



AVOID THE MOST COMMON *Delays to Settlement*

You can help to avoid delays to settlement by ensuring that each additional document required for the loan application is provided and in an accepted form.

Below is a **shortlist** of the most common omissions. Please refer to the *Required Documents Checklist* within the **loan application form** for the complete list.

☐ **Originally Certified ID** Certified ID is required for all borrowers and power of attorneys.

Acceptable forms of ID are as follows:

- Current Driver's License (copy of front and back);
- Commonwealth Passport (expiry date must be within 2 years); or
- Government issued ID card.

If borrowers do not have the above forms of ID we can accept one of the following:

- Birth Certificate/Extract with Marriage Certificate if surname differs;
- Citizenship Certificate; or
- Centrelink Pension Card;

WITH one of the following:

- Rates Notice which has been issued within the last three months;
- Utility notice which has been issued within the last three months; or
- ATO assessment notice which been issued within the last twelve months.

Certifications must be no more than 12 months old at the time of verification and should therefore be dated.

☐ **Certificate of Currency** A current certificate of currency from the insurer is required for the security property noting:

- Borrowers as the insured party;
- Security property address;
- Policy number and expiry date;
- ASF Custodians Pty Ltd noted as the interested party/mortgagee; and
- Building cover to be for a minimum of replacement insurance amount.

Unless insurance policy is under Body Corporate, then we just require a current certificate of currency.

☐ **Bank Statement** A bank statement needs to be provided to verify borrower's account details for settlement surplus funds. This must include:

- Account Name (must be in borrower's name); and
- BSB and Account Number.

Please ensure that these details are also confirmed on the Payment Instructions form.

☐ **Certificate of Title** The original certificate of Title is required to enable HSF to register their mortgage.

The Paper Title is required unless it has been converted to an electronic Title.

☐ **Liabilities payouts and payment details** In order to payout the existing debts at settlement (excluding the mortgage), we will require bank statements indicating:

- Current balance of debt (can be confirmed verbally or via email);
- Account Name; and
- Payment/BPAY details (usually on the statement).

If you have any questions, please contact your broker.