

Simultaneous Sale and Purchase

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 the front page of the Contract of Sale * on existing property, so we can identify the Vendor, Purchaser, Property and Settlement Date. (We don't require the entire contract document, unless we seek it for clarification purposes)
3. A copy of photo ID, preferably a driver's licence, if not a passport, for each applicant.
4. If unconditional finance has been approved (can be subject to valuation), a copy of the approval letter.
5. If finance has be not been approved then:
 - I. Copies of the last 3 consecutive payslips or the last 2 year's tax returns (if more than one applicant, same for each).
 - II. For real estate assets (occupied or rental), copy of council rate notice within last 6 months to prove ownership.
 - III. For real estate assets (occupied or rental), copy of council rate notice within last 6 months to
 - IV. Where showing liabilities, such as mortgages, personal/vehicle loans or credit cards, a copy of a bank statement

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;
- 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.