

SMSF Broker Checklist

- Introducer Cover Page
- Fully completed Verification of Identity (VOI) via IDYOU or OCRLabs
- Loan Application form & Privacy Consent form (including background) is correctly completed.
- IMPORTANT:** If the applicant does not tick the box (imaged below), Think Tank will require a completed AML/CTF checklist to be completed by the broker for each individual.

Verification of identity

- (Tick here)** I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems and services for the purpose of confirming my identity.
- Fully executed, certified copy of the SMSF Trust Deed (including provision for borrowing) and any Deeds of Amendment
- Fully executed, certified copy of the Bare Trust Deed
- SMSF Investment Strategy & Minutes confirming acceptance (dated within last 12 months)
- SMSF Trustee Acknowledgement form
- SMSF Member Contributions Declaration (to be completed by each member of the SMSF)
- SMSF complying on ATO register (check on Super Fund Lookup)
- SMSF auditor is approved by ASIC for existing fund (check on ASIC Connect)

Purchase

- Contract of Sale for purchase (Signed by trustee of Bare Trust)
- Evidence of sufficient funds to complete (bank statement showing account name, BSB & account number for the SMSF)

Refinance

- Recent 6 months loan statements for loan/s being refinanced
- Original LRBA loan agreement required if the existing LRBA is not evident in SMSF Tax Return, or if the LRBA is a Related Party LRBA
- Rental statements/lease agreements for existing SMSF security property/ies
- Discharge form - evidence that the outgoing financial institution has been instructed for the discharge. 'Makinson d'Apice' to be listed as solicitor firm/financial institution

Evidence of Income

- SMSF: last 2 years Tax Returns and Financial Statements – if existing fund
- Member guarantors: last 2 years Individual Tax Returns and Notice of Assessments (as well as 2 most recent payslips if PAYG employed)
- Company: last 2 years annual Tax Returns and Financial Statements of self-employed company/business (if self-employed and completing group servicing)
- Rental Income of Residential security property being purchased: to be confirmed via valuation report (N.B. Refinance of existing Residential security property requires rental statements/lease agreements)
- Rental Income of Commercial security property: Executed lease agreement required
- Last two years' Industry Fund statements evidencing past contributions and balance for each SMSF member (if the SMSF is a new fund)
- Detailed explanation to be included in borrower background in relation to any cash flow impact
- Current ATO portal statement (only if 70% or higher LVR and if completing group servicing. ATO Portal required for the trading entity only – ICA)

Security

- Details of property, including address & type of property (must be a 'Single Acquirable Asset')
- If security property is an apartment, please ensure that it is 1) not located in an Inner City location, 2) it is in a development ≤ 10 storeys and 3) the internal living area is $> 50\text{m}^2$