

Citibank Residential Mortgage Application Checklist

App. ID (If known)

Introducer details

Company name

Authorised Representative Name

Mobile

Authorised Representative ID

Please tick for SMS status alerts where available.
(Note: e-mails will be sent if SMS is unavailable)

Fax

Email

Checklist for submission (Broker to tick original items sighted and attach to Citibank Residential Mortgage Application)

1. Documents to be checked for all applications

- | | |
|--|---|
| <input type="checkbox"/> Citibank Serviceability Worksheet | <input type="checkbox"/> Last three month's statements for credit cards if balances paid in full each month |
| <input type="checkbox"/> Authorised Representative Notes | <input type="checkbox"/> Both sides of Centrelink form for Family or Parenting allowance (if applicable) |
| <input type="checkbox"/> Citibank Customer Identification Requirements | |

2. Income verification

PAYG applicants

- Latest automated payslip
 - OR**
 - Current employment letter, less than one month old, on company letterhead
 - OR**
 - Last financial year's group certificate or tax return confirming continuity of income/employment
 - AND**
 - For overseas borrowers bank statements for 3 months showing income/salary
 - AND**
 - For overseas borrowers "Declaration of Income (Overseas Borrowers)" form
- NOTE:** PAYG applicants with bonus/commission/overtime income should supply latest payslip **AND** last financial year's tax return

Investor applicants

- Proof of rental income

Self-Employed applicants

- Business registration certificate
- Last two years' personal tax returns
- Last two years' final tax/business returns for ALL trading entities (Company, Partnership, Trust) including profit and loss, and balance sheets
- BAS for current tax year
- For overseas borrowers complete the "Overseas Borrowers - Accountant Declaration" form
- For overseas borrowers a copy of accountant's registration licence

Self-Certified applicants

- Citibank Self-Certification Declaration
- AND**
- BAS for a continuous 12 month period

3. Loan purpose

New Purchase applications

- Proof of deposit and evidence to complete
- A minimum of three months statements/records to confirm genuine savings for all loans with lender's mortgage insurance
- Contract for Sale

Refinancing applications

- Twelve months loan statements for all mortgages being refinanced
- Twelve months statements for all loans being refinanced with Self-Certified and high lend option (including credit card statements)

First Home Owner's Grant (FHOG)

- FHOG Application Form
- Copy of Applicant's birth certificate (plus marriage certificate if name changed) or a photocopy of their passport

Authorised Representative Signature

Please sign here to indicate you have sighted all original documents ticked above and have attached them to this application form.

NOTE: An incomplete application or non receipt of documents will result in delays.

Signature

Date

Residential Mortgage Applications- Fax to 1300 651 476

Please note: Original application is not required.