



# 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.

- Base Income,
- Overtime, Shift or staff allowance, Penalties

One payslip no older than 28 days old (42 days if paid monthly) showing the YTD income for a minimum of 3 months;

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:

- The final payslip from the last financial year which has a YTD figure included; OR
- 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.

**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

- Base Income,
- Overtime, Shift or staff allowance, Penalties

Same PAYG – Full time/permanent part time (above); AND

#### Any one of the following:

- The final payslip from the last financial year which has a YTD figure included; OR
- 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

### PAYG contracted employees

Same PAYG – Full time/permanent part time; AND

- A copy of executed employment contract which includes the following;
  - Commencement date;
  - All components of income, including remuneration amount, and;
  - Payment frequency and proposed hours of work

### Commission

6-months or more YTD

One payslip showing the YTD commission income no older than 28 days old (42 if paid monthly) showing the YTD income for a minimum of 6- months.

For less than 6-months YTD

- Payslips showing 6-months of commission income OR
- A letter from the employer showing 6-months commission and one payslip showing commission.

<p><b>Bonus</b></p>	<p>Annual Bonus – 80% of average of last 2 years. Biennial, Quarterly or Monthly bonus – 80% summed up over a full year.</p> <p><b>Any one of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Payslips that evidence receipt of the bonus payments; OR</li> <li><input type="checkbox"/> Reward statements issued by the employer that evidence receipt of the bonus payments; OR</li> <li><input type="checkbox"/> Signed letter from the employer detailing the bonus payment amounts paid; OR</li> <li><input type="checkbox"/> Their most recent PAYG Payment Summary, Income Statement (Tax ready Status) through ATO Single Touch Payroll/ Notice of Assessment or Personal Tax Return, no older than 14 months, which evidence total income above the customers calculated base salary</li> </ul>
<p><b>Government income</b> Pensions, family payment, parenting payment</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A Centrelink statement or equivalent, no older than 6 weeks confirming benefit amount; OR</li> <li><input type="checkbox"/> 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.</li> </ul>
<p><b>Child support/maintenance</b></p>	<p>Payments must be payable for the next 5 years (dependants are &lt; 13 years of age)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Court order/child support agency statement or registered child support agency agreement; AND</li> <li><input type="checkbox"/> 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</li> </ul>
<p><b>Parental leave</b></p>	<p>Evidence must be provided confirming the return to work income and capacity for loan repayments.</p> <p><b>Return to work income</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter from employer (dated, signed, on employer letterhead) no older than 4 weeks and confirming the following: <ul style="list-style-type: none"> <li>• Date of return</li> <li>• Employment status (i.e. full time or part time and hours)</li> <li>• Salary upon return</li> <li>• Employer acknowledging the borrower's intention to return to work</li> </ul> </li> </ul> <p><b>Capacity for loan repayments</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter from employer or government setting out the details of the paid parental leave, if applicable; AND</li> <li><input type="checkbox"/> Evidence that loan repayments/all commitments can be met during partially paid or unpaid period of the parental leave</li> </ul>
<p><b>Investment income</b> 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.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Two of the most recent tax returns, the most recent being no older than 18 months</li> </ul>

<p><b>Rental income</b> Standard, display homes, NRAS, DHA</p>	<p>Evidence must be provided confirming the rental amount via:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A current lease/tenancy agreement showing commencement date and termination date; OR</li> <li><b>Note:</b> Lease agreements with elapsed expiry dates, no expiry dates or periodic agreements are not acceptable</li> <li><input type="checkbox"/> A rental statement issued by the managing agent or property manager no older than 90 days; OR</li> <li><input type="checkbox"/> ME's valuation report no older than 90 days; OR</li> <li><input type="checkbox"/> A rental appraisal from a registered real estate agent no older than 90 days</li> </ul> <p><b>For DHA only:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of the current lease agreement no older than 12 months old; OR</li> <li><input type="checkbox"/> A current rental statement no older than 90 days</li> </ul> <p><b>For display homes only:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ME's valuation report no older than 90 days</li> </ul> <p><b>For mining postcodes:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ME's valuation report no older than 90 days; OR</li> <li><input type="checkbox"/> A rental appraisal from a registered real estate agent which is no older than 90 days</li> </ul>
<p><b>Motor vehicle</b></p>	<p><b>Motor Vehicle Allowance</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> One payslip no older than 4 weeks / 28 days (6 weeks / 42 days where payslips are monthly); AND</li> </ul> <p><b>Any one of the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Employment contract; OR</li> <li><input type="checkbox"/> Final payslip from the last financial year which has a YTD figure included; OR</li> </ul> <p><b>Add Back (Novated Lease)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A payslip no older than 4 weeks / 28 days (6 weeks / 42 days where payslips are monthly); AND</li> <li><input type="checkbox"/> 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</li> </ul>
<p><b>Self employed income /independent contractors</b></p>	<p><b>Sole proprietorship or partnership</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Last 2 most recent years lodged personal/business/company/trust income tax returns (the most recent being no more than 18 months old); AND</li> <li><input type="checkbox"/> Most recent notice of assessment, no older than 18 months</li> </ul> <p><b>Company or trust</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> As above; AND</li> <li><input type="checkbox"/> Last 2 most recent years financial statements (the most recent being no more than 18 months old);</li> </ul>

## 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.**

<b>Purchase</b>	If you have already purchased/found your property please provide the following; <input type="checkbox"/> Solicitor/conveyancer's details (name, address and phone number) <input type="checkbox"/> Copy of full contract of sale (or equivalent) for the property <input type="checkbox"/> Copy of vendor's statement (where applicable) <input type="checkbox"/> Confirmation of funds to complete the purchase
<b>Purchase (off the plan)</b>	<b>Residential dwelling</b> <input type="checkbox"/> The property must be near completion and access is available for valuation purposes <input type="checkbox"/> Certificate of occupancy or equivalent is to be provided prior to settlement <input type="checkbox"/> Confirmation of funds to complete the purchase
<b>Refinance (including debt consolidation)</b>	<input type="checkbox"/> Another financial institution discharge authority signed by borrower(s) <b>Bank statements</b> 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: <input type="checkbox"/> Another <b>financial institution's personal loan, home loan, leases and/or hire purchase:</b> 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 <input type="checkbox"/> An interim statement/transaction listing covering the most recent 6 months which meets the following conditions: <input type="checkbox"/> Must show the loan account number <input type="checkbox"/> Must be accompanied by any bank issued loan statement (or a page thereof) showing the customer's name and loan account number <input type="checkbox"/> Last date of the transaction listing is no older than 45 days as at submission date <input type="checkbox"/> Another <b>financial institution's credit card:</b> 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: <input type="checkbox"/> Borrower's name <input type="checkbox"/> Account number <input type="checkbox"/> Individual transactions itemised <input type="checkbox"/> Running account balance (not required for credit cards or car lease /hire purchase) <input type="checkbox"/> The logo of the bank or financial institution is displayed <input type="checkbox"/> 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: <input type="checkbox"/> Borrower's name/s (at a minimum surname and initials) or account number <input type="checkbox"/> Opening balance <input type="checkbox"/> Closing balance <input type="checkbox"/> Running transaction history (dates, debits and credits) <b>Please note:</b> 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 <b>Marital separation</b> <input type="checkbox"/> 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 <input type="checkbox"/> 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.

- For any housing loan where the LVR is more than 80%, we must always validate the whole cash out (\$5,000 or more) and cash out amount is limited to 20% of the security value. See also [10.5 LVR limits for equity release loans – Home Lending Policy](#).
- If there are multiple cash out components, which include renovations and/or other or personal use with each under the threshold by purpose but collectively totaling more than the threshold, supporting documentation to validate Renovations and/ or Other or Personal use will be required.

For this cash-out purpose...	Cash-out amount we'll lend up to without supporting documents...	If it is over this amount or the LVR is more than 80%, we need...
Other or personal use (e.g. travel/ holiday, wedding, furniture/ appliances, retention of redraw)	<\$200,000	Either: <ul style="list-style-type: none"> <li>• A copy of the contract, purchase order, itemised quote, itinerary or invoice; OR</li> <li>• A statutory declaration from the Customer outlining the use of the funds; OR</li> <li>• For redraw to be retained upon refinance: 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 at the date of submission.</li> </ul>
Renovations <i>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 &lt;=60sq.m).</i>	≤\$750,000	<ul style="list-style-type: none"> <li>• A copy of a contract, quotes or invoices</li> <li>• 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.</li> </ul>
Residential property (or deposit) / personal investment* / motor vehicle.	no limit	LMI only  Either: <ul style="list-style-type: none"> <li>• A copy of the contract of sale, purchase order, itemised quote, or invoice, with the customer's details, OR</li> <li>• A fully completed Licenced Real Estate Declaration Form or letter from a licensed real estate agent or Buyers Advocate. This letter must state each property address, estimated price range, and auction date if known. If the property is unknown, the letter must contain an estimated price range and area. OR</li> <li>• Written confirmation from a financial planner or accountant as to the intended use of the funds.*</li> </ul>

\*Personal investment purpose (e.g. shares or managed funds) should be limited to 50% of the total loan amount.

## 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.

<b>ME broker use section only:</b>	
<b>Customer ID verification &amp; broker declaration form (mandatory where NextGen ID has not been completed)</b>	<input type="checkbox"/> Completed form is attached and signed by broker; OR <input type="checkbox"/> NextGen ID has been completed
<b>Broker home loan submission form (mandatory)</b>	<input type="checkbox"/> Completed form is attached and signed (by hand or digital signature) by borrower(s) and/or guarantor(s)
<b>Responsible Lending Summary form (mandatory)</b>	<input type="checkbox"/> Completed form is attached and signed (by hand or digital signature) by broker
<b>Insurance (mandatory)</b>	<input type="checkbox"/> 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.
<b>Lenders Mortgage Insurance (mandatory when applicable)</b>	<input type="checkbox"/> LMI Fact Sheet has been provided to all customers where Lenders Mortgage Insurance is applicable
<b>Supporting documents sent to ME</b>	<input type="checkbox"/> All supporting documents have been uploaded to Apply Online
<b>Applicant/s name</b>	<input type="checkbox"/> Applicant/s name must be the same in application, identification form and title
<b>Additional application/s</b>	<input type="checkbox"/> Include commentary for any additional applications, noting related RHL numbers
<b>Deductions</b>	<input type="checkbox"/> Commentary provided for ALL deductions evident on payslip/s to confirm whether deductions are voluntary or non-voluntary
<b>ME internal use section only:</b>	
<b>Internal refinance</b>	<input type="checkbox"/> ME internal refinance approval (if applicable)
<b>Applicant/s name</b>	<input type="checkbox"/> Applicant/s name must be the same in application, T24, PEGA, identification and title
<b>Loan purpose</b>	<input type="checkbox"/> Notes must be clear and concise
<b>Additional application/s</b>	<input type="checkbox"/> Include commentary for any additional applications, note related RHL's
<b>Funds to complete</b>	<input type="checkbox"/> Funds to complete table to be included in "contribution" section for all deals
<b>NCCP</b>	<input type="checkbox"/> Responsible lending obligations form completed and attached <input type="checkbox"/> (NB: If there is any amount of "cash out" ensure the "cash out" section is completed)
<b>Customer ID verification</b>	<input type="checkbox"/> Completed customer ID verification is attached
<b>Policy exceptions</b>	<input type="checkbox"/> All policy exceptions are clearly noted in the correct section
<b>Undisclosed debts</b>	<input type="checkbox"/> Review savings/refinance statements and Equifax report for any undisclosed liabilities
<b>Insurance (mandatory)</b>	<input type="checkbox"/> 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.
<b>Lenders Mortgage Insurance (mandatory when applicable)</b>	<input type="checkbox"/> LMI Fact Sheet has been provided to all customers where Lenders Mortgage Insurance is applicable