

## Supporting Documentation

Document	Identity #	Current Address	Length of Time at Current Address	Income Eligibility	Expenses	Loan Purpose, Item, ABN, Amount
Centrelink Card (HCC/PCC)	X					
Driver Licence	X					
Proof of Age Card	X					
Passport	X					
Student Card	X					
ACT Access Card	X					
Birth Certificate	X					
Immigration Card	X					
Veterans' Affairs Card	X					
Rental Agreement		X	X		X	
Mortgage Statement		X	X		X	
Council Rates/Strata Levy notice		X	X		X	
Statement of Rental Payments/Ledger		X	X		X	
Current Centrelink Statement		X		X		
Statutory Declaration		X	X			
Pay slips (last 2 pay slips = 1 month)				X		
ATO Assessment Notice (self-employed only)				X		
Bank Statements				X	X	
Bank Transaction Summary				X	X	
Gas Bill					X	
Electricity Bill					X	
Water Account					X	
Internet Account					X	
Home Phone Account					X	
Mobile Phone Account					X	

Document	Identity	Current Address	Length of Time at Current Address	Income Eligibility	Expenses	Loan Purpose, Item, ABN, Amount
Credit Card Statement					X	
Existing Loan Statements*					X	
Buy Now Pay Later Balances/Statements					X	
Quote/Invoice						X
URL and screenshot from Australian online store with screenshot/s of item including model number, make, price, delivery costs						X

\* Not required if it is clear on the Centrelink Deduction Statement or Bank Statement that the loan is being paid.

# Valid photo ID is required at time of application (Passports within 2 years of expiry will be accepted)

## Documents for Accommodation

Clients' need to provide documentation to demonstrate stable accommodation:

- a) Where they live.
- b) How much they pay in rent, board, or mortgage and how often they pay it.

A rental ledger provides the answers to all these questions for renters or boarders, so it is the best document to source where possible. A lease, for example, does not demonstrate point b.

Clients who are in the private rental market, as well as public or community housing, can meet these requirements. They can contact their real estate agent or organisation for assistance. Where appropriate, clients may provide a signed letter or statutory declaration from their head tenant or leaseholder, including the following:

- a) That the client lives at the address.
- b) How long the client lived at the address.
- c) The capacity in which the client lives at the address (boarding, renting, etc.).
- d) How much and how often the client pays rent/board; and
- e) Whether the client is up to date or in arrears.

Clients may be asked to provide the most recent rental statement as part of the verification process. This, in addition to their recent bank statement showing three months of rental payments, is to ensure their financial stability.