Housing Australia Scheme broker checklist

Bank Australia

Here's everything you need to know to make your **Help to Buy or 5% Deposit Scheme** loan submissions more efficient. This checklist brings together the key documents and details we need upfront to assess your client's application quickly and move it toward approval – subject to finding a suitable property.

Having these items ready from the start helps you avoid delays and gives your clients the best chance of a successful application.

- ◯ 3 months every day, salary, savings and credit account statements – Preferably Illion. If Illion, provide the broker flow ID. If providing bank statements, ensure it include names of applicants and account number. *Note Transactions Listings are unable to be used in isolation and must be coupled with a formal statement
- ◯ Verification of Identity – Verification of Identity form and Certified ID. All ID documents to be individually certified and to satisfy the requirements of Bank Australia, Help to Buy or 5% scheme criteria). Alternatively, you can utilise the IDYou service.
- ◯ Copy of Medicare card – this is needed to reserve a spot on the Portal
- ◯ 2 recent consecutive payslips
- ◯ FY26 NOA for all applicants (Help to Buy applications only)
- ◯ 2026 Declaration Form (5% deposit scheme only)
- ◯ Buy Now Pay Later balances and possible statements if near limit
- ◯ Single Parent Applicants – need to provide one of the following – Child's birth Certificate, Centrelink documents, Consent order, Family court order or adoption documents.
- ◯ Valuations – All scheme loans require a short form valuation
- ◯ Surplus income (RDI): $200+ (general), $400+ (construction without buffer).

No policy or pricing exception will be considered.

Please ensure you are also accessing online information and tools via Australian Government Help to buy Scheme | Bank Australia ensuring to confirm customer eligibility.

Email brokersupport@bankaust.com.au **Talk to someone** (03) 9854 4818

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