



Home Loan Application

Document Checklist Guide

**TEACHERS MUTUAL
BANK LIMITED**



Important Information	<p>THIS IS A GUIDE ONLY</p> <ul style="list-style-type: none"> 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 broker.tmbank.com.au, contact Broker Support (Phone: 1300 862 265. Email: broker@tmbl.com.au) or your Broker Development Manager
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<p>Helpful Hints</p> <p>Assist a 'one touch' assessment decision</p>	<p style="text-align: center;">1</p> <p>Check: Membership Eligibility</p>	<ul style="list-style-type: none"> Confirm your client meets the eligibility requirements for membership under one of our divisions <ul style="list-style-type: none"> Our divisions: www.tmbl.com.au/divisions Who can join: Refer to the Membership Eligibility guide on page 2 of this checklist <p>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.</p>
	<p style="text-align: center;">2</p> <p>Refer: Lending Reference Guide (Policy Guide)</p>	<ul style="list-style-type: none"> Located on the Broker Portal Products page. This document provides Policy Guidance relating to: <ul style="list-style-type: none"> - 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
	<p style="text-align: center;">3</p> <p>Order: a Broker Upfront Valuation</p>	<ul style="list-style-type: none"> Through Property Hub <ul style="list-style-type: none"> Register for Property Hub and also Order a valuation via the Broker Portal
	<p style="text-align: center;">4</p> <p>Submit: your Home loan Application</p>	<ul style="list-style-type: none"> To the Mortgage Origination Platform available via your Aggregator CRM. Ensure; <ul style="list-style-type: none"> Selection and submission to the correct division 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 <p>Post submission: Seek a status update or decision letters? View the Mortgage Origination Platform application</p>



Membership eligibility who can join?

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



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	<p>Application for membership*</p> <p>*One per applicant unless an existing member. <i>No form needed, supply Membership Number within the Mortgage Origination Platform application and submission notes.</i></p> <p>Privacy, Consents, Declarations & Rate Lock*</p> <p>*Execution methods only accepted for these forms eSign (generated within the Mortgage Origination Platform) or non-digital physical wet signatures.</p> <p><input type="checkbox"/> Verification of Identity (VOI) options;</p> <ul style="list-style-type: none"> • 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. <p>(Execution method only accepted is non-digital physical wet signatures).</p>
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Verification of Income Note: Refer Acceptable Income % allowable within the Lending Reference Guide (Policy Guide)	PAYG – Primary Verification Methods Includes; Permanent Full / Part time	<p>One or more of the following:</p> <p><input type="checkbox"/> Two most recent consecutive payslips showing, as a minimum, applicants name, employers name and ABN and the applicants year to date income</p> <p><input type="checkbox"/> 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)</p>
	PAYG – Other Verification Methods Includes; • Temporary • Casual • Allowances and • Overtime • Commissions and • Bonus	<p>Two or more of the following:</p> <p><input type="checkbox"/> Employment contract (Mandatory for Education sector employees, employed on a Temporary contract basis)</p> <p><input type="checkbox"/> PAYG Payment Summary or Tax Assessment Notice or tax returns</p> <p><input type="checkbox"/> 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)</p>
	Rental Income	<p>One or more of the following:</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> Valuation report (if undertaken)</p> <p><input type="checkbox"/> Latest rental income statements</p> <p><input type="checkbox"/> Rental appraisal from real estate agent, dated not more than one month old.</p> <p><input type="checkbox"/> Current signed tenancy agreement</p>
	Investment Income e.g. shares, managed funds	<p>One or more of the following:</p> <p><input type="checkbox"/> Latest six months bank statements showing continuity of rental income from the relevant property via narration on statement, being credited to the borrowers account</p> <p><input type="checkbox"/> Latest Investment or Dividend statements</p> <p><input type="checkbox"/> Last two years personal tax returns</p>
	Maternity Leave	<p><input type="checkbox"/> Letter from employer confirming date commenced, how long will be on maternity leave, position, mat leave entitlements and date expected to return to work.</p> <p><input type="checkbox"/> Two most recent consecutive payslips showing, as a minimum, applicants name, employers name and ABN and the applicants year to date income.</p> <p><input type="checkbox"/> Parenting Payment Statement or Estimate Centrelink Calculator</p>
	Pension/Government Benefits	<p>One or more of the following:</p> <p><input type="checkbox"/> Last 3 months of statements from the applicants financial institution showing the continuity of the income from Pension or government fund on the statement</p> <p><input type="checkbox"/> Pension or government benefits statements</p> <p><input type="checkbox"/> Applicants latest two years tax returns</p>

	Child Support Payments	<input type="checkbox"/> The Child Support Agency Assessment showing the amount payable and eligible children; and <input type="checkbox"/> 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)	<input type="checkbox"/> Latest two full years of personal and business taxation returns. Latest years' Tax Assessment notice is required. Interim financials are unacceptable. <input type="checkbox"/> 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	<input type="checkbox"/> 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
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Purpose	Purchasing residential property	<input type="checkbox"/> 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	<input type="checkbox"/> LVR < 90% with LMI - no evidence required <input type="checkbox"/> LVR > 90% with LMI - evidence of savings/deposit funds required (refer Lending Reference Guide for minimum Savings requirements/Evidence of Funds to complete) <input type="checkbox"/> Gifted Funds - Signed letter from the provider stating that gifted funds are non-repayable. (Note: Evidence to support gifted funds is not required) <input type="checkbox"/> Completed First Home Owners Grant application (FHOG) or First Home Owner Rate (FHOR, WA only) (if applicable) <ul style="list-style-type: none"> • 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 <input type="checkbox"/> Australian Government 5% Deposit Scheme <ul style="list-style-type: none"> • 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	<input type="checkbox"/> 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	<input type="checkbox"/> Proposed Building Contract/tender <input type="checkbox"/> 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	<input type="checkbox"/> Latest 2 financial institution statements (i.e. minimum period of 60 days from date of application) for each debt is required