

Reverse mortgage application supporting documents

HEARTLAND REVERSE MORTGAGES

Thank you for choosing Heartland for your client's reverse mortgage. Our team is committed to processing applications as efficiently as possible. To facilitate this, please consult this checklist to ensure that all required documents are submitted along with the **fully completed and signed** application form.

Please note: omission of required documents may cause delays in processing.

- Identification** To confirm the *date of birth, legal name and residential address* of each applicant, and any person authorised to sign on behalf of any applicant under a power of attorney or administration order (where applicable), a copy of identification is required.
Examples of acceptable documents:
 - birth certificate (with change of name or marriage certificate if not current legal name);
 - current drivers licence;
 - current passport;
 - Centrelink income statement with date of birth showing;
 - a government issued ID card; or
 - citizenship certificate.

- Rates notice** Copy of latest rates notice for the security property.

- Insurance** Copy of latest insurance renewal notice for the security property.

- Proof of income** One of the following, for each applicant:
 - current bank statement, including account name, for the last 2 months;
 - recent Centrelink income statement; or
 - payslips for the last 2 months.

- Valuation fee** Section 15 of the application form is completed.

- Debt information** Latest statements for any debts/loans to be repaid at settlement (if applicable, including credit cards). Statements need to confirm the following information:
 - account name (in the name of the customer(s));
 - current balance of debt;
 - payment/BPAY details; and
 - credit limit, if credit card or overdraft.

- Power of attorney or administration order** Copy of power of attorney/administration order document (if applicable) – this must be registered with the Land Titles Office (excluding Victoria – if Victorian, Heartland requires an originally certified copy).

- Body corporate fees** Copy of latest confirmation of body corporate fees, strata levies, and any other ongoing charges for the security property (if applicable).

- Tenancy agreement** A copy of the lease agreement if there are any tenants living at the security property.

- Discharge authority** If there is an existing mortgage on the title then the bank's discharge authority will need to be completed and signed by all account holders.

If you are unable to provide any of the above documents, please provide further details using the **additional notes** section of the **application form**.

If you have any questions, please contact our Broker Support Team on 1300 662 865 or brokers@heartlandfinance.com.au.