### KINGSTON EAST NEIGHBOURHOOD GROUP INC.

## *Connecting people, shaping futures*

*A community based not for profit association serving the needs of our local community in City of Logan in SE Qld*

**NILS LOAN FACILITY CHECKLIST**

Thank you very much for your enquiry for a NILS loan facility. We are very much looking forward to assisting you.

For us to be able to process your request as quickly as possible, it is **important** that **all necessary information and documents** are provided, **before your interview**.

The process is:

1. Review the attached checklist and make sure you have all information required
2. Complete the checklist
3. Send a copy of the checklist and the documents to us, either by email or leave at reception
4. We will schedule an appointment with you for finalisation and signing of loan document
5. On completion of your interview, your application will be submitted for approval assessment
6. Upon approval, you and the supplier will be contacted

**NILS Enquiry**

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| **PERSONAL INFORMATION** |
| **Name:** |  |
| **Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |
| **Am I eligible for a NILS loan?**1. **Earn under $45,000 pa (single) or $60,000 pa (single with dependents or couple)**
2. **Health Care Card**
3. **Pension Concession Card**
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| **Date of Birth:** |  |
| **Length of time at address:** |  |
| **Centrelink Pensioner Concession CRN:** |  |
| **Loan Purpose:** |  |

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| **CHECKLIST – PLEASE COLLECT AND PROVIDE DOCUMENTS RELEVANT TO YOUR SITUATION** |
| **Identity** (one of the following):* Driver’s License
* Passport
* Centrelink card
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| **Proof of address** (one of the following):* Lease
* Tenancy ledger
* Real estate letter
* Rates notice
* Utility bills / bank statements
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| **Proof of Income** (all that apply to you):Detailed income statement, pay slips (last 3 weeks), if working, or ATO assessment, if self-employed |  |
| **Proof of expenses:*** Last 90 days of bank statements, including credit cards and any other loans (dated from current day back 90 days)
* All electricity/ gas/ internet/ mobile or other applicable accounts in your name
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| **Quote** - must be:* With supplier’s/business’ payment details
* On business letterhead with a valid ABN
* Current
 |  |

Please collect these **documents** listed above and **email or drop-off to reception** so that we can schedule you an appointment.