

Attachment E – Document Checklist

Community Care Beenleigh Districts Inc.

Document Checklist

Please note: if this is a joint application, your partner's documents must also be presented.

Personal Documents:

- Proof of identity** (e.g. Centrelink Card, Driver's License, Proof of Age Card, Community Identity Card, etc.)
- A detailed statement of your income from Centrelink** with deductions listed. This can be obtained by contacting Centrelink and having your statement sent or faxed to you or to our office prior to the interview
- Pay slips from any casual or part-time work (if applicable)

Household Bills:

- Most recent bank** statements (for at least the last three consecutive months)
- Rental agreement and statement of rental payments or mortgage statement for three months (if no rental agreement, then an official Statutory Declaration signed by a Justice of the Peace (JP) or Commissioner of Declarations)
- Most recent gas account
- Most recent** electricity account
- Most recent water account (if applicable)
- Most recent telephone account including mobile phone (where applicable)
- Most recent** credit card statement
- Any other outstanding** accounts
- Statements of any** other loans (e.g. private loans, payday lenders, rent to buy agreements, car loan etc.)

Quote:

Please include the make and model number of the item or service to be purchased. Quotes are required on business letterhead with the registered ABN of that business.