

Please complete and supply this checklist with the loan submission

Application Name: _____

Critical Application Requirements

- | | |
|---|---|
| <input type="checkbox"/> Completed Application Form (generated via LoanApp) | <input type="checkbox"/> Completed Applicant Privacy Annexure Scene Finance |
| <input type="checkbox"/> Completed Servicing Calculator | <input type="checkbox"/> Broker Declaration & Summary |

Member Employment

PAYG - Income Support

- 2 (prefer 3) most recent consecutive payslips
- Employment Contract or Letter or Letter of Offer (if within probation period)
- 3 months most recent bank statements showing all transactions including salary credits

Self-Employed - Income Support (All TFN's must be removed with completed submission)

- 2 Years Individual Tax Returns and 2 Years ATO Notice of Assessment (require FY 2025 as at 31/3/2026)
- 2 Years Company / Trust Tax Returns and 2 Years Financial Statements (require FY 2025 as at 31/3/2026)
- If previous financial years returns are not completed then copies of full years BAS and 3 months business trading statements may be considered

Other income / savings (all borrower types)

- Evidence of funds to complete (sufficient to cover borrowers contributions)
- Evidence of additional income (e.g. bonus, rental income, dividends, government payments etc. - if applicable)
- Optional** | If additional contributions to be used please download and include Additional Contributions Form from website

Mandatory Support Documentation all SMSF Loans (if applicable)

- Certified SMSF Trust Deed
- Certified SMSF Bare Trust Deed
- Certificate of registration for the SMSF Trustee company
- Certificate of registration for the SMSF Bare Trustee company
- Audited tax returns & financial statements for the last 2 years - if applicable (require FY 2025 as at 31/3/2026 & all TFN's removed)
- Accountant letter to confirm annual ongoing running cost of SMSF (if newly established fund & no tax return available)
- Letter to confirm rollover fund (can be condition to approval)
- Letter to confirm SGC will be contributed to SMSF (can be condition to approval)
- Current Cash Management Account of Super fund confirming balance (either within or outside of SMSF)
- Signed Contract of Sale OR 6 months home loan banks statements if standard refinance of existing SMSF security
- Certified ID for all SMSF Members including completed appropriate KYC forms (or either ZIP ID | ID You | Australia Post ID form)
- If SMSF holds existing other properties inside the Fund provide 6 months loan statements & current rates notice(s)
- Signed Discharge Request Form if standard refinance