SUPPORTING DOCUMENTS CHECKLIST

Broker Use Only

BCU Bank

NOTE: Use this checklist for a smooth experience on your application.

MANDATORY FOR ALL APPLICATIONS

Refer to https://broker.bcu.info/ for more information.

- [ ] Mortgage Loan Suitability Assessment including age, exit strategy, Date of Meeting and loan amount (including LMI).
- [ ] Servicing Calculator/Submission Sheet, provided in Excel.
- [ ] Day to day transaction account statement/s for each loan party showing applicant/s details, salary credits and 30 days history (dated within the last 45 days).
- [ ] Member's Identifier's Certificate.

*Wet signed Home Loan Application Form required when there is a guarantor.

SUPPORTING DOCUMENTS REQUIRED

REMINDER: Supporting documents **must** be dated within 45 days of application date and **must not** show tax file numbers.

NOTE: Please ensure the required documents are uploaded and attached to the application when submitting.

INCOME VERIFICATION

Refer to https://broker.bcu.info/ for more information.

REMINDER: Check for deductions on payslips and note in application.

PAYG BASE SALARY	
3 months YTD and over:	☐ One most recent payslip showing **3** months Year To Date (YTD).
If YTD is less than 3 months or no YTD:	☐ Two most recent, consecutive payslips. **OR** ☐ One most recent payslip. **AND one of the following:** ☐ Last year's Income Statement. ☐ Last year's Income Tax Return and Notice of Assessment.
OVERTIME/ALLOWANCES	
Below 80% LVR or Non-LMI:	☐ One most recent payslip showing **3** months YTD.
Above 80%, LMI or less than 6 months YTD:	☐ One most recent payslip showing **3** months YTD. **AND one of the following:** ☐ Last year's Income Statement. ☐ Last year's Income Tax Return and Notice of Assessment.

BCU Bank is a division of Police & Nurses Limited ABN 69 087 651 876 AFSL 240701 Australian Credit Licence 240701
PO Box 1563, Coffs Harbour, NSW 2450
T 02 7907 8394 | **E** brokersupport@bcu.com.au | **W** bcu.com.au/brokers

MS-BCU-604 (09/25)

BONUS/COMMISSION	
	☐ One most recent payslip. **AND one of the following:** ☐ Last 2 years' Income Statements. ☐ Last 2 years' Income Tax Returns and Notices of Assessment. ☐ Two payslips showing where bonus/commission income was paid. **NOTE:** If bonus/commission income is not shown separately on the two payslips, provide a letter from employer.
CASUAL	
Below 80% LVR or Non-LMI:	☐ One most recent payslip with YTD income. **And one of the following:** ☐ Last year's Income Statement. ☐ Last year's Income Tax Return and Notice of Assessment.
Above 80% LVR or LMI:	☐ One most recent payslip showing **3** months YTD. **And one of the following:** ☐ Last year's Income Statement. ☐ Last year's Income Tax Return and Notice of Assessment.
CONTRACT	
	☐ Current Employment Contract showing minimum 3 months remaining. ☐ One most recent payslip with YTD income. ☐ Last year's Income Statement.
FIFO/ROSTERED WORKING CYCLE	
3 months YTD and over:	☐ All payslips for the applicant's payment cycle. ☐ Last year's Income Statement.
If YTD is less than 3 months or no YTD:	☐ All payslips for the applicant's payment cycle. ☐ Employment Contract. ☐ Last year's Income Statement.
SELF EMPLOYED INCOME	
Below 80% LVR or Non-LMI:	**Sole Trader when self-employed for a minimum of 12 months:** ☐ Last year's Income Tax Return and Notice of Assessment. **Company/Trust/Partnerships when self-employed for a minimum of 12 months:** ☐ Last year's business/company/trust and personal Income Tax Return/s and Notice/s of Assessment. **NOTE:** all Income Tax Returns must include full business schedules, including depreciation if applicable.
Above 80% LVR or LMI:	☐ Last 2 year's personal Tax Returns and Notices of Assessment. ☐ Last 2 year's business/company/trust Tax Returns and Notices of Assessment. ☐ Trust Deed. **NOTE:** all Income Tax Returns must include full business schedules, including depreciation if applicable.
RENTAL INCOME	
	One of the following: ☐ All pages of the current executed lease agreement. ☐ Most recent monthly rental statement issued by property manager. ☐ Rental appraisal from an independent real estate agent. ☐ Current valuation report rental estimate. ☐ Tenancy clause from the current O&A/contract of sale. ☐ For a new purchase, a rental appraisal by independent real estate agent (not the selling agent).

GOVERNMENT ALLOWANCES	
	One of the following: ☐ Centrelink/Veteran Affairs statement no more than 45 days old. **NOTE:** Parenting Payment Single is to be included as taxable income. ☐ Last **3** months' transaction statements showing Centrelink/Veteran Affairs credits.
CHILD SUPPORT PAYMENTS	
REMINDER: This income source can only be used as a secondary income and cannot exceed 50% of the overall income used for servicing.	
CSA Registered:	☐ Current Child Support Agreement (CSA). ☐ Last **3** months' transaction statements showing regular child support payments.
Non-CSA/Private agreement: (below 80% LVR)	☐ Last **6** months' transaction statements showing regular child support payments.

EXIT STRATEGY & AGE PLUS TERM

Refer to https://broker.bcu.info/ for more information.

If age plus loan term is greater than 70yrs:	☐ Complete the Exit Strategy notes in the Mortgage Loan Suitability Assessment. **If one or both applicants are aged over 55yrs at time of application:** ☐ Complete the super and amortisation tab in the Servicing Calculator/Submission Sheet. ☐ Current superannuation statement required if loan greater than superannuation balance.

LOAN TYPE

Refer to https://broker.bcu.info/ for more information.

PURCHASE	
	☐ Contract of Sale (fully signed, including all annexures). ☐ First Home Owner Grant application, if applicable.
CONSTRUCTION	
	☐ Fully signed fixed price building contract, specifications and addenda. ☐ Final building plans.
PURCHASE & CONSTRUCTION	
Above 80% LVR or LMI:	☐ Evidence of deposit paid showing the amount, payee's name, and address of the property. ☐ Evidence of funds to complete purchase.
REFINANCE & DEBT CONSOLIDATION	
REMINDER: Statements may not be required where Repayment History Information (RHI) within tolerances is evident in the Credit File.	
Below 80% LVR or Non-LMI:	**If Repayment History Information is NOT evident:** ☐ Last **3** months' statements required for Home & Personal Loans and Credit Cards. **If Repayment History Information IS evident (Credit Cards only):** ☐ Current payout or current statement required.
Above 80% LVR or LMI:	**If Repayment History Information is NOT evident:** ☐ Last **6** months' statements for Home and Personal Loans. ☐ Last **3** months' statements for Credit Cards.
FIXED RATE	
	☐ Fixed Rate Lock Request Form required for all Fixed Rate applications.

LMI

Refer to https://broker.bcu.info/ for more information.

GENUINE SAVINGS FOR OVER 90% LVR

One of the following:

- ☐ Last **3** month's bank statements including term deposits.
- ☐ For shares, a document evidencing ownership for **3** months.
- ☐ For equity in real estate, provide rates notice, OFI loan approval or settlement statement.

If applicant is a First Home Buyer:

- ☐ Last **6** months' rental statements from the real estate agent.

OR

- ☐ Last **6** months' transaction statements showing rental payments made, if private agreement.
- ☐ Copy of the Tenancy Agreement.

NOTE: Must evidence 5% genuine savings.

NON-GENUINE SAVINGS OVER 90% LVR

- ☐ Last **6** month's statements for all liabilities.

AND

- ☐ Last **6** month's rental statement confirming good conduct from the real estate agent.

OR

- ☐ A Statutory Declaration for a private agreement.

NOTE: Both required when 5% genuine savings is not evidenced.