TEACHERS MUTUAL BANK LIMITED

Home Loan Application

Document Checklist Guide

Teachers Mutual Bank | Australian Mutual Bank | UniBank | Firefighters Mutual Bank | Health Professionals Bank

Important Information	
	THIS IS A GUIDE ONLY • A complete list of Home loan application supporting documentation requirements will be populated within the Mortgage Origination Platform based on the application criteria entered • **For further information** regarding our current interest rates, credit policy or our products and services visit our **Broker Portal,** contact **Broker Support** (Phone: 1300 862 265. Email: broker@tmbl.com.au) or your Broker Development Manager

Helpful Hints Assist a 'one touch' assessment decision		
	1 **Check:** Membership Eligibility	• Confirm your client meets the eligibility requirements for membership under one of our brands • **Who can join:** Refer to the Membership Eligibility guide on page 2 of this checklist **Note:** Only one applicant is required to meet Membership eligibility requirements. Additional applicant(s) automatically meet eligibility if they are a family member related applicant. Refer to the 'Application for membership' form for acceptable family member types.
	2 **Refer:** Lending Reference Guide (Policy Guide)	• Located on the **Broker Portal** page. This document provides **Policy Guidance** relating to: - *Applicant Types* - *Identification verification requirements* - *Acceptable Purposes* - *Acceptable Income % & verification requirements* - *Expenditure & Verification of Debt Commitments* - *Serviceability* - *Interest Only Loans* - *Lenders Mortgage Insurance* - *Refinancing* - *Savings/Deposit Funds (Minimum Savings requirements/Evidence of Funds to complete)* - *Acceptable securities* - *Maximum Loan to Value Ratio (LVR) & restrictions* - *Valuations* - *Construction Loans*
	3 **Order:** a Broker Upfront Valuation	• Through **Property Hub** • **Register** for Property Hub and also **Upfront Bank Valuations section** via the Broker Portal

	4
	Submit:
	your Home loan Application
		• To the Mortgage Origination Platform available via your Aggregator CRM. **Ensure;**
		  • Selection and submission to the **correct brand**
		  • **ALL** sections of the application are complete
		  • **ALL** mandatory and additional supporting documentation are uploaded at time of submission
		  • **Provision of detailed submission notes.** Help us understand, explain all aspects of the application
		  • Additional or requested supporting documents must be uploaded to the Mortgage Origination Platform application as we do not accept any documents via email
		Post submission: Seek a status update or decision letters? View the Mortgage Origination Platform application

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Membership eligibility who can join?

Membership is open to citizens and permanent residents of Australia who meet one of the following categories.

How can **Australian Mutual Bank help brokers support more customers?**

- A competitive alternative to major banks, offering a range of lending products and attractive pricing
- 100% member-owned, with Australian-based teams and call centres, and profits reinvested for the benefit of members and their communities, not external shareholders
- B-Corp certified, ethical banking alternative, with a strong commitment to communities, social impact and member outcomes
- Open to all Australian permanent residents and citizens, with no occupational eligibility requirements

Associated with the **Australian education sector** as follows?

- Current or retired employees (e.g. employees in schools, technical colleges and universities)
- Students studying or training to obtain the qualifications to be an employee in this sector and a member of their education-based industrial association
- Family members of current members of the Bank

Associated with the **Australian health sector** as follows?

- Current or retired employees
- Students studying or training to obtain the qualifications to join this sector
- Family members of current members of the Bank

Associated with the **Australian emergency services sector** as follows?

- Current or retired employees
- Volunteers (e.g. rural/country fire service, SES)
- Students studying or training to obtain the qualifications to join this sector
- Family members of current members of the Bank

Associated with an **Australian University** as follows?

- Current or retired employees
- Graduates or post-graduates
- Students studying a graduate or post-graduate qualification
- Family members of current members of the Bank

Need membership eligibility assistance?

Broker Support Phone: 1300 862 265.

Email: broker@tmbl.com.au or your **Broker Development Manager.**

Mandatory Application forms	Available via the Broker Portal, your Aggregator CRM or Mortgage Origination Platform	☐ Application for membership* ***One per applicant unless an **existing member.** *No form needed, supply Membership Number within the Mortgage Origination Platform application and submission notes.* ☐ Privacy, Consents, Declarations & Rate Lock* ***Execution methods only accepted** for these forms **eSign** (generated within the Mortgage Origination Platform) **or non-digital physical wet signatures**. ☐ Verification of Identity (VOI) options; • InfoTrackID. A digital option. Register on the Broker Portal • NextGenID. A digital option. Available within ApplyOnline prior to submission only • Face to Face form. One per applicant. Identification documents must be certified by the broker, refer INSTRUCTIONS on page 1 of the VOI. **(Execution method only accepted** is **non-digital physical wet signatures).**

Verification of Income **Note:** Refer **Acceptable Income % allowable** within the Lending Reference Guide (Policy Guide)	**PAYG – Primary Verification Methods** Includes; Permanent Full / Part time	One or more of the following: ☐ Two most recent consecutive payslips showing, as a minimum, applicants name, employers name and ABN and the applicants year to date income ☐ Last 3 months of statements from the applicants financial institution showing the continuity of the applicants salary from the relevant employer (i.e. the name of the employer being evident on the statement)
	PAYG – Other Verification Methods Includes; • Temporary • Casual • Allowances and • Overtime • Commissions and • Bonus	Two or more of the following: ☐ Employment contract (**Mandatory** for Education sector employees, employed on a Temporary contract basis) ☐ PAYG Payment Summary or Tax Assessment Notice or tax returns ☐ Letter from the employer that is on the employer's letterhead and contains details of gross annual income (identifying any base income separately), role, or position, length of employment, the basis of employment (full or part time or casual) and breakdown of the salary package (if applicable)
	Rental Income	One or more of the following: ☐ Last 3 months of statements from the applicants financial institution showing the continuity of the applicants rental income from the relevant property via narration on the statement ☐ Valuation report (if undertaken) ☐ Latest rental income statements ☐ Rental appraisal from real estate agent, dated not more than one month old. ☐ Current signed tenancy agreement
	Investment Income e.g. shares, managed funds	One or more of the following: ☐ Latest six months bank statements showing continuity of rental income from the relevant property via narration on statement, being credited to the borrowers account ☐ Latest Investment or Dividend statements ☐ Last two years personal tax returns
	Maternity Leave	☐ Letter from employer confirming date commenced, how long will be on maternity leave, position, mat leave entitlements and date expected to return to work. ☐ Two most recent consecutive payslips showing, as a minimum, applicants name, employers name and ABN and the applicants year to date income. ☐ Parenting Payment Statement or Estimate Centrelink Calculator
	Pension/Government Benefits	One or more of the following: ☐ Last 3 months of statements from the applicants financial institution showing the continuity of the income from Pension or government fund on the statement ☐ Pension or government benefits statements ☐ Applicants latest two years tax returns

	Child Support Payments	☐ The Child Support Agency Assessment showing the amount payable and eligible children; and ☐ Minimum 6 month's worth of consistent payments as evidenced from bank statements from the applicants financial institution
	Self Employed (includes Sole Trader, Partnerships, Company and Trust)	☐ Latest two full years of personal and business taxation returns. Latest years' Tax Assessment notice is required. Interim financials are unacceptable. ☐ **For partnerships, company or trust** a current balance sheet and profit and loss statements is required. For sole traders this may be waived if this information is contained in the personal taxation returns and/or application form

Verification of debt commitments	**All debt commitments must be verified**	☐ Latest 2 statements (i.e. minimum period 60 days from date of application) for each debt is required As part of the application process you will now need to collect the loan interest rate on the existing home loan from the applicant

Purpose	**Purchasing residential property**	☐ Contract of Sale (must show purchase price, finance date, settlement date) and any other pages relating to the price to be paid.
	Evidence of funds to complete	☐ **LVR < 90% with LMI** - no evidence required ☐ **LVR > 90% with LMI** - evidence of savings/deposit funds required (refer Lending Reference Guide for minimum Savings requirements/Evidence of Funds to complete) ☐ Gifted Funds - Signed letter from the provider stating that gifted funds are non-repayable. (Note: Evidence to support gifted funds is not required) ☐ Completed First Home Owners Grant application (FHOG) or First Home Owner Rate (FHOR, WA only) (if applicable) • **Upload** to the Mortgage Origination Platform application **prior to Formal approval** • **Require the Bank to lodge?** Select 'First home buyer' and 'TMBL to lodge FHOG on applicants behalf' within the Mortgage Origination Platform application ☐ Australian Government 5% Deposit Scheme • **Home Buyer Declaration** One per applicant. Correctly completed, executed & witnessed. Only acceptable version of the declaration is available on the Broker Portal • Current **Medicare Card** for each applicant • **Evidence of Australian Citizenship or Permanent Residency** (Permanent Residency: VEVO printout required) • **Mandatory: Evidence of Genuine Savings being held for 3 months regardless of LVR** i.e. current statement (refer Lending Reference Guide for acceptable types)
	Refinancing residential property	☐ Latest 2 home loan statements (i.e. minimum period of 60 days from date of application) for each debt is required
	Construction New residential dwelling or Structural alterations	☐ Proposed Building Contract/tender ☐ Proposed plans and specifications **Refer** Construction loan fact sheet on Broker portal products page for more information
	Debt consolidation e.g. personal loan or credit card	☐ Latest 2 financial institution statements (i.e. minimum period of 60 days from date of application) for each debt is required