

# How to get started.



If you're a new customer, to get started on a loan application the following documents are required to enable HomeStart to undertake a full credit and organisation assessment. There may be additional documents you will need to supply upon application.

## Your organisation's details including:

- Copy of Certificate of Registration of Incorporation
- Copy of Constitution
- Copy of South Australian Cooperative and Community Housing (SACHA) registration
- Copy of most recent business plan/strategic plan
- Minutes of Board meeting authorising the application for finance from HomeStart, and confirming total loan required
- Copy of succession plan regarding key personnel
- Identification record for a signatory to account – 100 Point Check (form 201) completed by your Community Lending Consultant

OR

- Reference from an Acceptable Referee form (S21) OR Customer Identification Procedure (CIP) form, which are enclosed.

## Financial details including:

- Last three years' annual reports
- Interim financial statements required if latest financials are greater than three months old
- Forecast financial statements for the next 12 months.

## Project details including:

- Project proposal including:
  - Number of dwellings
  - Construction type e.g. 3x2 bedroom units
  - Type of clients to be assisted
  - Grants
  - Gifts/Donations
  - Expenses relating to the project.
- Building plans and contract (if available)
- Letter from appropriate body confirming details of grants
- Project cash flow
- Any other documentation relevant to your application.



To get started, call 1300 636 878.  
Visit [homestart.com.au](http://homestart.com.au) for more information.

Terms, conditions and eligibility criteria apply. Fees and charges are payable.  
Information correct as at June 2010 and may change without notice.



**HomeStart**  
FINANCE