



DEPOSIT BOND APPLICATION CHECKLIST

Corporate Applicants WITHOUT Finance buying Residential Property

Applicants:

- DBA Application Form for Corporate Applicant WITHOUT Finance to be fully completed and signed. For Applicants applying directly to DBA an application with original signatures must be received prior to release of the deposit bond. If applying through an accredited DBA Referrer then all forms bearing original signatures must be forwarded to DBA within 5 business days of lodgement.
- Photocopies of Identification equivalent to a 100 point ID Check eg Passport (70); Birth or Marriage Certificate (70); Driver's Licence (40); Medi-Care/Credit Cards (25)
- A copy of the Particulars of Sale & Special Conditions contained in the Contract for Sale of the property being purchased.
- Confirmation of Income for PAYG Applicant(s) can be given by the last 2 Salary Pay Slips immediately preceding the date of application or letter from current employer(s).
- For Self employed Applicants a copy of the last Tax Return and Tax Assessment Notice for business and principals must be provided.
- Refer alternate Application Checklist for Self Certifying/Self Employed Applicants
- To confirm ownership provide a copy of the Last Rates Notice on any existing property owned by the Applicant.
- If existing property is mortgaged copy(ies) of the last 3 months Loan Statements immediately preceding the date of application.
- Confirmation of the existing property's value may be required from a local Real Estate Agent or Registered Valuer where required by DBA.
- Confirmation of current ownership and equity by written statements of non-real estate assets such as Cash Savings Accounts or Managed Funds; Shares in Top 200 companies listed on ASX or equivalent Stock Exchanges.

Guarantors:

- All Guarantors must fully complete appropriate details and sign the application form. A separate Deed of Guarantee and Indemnity is also required to be signed by all parties. DBA will provide this once assessment has taken place. Guarantees may be provided for asset purposes only. Guarantors may be parents of First Home Owner Applicants (only); Co-owners of property; or Director/Shareholders if Applicant is a Corporate entity; or Trustees on behalf of Trust Applicants.

Superannuation Fund or Trust Applicants:

- Copy of the trust deed to provide proof that the entity is authorised to enter into the Contract for Sale.

Refund Policy: There is No Refund available after the Deposit Bond has been issued.