



## Application Checklist

### All Applicants

- Applicants/Guarantors' Identification eg Drivers Licence/Passport
- Council Rates Notice for proposed security property
- Letter/statement from Real Estate Agent confirming proposed/existing rental income or lease agreement
- Last 6 months statements of loan being refinanced
- Last 3 months statements of personal loans/credit cards

#### For Purchases

- Contract of Sale for purchase
- Plans and Specification(include subdivisional plans, council approvals etc)
- Copies of Fixed Price Building
- Evidence of funds to complete

### PAYG Applications/Guarantors

- Last 2 Pay slips
- Last 2 years full personal Tax Returns
- Latest ATO Assessment Notice

### Self Employed Applications

- Last 2 years full Business/Company Tax Returns and Financials
- Last 2 years full Personal Tax Returns
- Latest ATO Assessment Notice
- Last 1 months statements of trading account
- Business Purpose Declaration Form

### Trusts

- Last 2 years full Trustee Taxation Returns
- Company Trust and Appendix
- Trust Deed

Please send all required documents to [credit@potentiacapital.com.au](mailto:credit@potentiacapital.com.au)  
or alternatively fax to 02 4647 0756