



NILS Document checklist

Please note: Household income and expenditure of a couple is to be provided when a Loan is being applied for (even if only one of a couple is applying). This will ensure that the household is not being put under any additional financial stress.

Personal Documents

- Proof of identity (eg 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 work including casual or part time work (if applicable).

Household Bills

- Most recent bank statements (for at least the last three consecutive months) – for all bank accounts
- 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 (if applicable)
- Most recent electricity account
- Most recent water account (if applicable)
- Rates Notice (if applicable) – required if loan is for house related items eg hot water
- Most recent telephone account including mobile phone (where applicable)
- Car registration papers (if applicable) – required if loan is anything to do with the car
- Statements of any other loans (eg private loans, payday lenders, rent to buy agreements, car loan etc)
- Most recent credit card statement (if applicable)

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 including bank details for direct payment.



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ELIGIBILITY

1. Low income – Centrelink Health Care Card or Pension Card OR other evidence of annual income less than \$45,000 for a single or \$60,000 for a couple or single with dependents
2. Housing – at least 3 months at current address unless there are exceptional circumstances (evidence of this will be required)
3. Loan of not more than \$1500 for an approved purpose

NILS PROCESS

1. Gather all your information as outlined on the other side of this page.
2. Think about your fortnightly budget – how much do you spend on rent, food, petrol, cigarettes etc. Also think about annual expenses such as Car Registration Christmas presents etc. You need to have an idea of any annual expenses and then we divide this into a fortnightly amount to include in your budget. We will work through and complete your budget during the interview.
3. Make an appointment for an interview – call in or ring Community Hub Inc Reception during open hours.
4. Complete the interview. This will take between 1 and 1.5 hours. We will fill in the application form with you. You will sign paperwork to confirm the budget that we complete together. You will sign a loan agreement and a Centrepay form. These will only be used if your loan is approved. When we have reviewed all of the documents and everything is complete then we scan everything and email it to Bendigo Family and Financial Services. If anything is missing then you will need to provide that BEFORE we can send the application away.
5. Bendigo Family and Financial Services review your application and make the decision on whether or not your loan is approved. They will ring you and let you know – usually within a week of your application being sent in.
6. Once your loan is approved any inquiries about your loan, repayments, the balance owing etc need to be made to Bendigo Family & Financial Services Ph. (03) 5441 5277

The loan is usually repaid over a period of up to 12 months. For \$1500 this would be \$116 per fortnight for 6 months or \$58 per fortnight for 12 months. For a loan of \$500 it would be \$39 per fortnight for 6 months or \$20 per fortnight for 12 months..

Community Hub Inc Reception Hours:

Mondays and Wednesdays 10:00 am – 3:00 pm and Fridays 10:00 am– 12:00 noon

Phone 5231 2822

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