

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 (≤ 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.