

# SMSF Loan Application Document Checklist



## General Documentation

### All Applications

- Completed loan application form
- Electronic Signature Certification of Completion
- Privacy Consent
- Broker Loan Summary Sheet
- Servicing Calculator report

### All Borrowers

- Completed digital consent
- Completed digital VOI (must show "passed") or manual VOI documents
- Any account closure letters from past 3 months
- Last 3 months statement on any other debts
- Title search (system - generated)
- Equifax Reports (CCR)
- Signed Exit Strategy letter (if any consumer is greater than 55 years of age)

## SMSF Documentation

### Trust Documentation

- Certified SMSF Trust Deed (can be a settlement condition).
- Certified SMSF Bare Trust Deed (can be a settlement condition).
- Certificate of Registration or ASIC search for SMSF trustee company (ASIC search must be < 60 days old).
- Certificate of Registration or ASIC search for SMSF bare trustee company (ASIC search must be < 60 days old).

### Financial Documentation

- Most recent year's SMSF Trust Financial Statements; and
- Most recent year's SMSF Trust Audit Report; and
- Most recent year's SMSF Tax Returns

## Superannuation Contributions

### PAYG Members

#### *Mandatory Contributions - Evidence Options*

- 2 consecutive payslips with the most recent no more than 60 days old on receipt by Granite; or
- The most recent ATO Income Statement; or
- An interim ATO Income Statement (excluding July to September each financial year); or
- The SMSF Cash Management Account statements covering a twelve (12) month period with the statements no more than 90 days old on receipt by Granite; or

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- The annual Industry Super Fund statement and a recent account summary or transaction listing where the Industry Fund statement is greater than 90 days old on receipt by Granite.

## ***Additional Contributions for PAYG members:***

- 2 consecutive payslips (more than 60 days old); or
- Most recent ATO Income Statement; or
- Interim ATO Income Statement (Excluding July to September each financial year); or
- SMSF Cash Management Account statements (Covering a 12-month period, with statements no more than 90 days old); or
- Annual Industry Super Fund statement and a recent account summary or transaction listing if the annual statement is older than 90 days

## ***Proposed Contributions***

- Proposed contributions are acceptable up to a maximum of 10% of gross annual income, less additional contributions already being made
- Provide one of:
  - Most recent ATO Income Statement; or
  - Two consecutive payslips ( $\leq$  60 days old); or
  - Interim ATO Income Statement.
- Proposed contributions will require a supporting "Proposed Superannuation Contribution Declaration" form completed by the members accountant or financial planner (Not acceptable if RHI  $\geq$  3 or DTI  $>$  6.0)

## ***Self-Employed Members***

### ***Mandatory Contributions - Evidence Options***

- 12 months SMSF Cash Management Account statements (no more than 90 days old on receipt by Granite); or
- Annual Industry Super Fund statement and a recent account summary or transaction listing where the Industry Fund statement is greater than 90 days old on receipt by Granite; and
- One-off concessional contribution allowed up to **\$30,000** (less last 12 months contributions. Can be a settlement condition)

## ***Proposed Contributions***

Granite will accept 100% of additional and proposed superannuation contributions for self employed members up to a maximum of:

- 10% of earned income for Sole Traders or Partnerships ; or
- 10% of NPBT (Net Profit Before Tax) for Companies

as evidenced by:

- If Sole Trader/Partnership
  - 10% of earned income evidenced from the member's personal tax return (excluding capital gains and rental income) and corresponding notice of assessment; or
- If Company
  - 10% of NPBT of the most recent financial year (can addback depreciation and salary drawings) from their primary trading entity evidenced from business financial statements.
- Proposed contributions will require a supporting "Proposed Superannuation Contribution Declaration" form completed by the members accountant or financial planner (Not acceptable if RHI  $\geq$  3 or DTI  $>$  6.0)

# SMSF Loan Application Document Checklist



## Security Property Documentation

### **Purchase**

- Contract of Sale
- Valuation Report
- Proof of Deposit Paid
- Evidence of Funds to Complete

### **Refinance**

- Up to date Rates Notice
- Valuation Report

### **Vacant Commercial Properties**

- Real Estate Rental Appraisal

### **Investment Property Rental Income**

Provide one of the following (in priority order):

- Signed Lease Agreement; or
- Last 6 Months Rental Statements; or
- Valuation Report

### **Owner-Occupied Property Rental Income**

Provide one of the following (in priority order):

- Valuation Report
- Real Estate Appraisal

### **Rental Income from Other Existing SMSF Security Properties**

Provide one of the following (in priority order):

- SMSF Cash Management Account Statement
- Signed Lease Agreement
- Valuation Report

The online checklist dynamically adjusts based on the information provided, ensuring only relevant items appear. It can be updated anytime to reflect policy and requirement changes.