

Home loan application checklist

If you're preparing to meet with a Qudos Bank lending specialist, a broker, or about to apply online, check out our home loan checklist for an overview on what you might need to provide. Please note, the below is only a guide. Depending on individual circumstances, we may ask you to provide further information/documentation.

Income	
PAYG Salary/Wages If full time or permanent part time, contract or casual	<input type="checkbox"/> Three most recent payslips, together with your transaction account showing salary credits covering the same period as the payslips <input type="checkbox"/> If payslips don't show Year to Date (YTD) figure, or if YTD is less than 2 months, PAYG summary for the most recent financial year is required
Self Employed Sole Trader, Partnership, Company and Trusts	<input type="checkbox"/> Last 2 years personal and business tax returns and business financials including balance sheet <input type="checkbox"/> ATO Notice of Assessment
Rental Income If you're currently receiving rental income	<input type="checkbox"/> Most recent rental statements or account statements showing rental credits covering the last three months
Pensions/Retirement	<input type="checkbox"/> Most recent Centrelink or Superannuation income statement
Validation of Financial Position	
Assets	
House/Land	<input type="checkbox"/> Latest issued Rates Notice for all properties owned
Savings	<input type="checkbox"/> If not with Qudos Bank, provide the most recent savings account statement in conjunction with an up to date transaction listing covering the last 3 months
Expenses	
Credit Cards	<input type="checkbox"/> Statement/account transaction listing showing transactions for the last 3 months
Loans	<input type="checkbox"/> At least the last 3 statements for Home Loans and Personal Loans
Transactions	<input type="checkbox"/> Savings, transaction account statements covering last 3 months
General Expenses	<input type="checkbox"/> List of ongoing monthly expenses (living expenses -food, clothing, household, rates notice, strata costs, utilities, travel costs, car costs, house insurance, health insurance, childcare, internet, subscriptions (i.e. Netflix, Foxtel) and telephone bills)
Construction Loans	
	<input type="checkbox"/> Builder's Tender or Contract <input type="checkbox"/> Plans and specifications
New Property Purchase (if you're purchasing a new property)	
Contract of Sales (COS)	<input type="checkbox"/> Copy of completed COS

Your guide to the

home loan application process

Whether you're buying your first or next home or are investing in a property, and are in need of a home loan, we're here to help. The following steps will give you an indication of our process for an established home.

1 Talk to us



Call our dedicated home loan specialists on 1300 747 747 Mon-Fri 9am-5pm AEST or arrange an appointment at your nearest branch.

2 Finding the right loan



Our lending team will help determine what home loan options are most suitable for you based on your current financial situation, requirements and objectives.

3 Complete your application



Apply for a home loan online, over the phone or on paper. You'll need to include the required information and documents to help us verify your financial situation.

4 Assessment of your application



We'll review your application and do a preliminary review of your requirements. If everything's OK we'll pass this onto a Credit Assessor for a full assessment and approval.

5 Conditional Approval



A Conditional Approval will be issued while we organise the property to be valued, and we'll let you know if anything else is outstanding.

6 Loan Approval



Once we have everything we need your application can proceed and we'll issue you with a formal approval. At this time, our solicitors will issue the mortgage pack which includes the formal loan offer.

7 Sign the documents



Once you receive the mortgage pack, carefully read the loan agreements and terms and conditions before signing the documents. Then return them as per the solicitor's instructions to arrange settlement.

8 Arrange home insurance



We'll need a copy of your Comprehensive Home Insurance before settlement. You can select your own insurer or we can organise this through our partner Allianz.

9 Loan settlement – new purchase



When purchasing a property, your solicitor or conveyancer will tell our solicitors who to pay. After settlement, the property will be transferred to your name and we will register the mortgage.

10 Loan settlement – refinance



If you're refinancing, the proceeds will be paid to your outgoing financial institution, after which the loan will be paid out and closed. We'll then discharge the other bank's mortgage and register our mortgage.

11 You're all done



Congratulations, you've completed the home loan process! For any questions on your new home loan, call our home loan specialists on 1300 747 747.

12 Managing your loan



You can manage your loan through online banking or the Qudos Bank app. To set up offset accounts or make changes to your loan please send a Secure Mail or call 1300 747 747.

1300 747 747 | quodosbank.com.au

Qudos Mutual Limited trading as Qudos Bank

ABN 53 087 650 557 | AFSL/Australian Credit Licence 238 305 | BSB 704 865

Please note this is a guide only. The advice in this document has been prepared without taking your individual objectives, financial situation or needs into account.

Applications for finance are subject to approval. Full terms and conditions will be included in Qudos Bank's loan offer. Fees and charges apply.

Mortgage insurance is required for home loans over 80% and is subject to approval. There are some additional requirements for a construction home loan.