

Loan application - Checklist



To: Credit Union SA

Email: broker-lendingsupport@creditunionsa.com.au

Applicant 1: _____

Applicant 2: _____

Pages: _____

Verification checklist

Yes No Not applicable

Needs Analysis

Cover sheet summarising application

Application form

Affordability calculator

Minimum of 3 years employment and residential history

Evidence of genuine savings and funds required to complete purchase/construction

Explanation of any credit applications made within the last 30 days

For PAYG income, most recent or previous period's payslip (both if LMI required)

For self-employed borrowers, 2 years financial statements, tax returns and ATO assessment notices (or other financial data as agreed/requested)

For all other income, verification as required by the Operations Manual

Last 3 months statements for all existing loan facilities and credit cards

Last 6 months statements for any existing loans to be refinanced

Last 3 months statements for main/salary deposit transaction account

If renting, copy of lease or tenancy agreement (only if rent < \$650pm)

For mortgage secured loans:

Copy of signed sale contract and conveyancer's details for new property/ies

Copy of rates notice or certificate of title details for existing property/ies

For secured personal loans:

Copy of dealer's invoice or registration papers with full details of VIN, registration and engine number for any security to be provided

For all secured loans please provide any other relevant details concerning the description or valuation of the security;

Originator's declarations

Yes Not applicable

I have made reasonable enquiries about the applicant/s financial situation, needs and objectives and am satisfied that the credit product selected is not unsuitable

I confirm that the information in this application is, to the best of my knowledge, true, complete and accurate and I am not aware of any other information that the Credit Union would reasonably require in assessing this application for credit

All documents provided to the Credit Union in support of this application are true and correct copies of the original documents and I have sighted the original documents

I have advised the applicant/s that membership of Credit Union SA is a prerequisite prior to loan funding

If the application is to refinance an existing loan/s, I have considered and discussed the costs, risks and benefits and am satisfied that the applicant/s will not be worse off

General details

Loan documents to be sent to:	myself	400 KWS Branch	
	applicants	electronic signature for eligible loans	
Other accounts to be opened at:	settlement	as soon as possible	not applicable
VOI to be completed by:	by broker, appointed as Credit Union SA's agent, digitally using IDYou		
	by broker, appointed as Credit Union SA's agent, completing in person		
	by Credit Union SA representative		
	at a participating Australia Post Outlet		