



Mortgage Loan Application & Checklist

Police & Nurses Credit Society Limited
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This form must be emailed or faxed with your home loan application along with all the required supporting documentation. Police & Nurses Broker Support may request additional information based on the specifics of the application.

Email to	Email	Date Emailed
Police & Nurses Broker Support	brokerapplications@pncs.com.au	

Broker Name

Broker Address	State	Postcode

Broker Declaration: I confirm all applicable requirements have been satisfied and the requisite supporting documentation is enclosed. I verify that I have sighted the originals of all supporting documentation including all statements, savings, income and employment, and I have copies of these documents on file.

X	
Broker's Signature	Date

Note: please tick [✓] the boxes for the supporting documentation required to approve this application and to acknowledge the information you have provided.

ALL APPLICANTS

- Application Form (Applicant)
- Application Form (Guarantor) if applicable
- Personal Consent Form (Applicant & Guarantor)
- Copy of certified identification for each Applicant & Guarantor
- A completed copy of the submission sheet/calculator
- 1 months (recent) statement for all loans not being repaid by this loan application except for HECS/HELP debts where verbal confirmation is acceptable
- Original verification documents sighted. For deals requiring LMI, evidence of income, savings/equity (for purchases) and conduct (for refinances) must be certified by signing each copy to show that the original has been sighted. The original document can be the original provided to the lender and can include internet printouts.

Application Form

- Completed in full with no blank spaces. If a certain section or field is not applicable, please indicate N/A. If fields are left blank, it will hold up the application processing
- Referee must provide a landline whether it be home or work (a mobile number will not be accepted)
- Financial position - rent is to be noted under "other" and ticked "to be paid out" if ceasing once loan approved

Submission Sheet (Servicing Calculator)

- Completed in full with no blank spaces
- Income calculations to be noted at bottom of sheet advising how obtained income figure used for servicing (ie. base wage \$500/week gross x 52 weeks = \$26,000 gross pa). Explanation required for any deductions on payslips

INCOME VERIFICATION

Note: all Applicants must provide the following documents as a minimum when applying for a loan:

Salaried Employees

- Group Certificate (PAYG) for the last financial year, together with 2 recent consecutive payslips (dated within 2 months of application). If LMI required, Group Certificate and 2 of the last 3 payslips issued to the Applicant

Commission, bonuses, overtime, allowances

For loans requiring LMI (100% allowance for overtime, shift work allowance). Depends on LMI provider.

- 2 recent consecutive payslips (as per Salaried Employees); AND
- A letter from the employer detailing employment type and wage structure confirming whether or not overtime is a condition of the member's employment; AND
- Group Certificate for the last financial year

INCOME VERIFICATION (continued...)

Self-employed, Company Director or Applicants involved in a Trust

- Tax returns for the past 2 years (including profit & loss) for both personal and business; and any interim figures from your accountant if applicable
- Accompanying ATO notices for the last 2 years tax returns
- Copy of last 2 years financials (ie. profit & loss and balance sheet)

Note: Tax File numbers must be removed from all supporting documentation as this will delay processing.

Contract Income

- Contract PAYE: copy of current contract plus tax return and accompanying ATO notice for the last financial year, plus 2 recent and consecutive payslips
- Contract self-employed: copy of current contract plus tax returns and accompanying ATO notices for the last 2 financial years

Rental Income

(80% of rent can be used in servicing capacity)

- A current executed lease agreement, or
- Management statement, or
- Tax return for last financial year which details rental income received, plus accompanying ATO notice, or
- For new purchases, rent appraisal from independent Real Estate Agent NOT involved in the sale of the property

Investment Income

Income level must be evident over the past 2 years. For loans requiring LMI - 80% allowance for investment income (interest, dividends).

- Shareholding certificates/statements/notices plus tax return and accompanying ATO notice for the last financial year

Government Allowances

- A current Centrelink statement showing name of Applicant, frequency and amount (dated within 2 months of application)

GENUINE SAVINGS/EQUITY

- Copies of last 3 months consecutive bank statements (in Applicant's name) showing transactional history
- Term Deposit (in Applicant's name) held for 3 months or more
- Shares - documents evidencing ownership for a period of at least 3 months
- Equity from real estate (additional borrowings or sale). Rates notice, loan statement, settlement statement (if applicable) to be provided as evidence

Investment Loans

- Minimum 10% or 5% (depends on LMI provider) of the purchase price as genuine savings or equity in other real estate for all investment loan proposals where the loan purpose is for purchase or construction, and LVR > 85%

Note: borrowed funds or a personal loan cannot be used as part of 10% or 5% deposit.

NON-GENUINE SAVINGS (owner occupied only)

Where non-genuine savings are accepted as the deposit towards the application, the following additional criteria will apply:

- Copy of latest bank statement for bank deposits
- Signed statutory declaration confirming non-repayable gift

- Current employment of minimum 12 months, OR, current employment of minimum 6 months AND previous employment term minimum 18 months AND employment within the same industry AND not on probation
- Minimum 12 months in current residence
- 6 months recent and consecutive rent or board history to show good conduct. Rent receipts not acceptable, evidenced via letter from Real Estate Agent or statutory declaration if a private rental
- 6 months recent and consecutive statements for current credit commitments to show good conduct

Note: good conduct is evident by arrears less than 7 days and limit arrangements respected. Borrowed funds or a personal loan cannot be used as part 5% deposit.

PURCHASES

- Contract of Sale (if purchasing or selling) including purchaser's name, vendor's name, purchase price and property address - signed and dated by all parties
- Evidence of funds to complete
- Completed deposit and/or FHOG application form (emailed or faxed with all supporting documents where clients are using FHOG funds to complete settlement)

Note: original FHOG required prior to funding. Complete list of FHOG requirements available at each State's Office of State Revenue website.

REFINANCING OR CONSOLIDATING DEBTS

Note: all statements must cover consecutive months and the latest statement must not be over 1 month old. Statements must include the Borrower's name and account number.

For debts being refinanced

- Copy of last 6 months (LMI) or 3 months (no LMI or PL) statements for liabilities being refinanced (home loan or personal loan)
- Evidence that Council/Shire Rates, Water Rates, Body Corporate levies and Land Tax charges are up to date - evidence is to include the most recent billing statement/s showing no arrears

CONSTRUCTION

- Building contract (signed) and specifications
- Building plans

STATEMENTS

Note: internet statements allowed but must be accompanied by 1 original (regardless of date) and have account number to match, show debits and credits and a running balance.

FIXED RATE LOCK-IN (Fixed Rate Home Loans only)

This is a form we provide to you for a Fixed Rate Home Loan application for the option to Lock-In your fixed rate at the date of application. You must return this form in 5 working days from the Lock-In start date detailed on the form.

- Form completed and returned within 5 working days of Rate Lock-In start date

EASYPAY PLUS PACKAGE

This is a form you complete when applying for an Easypay Plus Package.

- Form completed and returned