

Suncorp Mortgage Lending (Home Loans)

Minimum Documentation Requirements Guide (MDR) for Brokers

This document does not fully detail the banks lending policies or procedures and has been developed as a general guide to assist in identifying the supporting information that is to be collected and considered when preparing a mortgage lending (home loan) application. In order to expedite the approval and settlement process, please ensure that ALL relevant documentation is supplied. Collection of the information listed herein does not constitute acceptance or approval of a loan application. Suncorp reserves the right to request production of further documentation at any stage. This guide is for the use of authorised brokers and is not to be provided to any other party.

Note: Care is required to ensure Tax File Numbers are permanently deleted from all records.

Section 1 – Mandatory documents – required in all cases

Finance application A fully completed, signed and dated Application for Finance (including all appropriate declarations and authorities) is to be obtained from all applicants and guarantors.

Customer identification The Banks records are to confirm that all applicants and guarantors have either previously been identified or sufficient documentation has now been obtained to satisfy the AML & CTF legislative requirements and permanent Australian residency status.

Section 2 – Income confirmation – required for all income sources used to demonstrate capacity to repay

PAYG – Preferred methods

Direct Salary Credit method
Bank or similar statement(s) of account in the applicant's name confirming:

- salary payments have been received at regular intervals and on an uninterrupted basis over a period of not less than three months, and
- the most recent salary credit has been received within four weeks of the current application date, and
- the salary credits have been remitted by the current employer (i.e. employer's name is listed on the statement),

OR

Current Acceptable Payslip method

A computer generated payslip that is dated not more than four weeks prior to the date of the current application and that details all of the following information:

- Applicant's name
- Employer's name and/or ABN/ ACN
- Date of payment and period covered
- Gross and net income amounts for the specific pay period together with itemised details of all salary deductions and any allowances paid
- **Either** annual base salary or year to date (YTD) totals covering a period of not less than three months.

If the payslip does not display the annual base salary and the YTD totals do not cover a period of at least three months, the file is to include one of the following additional items from the immediate preceding year and the same employer:

- Final payslip with YTD total, **OR**
- computer generated PAYG Payment Summary, **OR**
- ATO Assessment Notice.

PAYG – Alternative method

If the above documents are not available, income may be confirmed by:

- Single recent payslip that does not fully comply with Preferred Documents (as detailed above) **OR** an *Acceptable* Employers Letter **PLUS**
- Latest ATO Assessment Notice, **OR**
- Latest typed annual PAYG Payment Summary (If the PAYG Payment Summary is hand written the ATO Assessment Notice is also required).

Note: An acceptable Employers Letter is provided on business letterhead and includes; date issued (within four weeks of application date), name of employee and current position, tenure of employment and date commenced, base salary/ wage confirmed as gross or net amount and frequency of payment. The letter must also include the issuing officer's name and signature.

PAYG – Additional documents

In addition to the documents mentioned in the earlier sections, any application involving the income or employment types listed below is to be supported by the ATO Assessment Notice **OR** computer generated PAYG Payment Summary for the immediate preceding year and the same employer:

- (Overtime & allowances, casual or commission income and related entity employers)
- Overtime and/ or work related allowances (not required for Emergency Services employees)
 - Casual, seasonal and/ or contract wage/ salary earners
 - Commission based employees
 - Any applicant employed by a related entity (e.g. family business)

Government Pensions and/ or benefits

Recent Centrelink letter (no older than 90 days) or similar advice confirming ongoing benefit **OR** three months direct credit history (last entry within four weeks of application date). Bank records/ statements to include name of remitter.

Self employed

Final annual financial statements for all borrowers and related entities covering a preferred period of three years but not less than two consecutive years **PLUS** the personal taxation returns for all applicants for the same period.

Note: If the most recent final annual financial statements are older than 12 months the application is to be supported by additional financial documents covering the full period from the most recent final statements up to a date no greater than six months prior to the current application. Acceptable supporting documents include; accountant prepared interim financial statements, internal management accounts, or all Business Activity Statements since the last full year financial statements.

Section 2 – (continued)

Low Doc	LowDoc Declaration(s) fully completed and signed by all applicants (in the case of Company/ Trust applications declarations also required from all guarantors) Note: Separate acceptable documentation is required to evidence any new income (e.g. rental) that is to be generated by the proposed advance.
Rental income	If rental property provided as collateral for the loan and a Full Valuation is obtained then no supporting documentation will be required. Suncorp will adopt fair market rental amount provided by Valuer. Otherwise, the following is required: Applicants' Current Rental Properties Most recent property manager's statement OR copy of current rental tenancy agreement OR most recent signed tax return OR three months direct credit history (last entry within four weeks of application date). Bank records/ statements are to confirm name of remitter New Investment Property Purchase Copy of Contract of Sale confirming current tenancy details. If the property being purchased is not tenanted and a valuation is not being obtained, application may be supported by a letter from a local real estate agent confirming the current local level of demand and fair market rental amount based on a six month tenancy agreement.
Other investment income	Personal tax returns for the past two years confirming historic income, PLUS investment statements confirming nature and terms of each individual investment.
Fixed Interest Rate loans (Rate fixed for 3 years or longer)	If the capacity assessment is to recognise repayments based on fixed interest rates (i.e. rather than the sensitised interest rate) sufficient ocumentation must be held by Suncorp to evidence that the: <ul style="list-style-type: none">liability is structured on a fully amortising P&I repayment arrangement, andinterest rate is and will be fixed for a period of at least three years after settlement of the new facility Suncorp facilities – not required Other financial institution facilities – current statement of account plus copy of the loan contract or letter of variation.

Section 3 – Loan purpose

Property purchase	Copy of a fully completed, dated and signed Contract of Sale. NSW / ACT ONLY - Pro-forma copy acceptable for loan assessment. However, a vendor signed contract must be held by Suncorp prior to settlement of the loan. The vendor signed copy of the contract may be accepted with or without a witness; however it is to be dated by the vendor.
Building construction or improvements	Copy of a fully completed and signed Building Contract PLUS Building plans AND specifications. Note: A copy of the Council Approved building plans will be required prior to 1st progress payment to builder.
Debt Refinance/ consolidation	Loans secured by real property – most recent statement of account covering a minimum period of 6 months. Unsecured loans - most recent statement of account covering a minimum period of 6 months. Credit cards/Store accounts – copy of most recent statement for each facility being refinanced. Note: No statements required for Suncorp loans/facilities.
Low Doc	Documentation confirming how the funds are to be utilised.
Other Purposes	All funding purposes and amounts are to be clearly recorded on the application and wherever possible this is to be evidenced by supporting documentation (e.g. copy of the related contract, invoice or quotes).

Section 4 – Credit repayment history – required for all loans not being refinanced

Credit facilities	Loans secured by real property - most recent statement of account covering a minimum period of 6 months. For all Low Doc lending and to support any proposal to refinance an existings debt the following additional documents must be held by Suncorp: Unsecured Loans - Most recent statement covering a minimum period of 6 months. Credit cards/Store accounts - Copy of most recent statement for each facility. Note: No statements required for Suncorp loans/facilities.
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Section 5 – Genuine Savings and Applicant Contribution

Applicant Contribution (Mandatory)	If LVR is 90% or greater - six months account history evidencing genuine savings confirming the deposit has been saved regularly and progressively over a period of at least three months (First Home Buyers to have a minimum of 3% genuine savings and a minimum of 5% genuine savings for all others). If LVR is less than 90% - three months account history that confirms funds are available to meet settlement timelines. NOTE: No statements required for Suncorp deposit accounts. For other financial institution deposit accounts / investments a copy of account statement(s) / investment certificate(s) in the applicant's name, covering the required period.
Family Gift	Evidence funds are held in the applicant's name. File is also to include written confirmation clearly stating the amount and provider of the gift and confirm it is non-repayable. "Borrowers Contribution Acknowledgement and Confirmation" may be used for that purpose. Note: Gifts are only acceptable where they have been gifted by a direct family member on a non-repayable basis.
FHOG Proceeds	Copy of the completed, signed and dated FHOG application PLUS a certified copy of all documents obtained to confirm applicants identity/ FHOG eligibility and where applicable change of name (e.g. marriage certificate).

For Broker reference only. Not to be disclosed, copied or provided to anyone except authorised staff. Not to be provided or shown to applicants or customers.

“Performance through partnership”

Banking Products are issued by Suncorp-Metway Ltd ABN 66 010 831 722 AFSL 229 882.

**SUNCORP BANK**