

SMSF Commercial Checklist

All Applications

- Signed loan application form
- Submission notes
- SMSF Serviceability Calculator
- Recent Super Fund Statement/s evidencing contributions, cash, investments, rentals
- Evidence of Rental Income / Rental Statements for properties held by the fund not taken as security (if applicable)
- Certified copy of SMSF Trust deed + any variations
- Copy of Council Rates, Water Rates and Land Tax Notices
- Copy of Body Corporate / Strata Fees for Strata properties or insurance premiums for non-strata
- Independent Legal advice for purchase & refinance is required (Prior legal advice for refinance accepted if evidenced).

PAYG & PAYG Self Employed – Income Verification

- 2 most recent payslips evidencing super contributions

Self Employed Members – income Verification

- Last 2 years Cash management account statement/s evidencing contributions, cash investments or;
- Existing industry superannuation statements to be rolled over, evidencing contributions, cash, investments

Commercial Property rented to unrelated company or business

Refinance

- Full copy of current lease agreement
- Evidence of rent received over 2 years evidenced by:
 - 2 years SMSF cash management account statements clearly showing rental credits
 - Or; 2 years rental statement from property manager
 - Or; last 2 years SMSF tax returns including rental property schedule
- 6 months statements for the loan being refinanced

Purchase

- If currently tenanted – full copy of existing lease agreement/s
- If not tenanted – details of proposed lease agreement such as rental amount, expected outlays & lease term / renewal details
- Contract of Sale (fully signed & dated) with either:
 - Trustee of Bare Trust/Property trust as purchaser, or
 - Nomination form nominating the Trustee of the Bare Trust/Property Trust (VIC, SA & TAS only)

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Owner Occupied: Commercial Property rented to related company or business

- Minimum 1 Member associated with the business must be a property owner in their own right (property held in individual name outside of SMSF)
- ABN must be registered for GST for full 2 year trading period

Refinance – Owner occupied

Tenanted by members business for 2+ full financial years

All Refinance evidence plus:

- ATO Integrated Client Account Statements. Must be:
 - under 30 days old at time of application
 - cover the most recent 2 year period
 - must show evidence of payment arrangement and / or no evidence of tax liability

Purchase or Refinance – Owner Occupied

Tenanted by members business for <2 full financial years

- Details of proposed lease agreement including rental amount, tenant outlays, term and renewal options required for assessment
- Fully executed copy of lease agreement confirming lease details required prior to settlement
- Current Asset & Liability statement for Members business, or;
 - Balance Sheet with written confirmation from Directors confirming no change to position
- 2 years Financial statements and Business tax returns from Accountant