



Reverse Mortgage Supporting Document Checklist

All supporting documents provided by clients must be readable, clear & meet the minimum verification standards.

All Individuals (Compulsory)

- Signed BrightQ reverse mortgage submission, plus application (BrightQ app or broker app if preapproved).
- Copy of ASIC MoneySmart reverse mortgage calculator projections which were provided to the applicants.

- ID which confirms full legal name and date of birth.

Option 1, a copy of one primary **photographic** identification document which is **current and not expired**:

- Copy of a driver's licence or permit from Australia or overseas, including a digital driver's licence
- an Australian passport (may be within 2 years expired)
- a government proof of age card issued in Australia
- a foreign passport issued by a foreign government or the United Nations (may be within 2 years expired)
- international travel documents issued by a foreign government or the United Nations
- a national identity card issued by a foreign government or the United Nations.

Option 2, a copy of one **non-photographic** identification document which includes full legal name and date of birth:

- an Australian birth certificate, birth extract or citizenship certificate
- a foreign birth certificate or citizenship certificate
- a government issued entitlement statement (such as Services Australia age pension entitlement) which includes full legal name and date of birth and was issued within the past 12 months

If any document is in a previous name (such as maiden name), a marriage certificate or change of name certificate will be required issued by Births, Deaths and Marriages or the relevant foreign government department.

Property Information

- Copy of most recent rates notice must be provided.
- Most recent annual strata levy statement or notice, if applicable.
- Copy of current insurance certificate confirming currency.
- Most recent land tax notice, if applicable.

Verification

- If a loan purpose is for gifting, a BrightQ Gifting Verification form is required.
- If there are occupiers other than the borrowers in the security, an Occupier Declaration will be required prior to settlement.



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Other Documents

For Property Purchases:

A full and complete Contract for Sale (COS) is required for every purchase and must include the purchasers details (our client), the purchase price and all special condition pages. This document is not required for preapprovals;

A copy of a receipt for a deposit already paid on a property; **AND**

Certificate of balance, or minimum 1 month transaction statement to demonstrate funds to complete; **OR**

Statement showing funds to complete have already been paid into the solicitors Australian trust account for settlement (To ensure the client has their part of contribution to complete the purchase)

Refinance:

- Most recent Mortgage / Personal Loan statements to be provided for all loans being repaid from proposed loan. If arrears, late payment or overlimit noted, please provide a detailed explanation from the applicant.
- Most recent Credit Card statements to be provided for all Credit Cards being repaid from proposed loan. If arrears, late payment or overlimit noted, please provide a detailed explanation from the applicant.

Power of Attorney (if applicable)

Certified or registered copy of the power of attorney, or relevant guardianship or administrative order.

Declaration

I confirm that any conflict of interest I may have has been declared in the application form and that I personally interviewed the applicants and:

The loan interview was conducted in the applicant's native language and that both the person conducting the interview and the borrower were both fluent in the applicant's native language; **OR**

The loan interview was conducted in English and that both the person conducting the interview and the borrower were both fluent in English; **OR**

The loan interview was conducted in English and that a translator was present to assist in the interview and in this case an interpreter's certificate must be provided.

I confirm that I continue to comply with all my obligations under the broker agreement, including maintaining all relevant memberships and insurances.

Signature of Accredited Broker

Full Name

Date Signed