



## DEPOSIT BOND APPLICATION CHECKLIST

### Individual Applicants WITHOUT Finance

#### Applicant Eligibility:

- Australian or New Zealand Residents or Citizens buying Australian residential or commercial property in own Individual names whether via Auction or Private Treaty.
- Applicants not requiring a loan to settle (eg Purchasers selling to buy with no end debt) Alternatively, finance approval may not yet be available if contract term is over 6 months.
- To qualify each Applicant MUST prove financial capacity to settle 100% purchase price within the relevant Contract of Sale terms.
- Deposit Bond terms for Without Finance applications range from 3 to 66 months

#### Supporting Document Checklist

- Completed & signed DBA/QBE Without Finance Application Form for Individual Applicants
- Photo Identification for each Applicant: Clear copy of Passport or Driver's Licence
- Copy of particulars (front page) Contract of Sale. If settlement term is over 6 months (eg buying off-plan) please provide Special Conditions
- Applicants' Proof of Income:
  - i) PAYG Applicants: Last 2 Pay Slips or Letter from current employer(s)
  - ii) Self employed Applicants: Last Tax Return + Tax Assessment Notice
- Applicants' Proof of Equity in Hard Assets:
  - i) Copy Rates Notice/s for each property currently owned
  - ii) Last 3 months Loan statements (clear copies from internet banking accepted)
  - iii) Bank statements confirming cash saving balance or superannuation funds (as applicable)
  - iv) Statement of Top 200 public company shares (ASX or equivalent foreign exchange)
  - v) Other Sources include written proof of Estate or Divorce entitlements or Parental Gifts
- Confirmation of the existing property's value may be required by Market Appraisal of an independent property agent or valuer
- If Applicants are supported by Guarantor/s each must complete & sign the application form. DBA will provide this upon formal application approval. Guarantees may be provided for asset purposes only & limited to parents of First Home Buyers; Co-owners of property; or Director/Shareholders if Applicant is a Corporate entity; or Trustees on behalf of Trust Applicants.
- Deed of Guarantee & Indemnity (as applicable) will be provided by DBA upon approval
- Applications can be forwarded to DBA via email, fax or post as detailed below.

**DBA HELPDESK: Freecall 1800 2663 88**

**Email: [admin@deposit.com.au](mailto:admin@deposit.com.au) or [applications@deposit.com.au](mailto:applications@deposit.com.au)**

**Postal: Locked Bag 4004, Surry Hills NSW 2010**