the amount of redraw with the last transaction no more than 45 days old as the date of submission.

Cash out/equity release

Applications with <60% LVR

Cash out purpose	**Supporting documentation is required if**	**Required documentary evidence**
Purchase of or deposit for residential property	>$200,000	• A copy of the contract of sale with customers' details; **OR** • A fully completed Licensed Real Estate Declaration Form or letter from a licensed real estate agent or buyers advocate (Note: This letter needs to state the address of the property, its estimated price range and the date of auction if relevant. Where the applicant has not decided on a specific property, the letter should contain, at a minimum, an estimated price range and area. One letter can cover multiple properties but information on each property is required).
Renovations *Cosmetic/non-structural (can include ancillary improvements e.g., landscaping, pergola, shed, or build of granny flat/ fully self-contained unit with living area of <=60sq.m).*	>$200,000	• A copy of the contract of sale, quotes or invoices where cash out is for build of a granny flat/fully self-contained unit, the living area must be clearly indicated in the specification from the documentary evidence.
Investments (e.g. shares or managed funds)	>$200,000	• Confirmation from a financial planner or accountant as to the intended use of the funds.
Motor vehicle or asset	>$200,000	• A copy of the contract, purchase order, itemised quote, itinerary or invoice; OR • A statutory declaration from the customer outlining the use of the funds.
Other or personal use (e.g. travel/ holiday, furniture/ appliances, retention or redraw)	>$200,000	• A copy of the contract, purchase order, itemised quote, itinerary or invoice; OR • A statutory declaration from the customer outlining the use of the funds. • For redraw to be retained before finance: a page of bank-issued bank statement or transaction listing confirming the amount of redraw with the last transaction no more than 45 days old as the date of submission.

Insurance

☐ Customer(s) have been advised that under the ME Home Loan and Mortgage Terms and Conditions they will be required to provide Building Insurance Certificate of Currency and hold property insurance for the life of the loan.

- Homes and investment properties: Customers should ensure that the building insurance covers the full replacement and reinstatement value.
- Body Corporate: If the customer's property has a body corporate, the required cover may vary depending on your loan balance.

ME's insurance requirements also include the following:

- Insurance to be in the name of all property owners.
- Insurer must be acceptable to ME.
- ME Bank noted as the interested party on the policy, and
- must be held for the life of the loan and evidence of insurance must be provided when we ask for it.

Note: If the security is a strata titled property, confirmation of residential strata insurance/body corporate cover is not required.

ME broker use section only:	
Customer ID verification & broker declaration form (mandatory)	☐ Completed form is attached and signed by broker
Broker home loan submission form (mandatory)	☐ Completed form is attached and signed (by hand or digital signature) by borrower(s) and/or guarantor(s)
Responsible Lending Summary form (mandatory)	☐ Completed form is attached and signed (by hand or digital signature) by broker
Insurance (mandatory)	☐ Advised customer(s) of their obligation to provide us with a copy of their Building Insurance Certificate of Currency for the full replacement and reinstatement value for each security with us noted as the interested party.
Lenders Mortgage Insurance (mandatory when applicable)	☐ LMI Fact Sheet has been provided to all customers where Lenders Mortgage Insurance is applicable
Supporting documents sent to ME	☐ All supporting documents have been uploaded to Apply Online
Applicant/s name	☐ Applicant/s name must be the same in application, identification form and title
Additional application/s	☐ Include commentary for any additional applications, noting related RHL numbers
Deductions	☐ Commentary provided for ALL deductions evident on payslip/s to confirm whether deductions are voluntary or non-voluntary
ME internal use section only:	
Internal refinance	☐ ME internal refinance approval (if applicable)
Applicant/s name	☐ Applicant/s name must be the same in application, T24, PEGA, identification and title
Loan purpose	☐ Notes must be clear and concise
Additional application/s	☐ Include commentary for any additional applications, note related RHL's
Funds to complete	☐ Funds to complete table to be included in "contribution" section for all deals
NCCP	☐ Responsible lending obligations form completed and attached ☐ (NB: If there is any amount of "cash out" ensure the "cash out" section is completed)
Customer ID verification	☐ Completed customer ID verification is attached
Policy exceptions	☐ All policy exceptions are clearly noted in the correct section
Undisclosed debts	☐ Review savings/refinance statements and Equifax report for any undisclosed liabilities
Insurance (mandatory)	☐ Advised customer(s) of their obligation to provide us with a copy of their Building Insurance Certificate of Currency for the full replacement and reinstatement value for each security with us noted as the interested party.
Lenders Mortgage Insurance (mandatory when applicable)	☐ LMI Fact Sheet has been provided to all customers where Lenders Mortgage Insurance is applicable