

MCP Documentation Checklist

We ask you provide the following documentation for our review prior to allow us to make recommendations or assist with a finance application. This should be treated as an indicative list as to the documentation we will need.

Whilst we aim to obtain all or the majority of documentation from you upfront, we may require further documentation during the process especially if MCP or the Lender needs to make further enquires with regards to your circumstances.

How to Send Documentation to MCP

All information can be sent to us via:



Fax: (03) 9620 2002



Email: finance@mcpgroup.com.au



By Appointment Only:
MCP Office: MCP Group,
Level 7, 520 Collins Street
Melbourne VIC 3000

Mail: To the above address.

*Please attend to any checked items.
Unchecked items do not need to be actioned.*

MCP Personal Finance Overview

- Please complete MCP's Personal Finance Overview so we can better understand your personal circumstances.

All Applications: Identification Check* (For All Applicants, Directors or Guarantors)

- Mandatory ID: Copy of either Passport OR Birth Certificate
- Secondary ID: Drivers' Licence
- Government Issued Marriage Certificate: In the case where documents are in a Maiden Name.
 Please note hand written certificates issued by a Religious Faith are not acceptable

**MCP requires to sight 100 points of Identification.*

For Property Purchase Transactions

- Copy of the Executed Contract of Sale (Signed Page and Sale Particulars Page / Contract Note).
- Copy of any Special Conditions attached to the Contract of Sale.
- Copy of the Receipt of Deposit from the Estate Agent.
- Confirmation of who the titleholders will be if you plan to nominate. This information is important.

NOTE: If not using MCP for Conveyancing, please provide your Solicitor / Conveyancer Contact Details (note MCP offers Conveyancing Services).

Firm Name: _____ **Contact Number:** _____

Email Address: _____ **Contact Person:** _____

Transactions involving Property Sales

For proposals which include Bridging Finance or Finance Dependent on Sale of an Asset

- Copy of the Executed Contract of Sale (Signed Page and Sale Particulars Page / Contract Note).
- Copy of any Special Conditions attached to the Contract of Sale.

For All PAYG Earners (Applicant or Guarantors)

- Copy of two (2) most recent consecutive Pay Slips (Non-Handwritten) showing Year to Date Earnings
- Copy of last PAYG Payment Summary (Group Certificate) or Taxation Return with Tax Assessment Notice.

- Applicants Salary Sacrificing: Please provide details of any Salary Sacrificing occurring within your Remuneration. Please provide a breakdown preferably from a document provided by your employer or firm handling the Salary Sacrificing.

- If Requested or if Payslips not available - Letter from Employer (signed & dated) confirming employment status.
- Include Length of Employment and Position (e.g. Full Time, Part Time, Base Salary etc). It should confirm that no probation period applies, be dated, signed by Payroll on employer letterhead.

For All Self Employed Applicants (Applicants or Guarantors)

Individual Requirements

- 2011 Full Individual Tax Return & ATO Notice of Assessment (As issued by the Australian Tax Office).
- 2010 Full Individual Tax Return & ATO Notice of Assessment (As issued by the Australian Tax Office).

Company / Trust Requirements / Sole Traders / Partnerships

- 2011 & 2010 Financial Statements (Profit and Loss and Balance Sheet) for all entities the Applicant / Guarantor is a Director or Beneficiary of or Business he/she Conducts.
- 2011 & 2010 Tax returns for for all entities the Applicant / Guarantor is a Director or Beneficiary of or Business he/she Conducts.
- For Low Documentation Loans Only: Last 4 Quarter BAS Statements for all entities the Applicant / Guarantor is a Director of Beneficiary of or Business he/she Conducts.

When we refer to any tax year we mean Year Ending June of that year. E.g. 2011 refers to the tax period 1 July 2010 – 30 June 2011. We also refer to this as FY2011.

Please contact us if 2011 Financial Information is not yet available / completed.

Commercial / Business Finance Applications

All Stakeholders:

- Copy of Current Resume for each Stakeholder requiring Business Funding so MCP can understand your prior work history (this is not forwarded to a Lender).

If Purchasing an Existing Business:

- Financials for any existing Business and/or Tax Returns
- Business Plan and minimum 12 Month Cash Flow Forecast for Business being acquired
- Detailed overview of the Business being acquired, including structure, premises, clients / customers, history and key individuals in the business. As much information as possible.

For Existing Businesses:

In additional to standard financial documentation under the Self Employment section, we may require:

- Business Plan and minimum 12 Month Cash Flow Forecast for all Existing Business
- Detailed overview of the Business being acquired, including structure, premises, clients / customers, history and key individuals in the business. As much information as possible.

Where Commercial / Industrial Property is being provided as security:

- A brief overview of the premises, including location, current use and potential alternative uses.
- Copy of the Current Lease including any amendments

Superannuation Fund Requirements

To support applicants who are retirees or in transition to retirement.

Also for support applications for Non Recourse Lending (Borrowings in Superannuation).

- Confirmation of your Superannuation Member Balances. Please provide most up to date Holdings via Bank / Fund / Share Statements.
- For existing Self Managed Superannuation Funds please advise the Accountant or Financial Advisors Contact Details.
- For existing Self Managed Superannuation Funds please provide last 2 years' Superannuation Fund Tax Returns and Financials.
- New Superannuation Funds: If not using MCP for the establishment of the Superannuation Fund, we will require a copy of the Superannuation Fund Deed and confirmation to the Trustee(s).
- If Not using MCP for the establishment of the Custodial Trust, we will require a copy of the Custodial Trust Deed and confirmation of the Trustee(s).
- Any Letters / Statement of Advice you have Received in regard to the Transaction. Note MCP can assist with Legal Advice.
- Confirmation of Estimate Contributions for Next 2 Years' (Preferably via a Letter or Email)

Bank Savings Statements / Evidence of Equity Required

Loans Requiring Lenders' Mortgage Insurance (LMI) with LVR's exceeding 85%:

- Copy of last Six (6) Months Loan Statements for the Mortgage(s) to be refinanced (with the last transaction within 4 weeks)*.

Loans with LVR's not exceeding 85%:

- Loans with LVR's Less than 85%: Copy of a Share or Savings Statements to confirm you have sufficient funds to complete settlement. This must show the account holders names, and the balance. We suggest provide an internet statement as well to show the most recent balance

Gifted or Family Provided Funds:

- If receiving a Gift or Family Loan, a letter is required confirming the amount of the Gift/Loan and the arrangement or nature of the funds being provided (e.g. Non Repayable Gift). This should be dated and signed by the Family Member(s) providing the funds.
- Evidence of Funds in Family Member's Bank Account by way of Bank Statement.

**We need 6 Months of this as copies of Actual Bank Statements, followed by the period of the last transaction from the last available statement to the recent period as internet statements. For example if we need up until Nov, if statements are Bi-Annual then provide the 1 Jan – 30 June statement, with internet statements from 1 July to Nov. Please ensure you provide a complete transaction listing (Photocopy the reverse page).*

Bank Loan / Credit Card Statements Required

- Copy of last Six (6) Months Loan Statements for the Mortgage(s) to be refinanced (with the last transaction within 4 weeks)*.
- Copy of the last Loan Statement for any loan not being refinanced. This is for Compliance Purposes.
- This must show the account holders names, and the balance. We suggest provide an internet statement as well to show the most recent balance.
- Credit Cards not being Refinanced: Latest Credit Card Statement for all Credit Cards with a limit of \$10,000 or more.
- Credit Cards being Refinanced: 3 Months Credit Card Statements.

**We need 6 Months of this as copies of Actual Bank Statements, followed by the period of the last transaction from the last available statement to the recent period as internet statements. For example if we need up until Nov, if statements are Bi-Annual then provide the 1 Jan – 30 June statement, with internet statements from 1 July to Nov. Please ensure you provide a complete transaction listing (Photocopy the reverse page).*

Existing Properties

- Rates Notices for any properties owned (to confirm ownership and no arrears of rates).

Rental Income

Properties Currently Rented:

- Evidence of Any Rental Income Received (e.g. Recent Rental Statement from Managing Agent or current Lease Agreement). Alternatively if the tax returns show such income this may not be required.

Properties Not Currently Rented (including Properties being Purchased):

- Rental Appraisal from a Licensed Real Estate Agent confirming what the Property may rent for in the current market.

Insurance Requirements (POST APPROVAL ONLY)

Some Lenders Require Evidence of Building Insurance PRIOR to Drawdown. You will be required to action this when returning loan documents. All policies must be current and paid for.

- Rates Notices for any properties owned (to confirm ownership and no arrears of rates).
- Copy of Certificate of Currency (as issued by the Insurer not by an Insurance Broker). You must contact your insurer to obtain this. If specific conditions are required you will be advised after approval.

Centrelink Benefits

Please call Centrelink on 136 150 to obtain necessary evidence to support any finance application.

- Family Part A and/or Family Part B Fortnightly Statement within the last 4 weeks. This will indicate any benefits to be recieved in the next 14 days.
- Confirmation of Any Pensions, Carer Allowance, Rental Assistance, Parenting Payments, Disability Support Allowance etc...

Construction Loans

- Copy of the Fixed Price Building Contract (if available - required for Formal Approval). Please advise us if the Building Contract is NOT to be a Fixed Price Contract.
- Copy of Building Tender (confirming Construction Price - this can be used for Valuation Purposes only).
- Copy of Building Plans (Unstamped Plans can be provided, Stamped Plans required before Drawdown).
- Copy of Building Specifications.
- Copy of Builders' Insurance (Required before Drawdown).
- Copy of Home Warranty Insurance (Required before Drawdown).

Note: A Full Executed Building Contract, Building Permit & Stamped Building Plans are required before any drawdown.

Medical Professionals Seeking Lenders Mortgage Insurance Waiver

- Evidence of Membership for Medical Body (Australian Veterinary Business Association, Australian Association of Practice Managers, Australian Veterinary Association, Australian Dental Association (ADA), Australian Medical Association (AMA), Optometrists Association, Urological Society of Australia and New Zealand or Australian College of Cosmetic Surgery).

Bank & MCP Forms

- Initialed Loan Structure Form.
- Signed and Initialed MCP Fees, T&C Disclosure Form.
- Executed Bank Application Form.