

## **Purchase requiring Personal Guarantor support**

In addition to the Application Form\*, we require: (\*Form is in editable PDF format, so, preferably please type in the required information then print off to sign)

1. A copy of the front page of the Contract of Purchase so we can identify the Vendor, Purchaser, Property Address, Settlement Date, plus any Special Conditions, including the Sunset Clause.
2. A copy of photo ID, preferably a driver's licence, if not a passport, for each applicant. If the applicants own existing real estate and are providing a rate notice (refer 4.) no further ID required. Additional ID can be a copy of a Medicare card and a credit card for each applicant
3. Copies of the last 3 consecutive payslips or the last 2 year's tax returns (if more than one applicant, same for each).
4. For real estate assets (occupied or rental), copy of council rate notice within last 6 months to prove ownership.
5. For any rental property, a copy of a rental statement within last 3 months.
6. Where showing liabilities, such as mortgages, personal/vehicle loans or credit cards, a copy of a bank statement within the last 3 months. The copy must be a complete copy, including the identification of the bank, account number, date, names, balances, etc.
7. Where a party or parties are going as Personal Guarantor(s)#, complete the Guarantors Statement, plus provide supporting documents as outlined in 2.(Driver's license or passport only required) 4., 5. and 6. #The party or parties going as guarantors must be those noted on the Council Rate Notice. If a property is jointly owned, both owners go as guarantors; both sign; and have signatures witnessed by a third party over the age of 18yo (can't be witnessed by the applicant s/buyers).

Please note that:

- a. A \$110 reissue fee applies if the Deposit Bond is issued based on incorrect information;
- b. We can't issue Deposit Bonds where the area population where the real estate is being purchased doesn't exceed 50,000 residents;
- c. We can't accept any applications where the information has been altered or where white out/liquid paper has been used to make the correction;
- d. Witnesses attesting to any applicant/guarantor's signature must be a third party (can't be one of the applicants or guarantors);
- e. We can receive the Application Form and required supporting documents by fax (1300 739 817) or scan/email ([bonds@underwriting.com.au](mailto:bonds@underwriting.com.au)) to process and issue the Deposit Bond;
- f. We must receive the original Deposit Bond Application for our file (we suggest using Express Post so the document can be tracked);

Once we have complete documentation (Sydney time) and there are no issues processing the credit card payment, we can normally issue the Deposit Bond within one a business day.