ULTIMATE SMSF CHECKLIST

Better Choice
Make a Better Choice

Application

- [ ] Fully completed loan application form (signed & dated by all parties)
    - [ ] Dated less than 30 days old
    - [ ] Broker Declaration & VOI
    - [ ] Responsible Lending Summary
    - [ ] Applicant Declarations & Consents
- [ ] Detailed Broker file / submission notes
- [ ] Ultimate SMSF Servicing Calculator
- [ ] Sufficient ID to meet one of the four ID options listed on VOI
- [ ] All Tax file numbers removed
- [ ] Contract of Sale or Rates notice for property security
- [ ] Additional specific supporting documents as per product specific requirements below

Ultimate SMSF Loan

SELF-EMPLOYED:

- [ ] Last 2 years Financial Statements and Tax Returns with the most recent no older than 18 months for members main trading entity.
- [ ] Last 2 years personal tax returns & ATO Assessment notices for all directors / guarantors / members.

PAYG:

- [ ] 2 most recent payslips showing superannuation contributions (dated within 30 days)
- [ ] Plus either Income statement (YTD) or Bank statements showing the most recent four salary credits

Rental Income:

- [ ] Existing Rent - Most recent rental statement from a licenced real estate
- [ ] Commercial Rent - Copy of a formal lease agreement subject to the lease having a minimum 12 months expiry.

SMSF Documentation

- [ ] Certified SMSF Trust Deed
- [ ] Certified Bare Trust Deed (If established)

Evidence of funds held in super:

- [ ] Established SMSF - 12 months SMSF bank statements
- [ ] New SMSF - 12 months super statements for all beneficiaries from current industry/ retail fund.
- [ ] If applicant is self employed, then 24 months super statements are required.

SMSF Income Verification (Established SMSFs)

- [ ] 2 years tax returns & financials for the SMSF
- [ ] 1 years tax returns & financials if only one year has been completed

Refinances

- [ ] 6 months statements for all loans being refinanced (dated within 30 days)

SMSF Running Costs (includes administration & insurance expenses- Minimum $2,000)

- [ ] New SMSFs - Letter from client accountant / financial planner confirming estimated annual running expenses.
- [ ] Established SMSFs - expenses will be taken from the financials

Please Note: Prior to settlement, borrower/s and guarantor/s will be required to obtain independent legal & financial advice. Evidence to be provided from solicitors/ financial advisors that independent legal & financial advice has been provided.

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