

DOCUMENTATION CHECKLIST - Commercial Loans

When applying for a Commercial Loan you will need to provide the following documentation.

This supporting documentation substantiates your income/expenditure and assets/liabilities.

INCOME

PAYG - if relevant

- X Three recent consecutive computerised payslips
- Letter from employer stating position, commencement date, if still on probation, gross income and net annual base income, regular overtime and allowances. (must be signed, dated and on company letterhead)
- Two year's group certificate or ATO Return & Assessment Notice

SOLE TRADERS/TRUSTS/PARTNERSHIPS/COMPANIES

- Last 2 years Tax Returns (Business)
- X Last 2 years Business Financials (Balance Sheet & Profit and Loss Statements)
- Last 2 years Tax Assessment Notice (Business)
- X ATO Integrated tax portal Running Balance
- X Last 2 years Tax Returns for Directors
- X ATO Assessment Notices for Directors
- X Copy of last four BAS statements (IF the 2010 results are not completed)
- X **In house YTD Profit and Loss and Balance Sheet if 2010 financials not done**

ASSETS

SAVINGS/CASH MANAGEMENT ACCOUNTS

- Bank Statements proving declared savings
- Evidence of Funds in Investments or Cash Management Accounts
- X Business Working Account Statements - 3 months

PROPERTY

- X Rates Notice on any existing property owned
- Copy of Contract of Sale
- Copy of plans, specifications and fixed price contract (construction/renovations)

LIABILITIES

FOR ALL EXISTING DEBTS

- Copy of latest statement on all business liabilities (including credit cards)
- Copy of latest statement on personal liabilities for directors (personal loans, credit cards & store cards)
- X Copy of loan agreements for any bank lending current
- Copy of any Equipment Finance agreements current
- X Up to date Assets and Liabilities statement

PROOF OF IDENTITY

- X Drivers Licences (Individuals/Directors)
- X Medicare Card or Credit Card (Individuals/Directors)
- Signed Privacy Authorisation
- Copy of trust deed
- confirmation of ABN and GST status
- Letter / Mandate confirming access to accountant, bookkeeper, solicitor and bank manager
- Commission Disclosure (Compliance Requirements)