

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.

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 settlement date is greater than 6 months and 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; Witnesses attesting to any applicant/guarantor's signature must be a third party (can't be one of the applicants or guarantors);
- 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) 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