

ASSIGNMENT 1

Task

Using the information contained in the Scenario below, please **complete the following 6 tasks**. You must complete each task in order for your submission to be assessed. Omission of any of these 6 tasks will be regarded as Working Towards Competency and you will then be required to resubmit in full.

- 1. Complete the Fact Find document on these clients – using the form in Appendix 14.**
 - We have not included all supplementary information on these clients so you will need to create your own "improvised" answers for inclusion in the Fact Find document. Trainees who already have access to their own version of a Fact Find template may use their own form as an alternative to that provided in Appendix 14.
- 2. Recommend a product for the clients and explain your reasons for recommendation**
- 3. List the supporting documents that would be needed to support the loan**
- 4. Complete loan costing sheet ***
- 5. Complete a loan servicing calculation (NSR) ***
- 6. Complete a loan application form (an ANZ loan application form has been provided for you which you must use) and complete all of the accompanying documents as provided for you. Your answer to this Activity should be prepared as if you were submitting a real full loan application to the lender.**

Please note: If there is information required on the ANZ application form that is not supplied, please improvise. The application should be completed as neatly as possible to ensure ease of review. It is to be submitted to NFI as if NFI is the lender and you were an accredited broker (but you do not need to make up "dummy" supporting documents eg. rates notice, etc). If you do not submit in a professional manner, your assessment will not be marked.

* The fees and charges required in order to complete this assignment correctly (ie. Estimate of Costs worksheet) can be found in Unit 7 (use your own state-specific section at the back of Unit 7) and the instructions for how to complete the NSR form are in Unit 8. A Lenders Mortgage Insurance Chart (for your LMI calculation if applicable) is found in Unit 7. Trainees should ensure they source their fees and charges from these units.

Scenario

Clients: Mary Jane Dowell
DL No.: 4167384
DOB: 06/06/65 Australian Passport No.: L93214773

John James Dowell
DL No.: 4378691
DOB: 03/05/67 Australian Passport No.: L8078972

Current Address: 46 Collins Street, North Ryde NSW 2113
Time there, 2.6 years
Phone 0411 123 456

Previous Address: 37 Maple Street, Gladesville NSW 2111
Time there, 4 years.

Children: • 2 children aged 7 and 9

Scenario Continued overleaf ...

ASSIGNMENT 1 Continued

Existing Property: Own Home valued at \$995,000
Current outstanding loan balance \$180,000 (with CBA)
Loan Repayments \$1,080 per month

Cash: The clients have \$12,000 cash in the bank.

Credit Cards: CBA Visa - \$5,000 limit (balance \$2,000)
Westpac MasterCard - \$5,000 limit (balance \$1,500)

Mr Dowell works at the Parramatta Council as the tourism manager and earns \$115,000 p.a. He has worked there for 8 years.

Mrs Dowell is a primary school teacher at Ryde Primary School and earns \$64,000 p.a. She has worked there for the past 3 years after having several years of home duties.

The Dowells own two cars – a 2011 Ford Falcon worth \$18,000 unencumbered and a 2011 Pajero worth \$30,000 subject to finance of \$20,000 (\$450 per month).

The Dowells have a 36 month Interest Free loan from GE for a sound/movie system for \$3,000. The minimum monthly payment is 5%.

You interviewed Mr and Mrs Dowell at your office after some initial telephone conversations previously. They both spoke good English as they are permanent Australians for 20 years and they expressed their excitement at buying their second property. They are aware they will need to visit the new lender branch to complete a Customer Identification Procedure prior to finance approval from the lender. They have not yet enquired into an exact payout figure from CBA.

The clients wish to refinance their current loan and purchase an investment property.

The investment property is an established 2 bedroom unit in a residential block of 4 at 45 (Lot 4) Jones Rd, North Ryde and is valued at \$685,000.

Rental Income of \$650 per week is expected and the body corporate expense will be just \$35 per week. They have made an offer on the unit at the asking price, have put down a \$1000 cash deposit, and the offer has been accepted with settlement in 60 days.

Title particulars: Lot 4, Folio 3871, Vol. 1821.

The solicitors they will be using are Henderson & Partners, ph 1234 567 890

Assumptions:

- **Assume this is a cross collateralised loan**
- **Due to the client's request below, assume this structure will be a Split facility**
- Your clients have told you: that they want to keep the repayments on their home separate from their investment property. They would like to keep the repayments on their home as principal and interest but want to pay interest only on their investment property. They also wish to pay out their personal loan on the car to rationalise their loan repayments. They have agreed that ANZ will be a suitable lender for their circumstances.
- Although addresses show NSW, for the purpose of duty and other cost calculations, assume that the clients live in the same state as you (the broker).
- You should assume a Standard Variable Rate of 5.5% and a Qualifying rate of 2% above the Standard Variable Rate (for your NSR form).
- Assume the current car loan will be paid out by the refinance of the home.
- Assume the clients will be "full-doc".

Please note: The table of living allowances on the NSR sheet is based on the Henderson poverty index and may be used in these assignments as we are not using a real client. However in real life ASIC has ruled that a budget must be completed for each client to assess living expenses (we provide a sample budget form at the back of Appendix B20 for interest).

270

4. Complete the loan costing sheet below

Estimate of Costs Worksheet – Purchase/Refinance

Client/s Name: _____

Owner Occupier: Yes No Lender (if chosen): _____

Estimated Costs:

Lender's Loan Establishment/Application Costs	\$ _____
Valuation cost (if not included above)	\$ _____
Property Transfer Stamp Duty	\$ _____
Solicitor/Settlement Agent/Conveyancing Charge	\$ _____
Registration of new Mortgage	\$ _____
Register of Transfer of Title	\$ _____
Title Search	\$ _____
Discharge of old Mortgage	\$ _____
Old Lender's Settlement fee	\$ _____
Miscellaneous Costs (if applicable):	
- Other	\$ _____
- Other	\$ _____
- Other	\$ _____

SUB TOTAL \$ _____

Lenders Mortgage Insurance (if applicable) \$ _____

TOTAL COSTS \$ _____

Summary

Purchase price (if applicable)	\$ _____
Current Loan Amount/s	\$ _____
<i>Plus</i> 2 months interest on Current Loan	\$ _____
<i>Plus</i> Total Costs (from above)	\$ _____
<i>Plus</i> Total Other Debt Consolidations (if applicable)	\$ _____
<i>Equals</i> Total Funds Required	\$ _____

LVR: Total Funds Required \$ _____ ÷ Client's Total Security Value \$ _____

Equals LVR _____ %

Client Signature: Date:

NET SURPLUS RATIO (NSR) Manual Serviceability Calculation

Name of Client/s

1.	
2.	
3.	

Loan Amount	\$	
Security Value	\$	
LVR		%

Self-Employed - Annual

Profit & Loss Statement (year)	20__ (year)	20__ (year)
Net profit	\$	\$
Director's salary (if applicable)	\$	\$
Depreciation	\$	\$
Interest on debt being refinanced	\$	\$
Other	\$	\$
Net Profit	\$	\$
Average Adjusted Net Profit (then transfer to table below)		\$

Individuals - Annual

	Gross Annual Income	Taxation	Net Annual Income
Applicant 1	\$	\$	\$
Applicant 2	\$	\$	\$
Applicant 3	\$	\$	\$
Average Adjusted Net Profit (from above if applicable)			\$
Total Net Income			\$

A

Outgoings - Annual

	Loan Amount	Annual Payment
Loan (loan being applied for)	\$	\$
Personal loans	\$	\$
Other property loans	\$	\$
Credit cards	\$	\$
Other	\$	\$
Total Commitments		\$
Less 80% annual rental income		\$
Total Commitments		\$

B

Living Allowances - Annual (Dec 2014)

Single income	\$17,906	Joint income	\$26,033
Single income plus 1	\$24,593	Joint income plus 1	\$32,360
Single income plus 2	\$30,920	Joint income plus 2	\$38,687
Single income plus 3	\$37,248	Joint income plus 3	\$45,014
Single income plus 4	\$43,575	Joint income plus 4	\$51,272

Summary

Annual Living Allowance (from above table)	\$
Total Commitments (from B above)	\$
Total Outgoings (C)	\$
C (Total Outgoings) as a % of A (Total Income). [C ÷ A x 100 =]	NSR equals _____ %

C

We have created this form for practice purposes only. Each lender will have their own assessment criteria and their own Serviceability Calculators, which may or may not be similar to this practice sheet.

Lending Checklist

The following list can be used as your Checklist of necessary documentation. Brokers may care to develop a simpler form from some of the headings below to fax or email to their clients to collect information. Other documentation may be required by some lenders, based on unusual circumstances by the applicant.

	Yes	No	N/A
1. This Loan Summary Checklist			
2. Loan Submission (commission breakdown etc.)			
3. NSR Serviceability worksheet			
4. Loan Application Form			
5. Privacy Act Consent Form			
6. Declaration of Purpose			
7. Joint Nomination Form			
8. Loan Interview Diary Note			
9. 100 Point ID Checklist			
10. Acknowledgement and Disclosure Form			
11. Evidence of Income			
A. PAYG Income Documentation (minimum 2 forms)			
EITHER 3 Pay Slips covering the 3 preceding months, with one being within the past four weeks preferably confirming at least three months YTD (consistent with annual income), OR			
▪ Last 2 years' Tax Return accompanied by an ATO Assessment Notice, OR			
▪ Group Certificates / PAYG Payment Summary (not handwritten), OR			
▪ PAYG Payment Summary (if handwritten) accompanied by an ATO assessment Notice			
Signed and dated letter from employer on employer's letterhead with ACN/ABN confirming full or part-time employment and annual gross income			
B. Self Employed			
Proof of ABN where required for the minimum term			
Applicant's last 2 years personal tax returns and ATO Assessment Notice			
Business' last 2 years Tax return and Full Financial Statements (when required)			

Supplementary documentation	Yes	No	NA
12. Are TFNs removed from all financial documentation?			
13. Copy of valuation / valuation request	LVR	%	
14. Copy of front page of contract of sale			
15. Copy of Offer & Acceptance – purchase / sale			
16. Title details (lot/folio/etc.), plans/specs and/or building contract for construction			
17 Evidence of funds to complete (deposit / genuine savings / equity)			
18 Proof of genuine savings (as above) evidenced by bank statements over the last 6 months (minimum)			
19. Is the FHOG forming part of this loan application?			
20. Copies of most recent 6 months bank statements of all loans refinanced			
21. Copies of insurance policies ie. current house and contents insurance policy and any life insurance policies			
22. Copies of proof of other investments ie. Superannuation statements, share certificates and/or managed investment statements			
23. Is suitable documentation held on file to support other income? (eg. Centrelink/Child support/Dividends/Family Trust disbursements)			
24. Has sufficient proof of current rental income been provided by way of Rental Statements, Valuation, Current Lease Agreements, Tax Returns?			
25. Council Rates and Water Rates Notices for the property being offered as security on a refinance			

26. Additional supporting comments

27. Declaration
The correctness of these documents is the responsibility of the person signing this Lending Checklist
Submitted by: _____
Signature: _____ Date _____

Summary of Product Choice

Detail any comments regarding the home loan products discussed:

.....

.....

.....

PRODUCT SELECTED

Lender:	
Loan Product:	
Loan Amount	\$.....	Loan Term
If Line of Credit	Cap \$.....	
Interest Type	<input type="checkbox"/> Variable%	<input type="checkbox"/> Fixed% yrs
Repayment Type	<input type="checkbox"/> Principle and Interest	<input type="checkbox"/> Interest only
Repayment choice	<input type="checkbox"/> Monthly \$.....pm	<input type="checkbox"/> F/nightly \$.....pf/n
Redraw Facility	<input type="checkbox"/> Yes <input type="checkbox"/> No	Maximum \$..... Minimum \$.....
Extra Repayments	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment
FEES:		
Establishment Fee	
Discharge Fee	
Redraw Fee	
Monthly Fees	
Switching Fee	
Early Repayment Fee	
Other Fees	

This information is indicative only, given in good faith and believed to be correct and the time of discussion. All information is subject to change and we recommend that the borrower confirm all details with their chosen lender.

I (client name) acknowledge receipt of this schedule.

..... (client signature)

..... (date)

Privacy Act, Disclosure and Consent

Consent and Acknowledgement by Applicant(s) for Credit and Guarantors

APPLICANT (S):

GUARANTOR (S):

MORTGAGE SERVICER:

CREDIT PROVIDER:

MORTGAGE INSURER:

The above organisations collect personal information from or about the Applicant(s) and Guarantor(s) ("the personal information") to:

- access an application for credit by the Applicant(s) or a proposal by the Guarantor(s) to guarantee or provide security; and
- if an application is successful to provide and administer the provision of credit to the Applicant(s) and obtain a guarantee

In the case of the Mortgage Insurer:

- Assess the risk of providing lenders' mortgage insurance in respect of credit which may be provided by PLC to the Applicant(s) (including the risk of the Guarantor(s) being unable to meet a liability that might arise under a guarantee); and
- If insurance is provided, to administer or vary any lender's mortgage cover provided; and
- risk assessment and management, involving credit scoring and portfolio analysis; and
- comply with legislative and regulatory requirement.

In order to do those things the Mortgage Servicer and/or the Mortgage Insurer may need to disclose the personal information to:

- the organisations and persons described in paragraphs 1 to 9 below;
- each other and to the related companies of each;
- organisations that carry out functions (on behalf of each and any of them) (such as trust managers, introducers, mailing houses, IT service providers, valuers, lawyers and other external advisers, conveyancers and collection agents); re-insurers; credit reporting agencies; referees, including Applicant(s) and Guarantor(s) employer or legal and financial advisers; government and other regulatory bodies, including government agencies which administer land titles or revenue collection; ratings agencies; payment system operators; and other financial institutions, securitizers and credit providers).

Collection of some of the personal information is required under the Financial Transaction Reports Act. If any part of the personal information is not provided, it may not be possible to assess an application for credit by the applicant(s) or an application for lender's mortgage insurance, and as a consequence the finance requested by the Applicant may not be provided.

From 21 December 2001, in most cases, individuals can gain access to personal information about them held by the Mortgage Servicer or the Mortgage Insurer on request.

All enquiries concerning access to personal information should be directed in the first instance to the Mortgage Servicer.

TYPE OF CREDIT (tick which box applies)

The type of credit I/we have applied for is:

- wholly or primarily for a domestic, family or household purpose ("consumer credit"); or
- for other purposes ("commercial credit")

I/we agree that the Mortgage Servicer and the Mortgage Insurer can do any of the following:

1. Application for commercial credit
If my/our application is for commercial credit, obtain and use consumer credit information about me/us from a credit-reporting agency to assess my/our application for commercial credit.
2. Application for consumer credit
If my/our application is for consumer credit, obtain and use commercial credit information about me/us from a credit-reporting agency to assess my/our application for consumer credit.
3. Collection of overdue payments
Obtain and use a credit report about me/us provided by a credit-reporting agency to collect overdue payments from me/us,
4. Exchange of information between credit providers. Obtain from and use or give to another credit provider (including any other credit provider who has lent money on the same security) any information about my/our credit worthiness, credit standing, credit history or credit capacity.
 - a. I/We understand this information may be used for any of the following purposes:

- d. To assess my/our credit worthiness
 - c. To assess an application by me/us for credit
 - d. To help me/us avoid defaulting on my/our credit obligations
 - e. To notify a default by me/us
 - f. To assist in the collection of overdue payments from me/us
 - g. To exchange information with credit providers who are involved in a mortgage securitisation scheme
 - h. To exchange information with credit providers as to the status of this loan
5. Exchange of information with advisers and other persons
Obtain from and use or give away any personal information or commercial credit information about me/us to any broker, financial consultant, accountant, lawyer, or other adviser acting in connection with the loan to be provided to me/us pursuant to this application.
6. Provide information to credit reporting agencies
Give to a credit reporting agency personal information or commercial credit information about me/us to obtain a consumer credit report about me/us or to allow the credit-reporting agency to create or maintain a credit information file containing information about me/us. The information which may be given before during or after the provision of credit to me/us is limited to:

Identity particulars

- a) The fact that consumer credit or commercial credit has been applied for and the amount
 - b) The fact that XYZ is a current credit provider to me/us
 - c) Payments that become overdue more than 60 days and for which collection action has commenced
 - d) Advice that payments are no longer overdue in respect of any default that has been listed
 - e) Advice that cheques drawn by me/us for more than \$100 have been dishonoured more than once
 - f) In specific circumstances, where in the opinion of Mortgage Servicer, I/we have committed a serious credit infringement
 - g) That the loan provided to me/us by XYZ has been paid or otherwise discharged
 - h) Or otherwise in connection with arrangements relating to lenders' mortgage insurance
7. Provide information for securitisation
Disclose any report or personal information about me/us to another person in connection with funding financial accommodation by means of an arrangement involving securitisation
8. Provide information to Guarantors
Provide any report or personal information about my/our credit worthiness, credit standing, credit history or credit capacity that credit providers are allowed to disclose under the *Privacy Act* (including a credit report) to any person who proposes to guarantee or provide security for, or has guaranteed or provided security for, the repayment of a loan provided to me/us to enable them to decide whether to act as a guarantor or provide security or to keep them informed about any guarantee or security they may provide
9. Provide information to trade insurer
If my/our application is for commercial credit, I/we consent to a trade insurer obtaining a credit report about me/us containing consumer credit information, in order to assess whether to insure XYZ for the loan given to me/us, or the risk of providing insurance or to assess my/our risk of defaulting under the loan
10. Authority to obtain, exchange and disclose personal information concerning a Guarantor
Obtain and use a credit report from a credit reporting agency containing personal information about me/us to assess whether to accept me/us as a guarantor for the commercial credit or consumer credit for which the Applicant has applied or otherwise in connection with arrangements relating to lenders' mortgage insurance

I/We consent to such personal information and/or credit information about me/us being used or disclosed to the organisations or persons for the purposes described in this consent and acknowledgement (even though some organisations may be overseas), including (without limitations)

I/We also understand and agree that the Originator may be paid and retain fees, margins and commission in respect of the credit arranged by the Originator.

LOAN APPLICATION COVER SHEET

Date: **No. of Pages (if faxing):**

Broker Name:

Broker contact: (phone/fax)

..... (mobile)

..... (email)

Borrowers:

.....

Loan Type: **Loan Amount:**

Loan Term: **Interest Rate:**

Loan Purpose:

.....

Deposit: **Equity:**

Security Details:

.....

Estimated LVR:

Names on Title:

Valuation Details:

Income/Employment Details:

.....

.....

Background/Comments:

.....

.....

.....

Recommendation:

Attachments:

..... (Broker signature)

ANZ Mortgage Broker Distribution – Loan Application Cover Sheet



To: ANZ Broker Unit
 Locked Bag 9
 Collins St West Post Office
 Melbourne VIC 8007
 PH: 1800 812 785
 FAX: 1800 501 231

APPLICATION NUMBER (Office Use Only)

Number of pages included

Business Development Manager

Please complete entire application in BLOCK letters.

APPROVED ORIGINATOR DETAILS AND AUTHORISATION

AO SAO

Approved Originator Company/ Firm Name

and Name

Preferred Number

Phone Number Fax Number

VIC/TAS NSW/ACT QLD SA/NT WA

Authorised Officer/Contact Name Date Sent

LOAN INTERVIEW DIARY NOTE

Name(s) of customer(s) present

Location of interview Date of interview

Were all applicants interviewed in person?
 If not, please indicate who was Y N

Do all of the customers appear to clearly understand English? Y N

If No to above, have the services of an interpreter been recommended? Y N

Do all of the customers clearly benefit from taking out this loan? Y N

If No to above question, what enquiries have been made to ascertain the level of benefit to each party to the loan?

Provide details of any other pertinent information obtained during the loan interview which may be of interest to ANZ or any unusual circumstances you may wish to record.

APPLICANT SUMMARY

Applicant's Name

Nominated ANZ Branch for Loan Account (if unknown, insert suburb)

BSB: 01 -

Has the customer completed the Customer Identification Procedure at an ANZ Branch? (ANZ cannot settle the loan until this requirement is met)

Yes No

Finance Clause Expiry Date

Estimated Settlement Date

Lo Doc 60 Lock Rate

First Home Buyer Interest in Advance

LMI (please indicate if this application or any linked application involve Lenders Mortgage Insurance)

COMMERCIAL (please indicate if this application has a linked Commercial application)

NEW Resident (please indicate if the customer has recently arrived in Australia and is not yet a citizen or permanent resident)

NON Resident (please indicate if the customer is a foreign national and resides overseas)

STAFF (please indicate if the customer is an ANZ staff member)

■ ANZ Mortgage Broker Distribution – Loan Application Cover Sheet



Section 1. Refinances

Is the application a refinance of Other Financial Institution (OFI) Lending? Yes No

If No, skip below to Section 2. Significant changes in future financial circumstances

Reason for refinancing (please select)

- Reduce/simplify repayments Convenience and flexibility
 Dissatisfaction with service at current lender More competitive pricing
 Specific features and products Other (please specify) _____

Refinancing costs:

1. Has the customer obtained a verbal payout quote from the OFI? Yes No
2. If No, recommend customer obtain quote as costs to refinance may be considerable and may change significantly.

Amounts:	
Current outstanding balance plus accrued interest	
Plus estimated OFI refinancing cost (costs imposed by other financial institutions): <i>e.g.: early repayment fees, break fees, loan transfer fee Loan Approval Fee and discharge fees etc</i>	
Total amount to refinance	

Section 2. Significant changes in future financial circumstances

Are there any circumstances that the customer is aware of that could affect their ability to repay this loan?

For example:

- Temporary reduction in income
- Permanent/Long term change in income
- Anticipated large expenditure

No If No, skip to Section 3. Further investment in shares or managed funds

Yes Please specify: _____

If Yes, how does the customer plan to meet repayments during this reduced income period? Please select:

- Securing additional income Use of Savings
 Reducing expenditure Sale of Assets

If the customers have no plan to meet changed circumstances:

- Complete Statement of Financial Position (SP) to reflect changes in customer's circumstances, and
- Recommend customer seek financial advice

Section 3. Further investment in shares or managed funds

Is loan for investment in shares or managed funds? Yes No

If Yes, will the shares or managed funds purchased be used as a security for a margin loan? Yes No

If Yes:

- Recommend customer seeks independent advice from a Financial Advisor
- Ensure margin loan liability and repayments are included in the Statement of Financial Position.

2.1 ANZ Mortgage – Loan Application

Personal and Employment Details (p1 of 2)



PERSONAL DETAILS PRIMARY APPLICANT

Applicant Director/ Partner Guarantor Trustee

Title Surname

First name Middle name

(Please note: this name appears on the Letter of Offer)

Date of birth Gender M F Permanent Australian Y N

Drivers licence number State

Current housing situation
 Boarding Own home Renting With parents Caravan
Other:

Marital Status Single Married or De facto

Name of spouse

No. of dependants Age (in years) of dependant children

Home Phone Number Business Phone Number

Mobile Phone Number Fax Number

ADDRESS DETAILS (MINIMUM 2 YEAR HISTORY)

Current Address: Street (No. & Name)

Suburb State

Postcode Country

Time at current address Years Months

(If less than 2 years, previous address must also be included)

Previous Address Details

Street (No. & Name)

Suburb State

Postcode Country

MAILING ADDRESS DETAILS (IF DIFFERENT)

Street (No. & Name)

Suburb State

Postcode Country

Postcode Country

PERSONAL DETAILS CO-APPLICANT

Applicant Director/ Partner Guarantor Trustee

Title Surname

First name Middle name

(Please note: this name appears on the Letter of Offer)

Date of birth Gender M F Permanent Australian Y N

Drivers licence number State

Current housing situation
 Boarding Own home Renting With parents Caravan
Other:

Marital Status Single Married or De facto

Name of spouse

No. of dependants Age (in years) of dependant children

Home Phone Number Business Phone Number

Mobile Phone Number Fax Number

ADDRESS DETAILS (MINIMUM 2 YEAR HISTORY)

Current Address: Street (No. & Name)

Suburb State

Postcode Country

Time at current address Years Months

(If less than 2 years, previous address must also be included)

Previous Address Details

Street (No. & Name)

Suburb State

Postcode Country

MAILING ADDRESS DETAILS (IF DIFFERENT)

Street (No. & Name)

Suburb State

Postcode Country

Postcode Country

2.1 ANZ Mortgage – Loan Application

Personal and Employment Details (p2 of 2)



EMPLOYMENT DETAILS (MINIMUM 2 YEAR HISTORY)

Employment type

- Full Time Part Time Casual
 Self Employed Not Employed

Occupation

Currently under a probationary period Yes No

Length of probationary period

Current Employer's Name

ABN

Street (No. & Name)

Suburb

State

Postcode

Country

Phone Number

Time at current employer Years Months

(If less than 2 years, previous employer must also be included)

Previous Employer

Occupation

Time at current employer Years Months

EMPLOYMENT DETAILS (MINIMUM 2 YEAR HISTORY)

Employment type

- Full Time Part Time Casual
 Self Employed Not Employed

Occupation

Currently under a probationary period Yes No

Length of probationary period

Current Employer's Name

ABN

Street (No. & Name)

Suburb

State

Postcode

Country

Phone Number

Time at current employer Years Months

(If less than 2 years, previous employer must also be included)

Previous Employer

Occupation

Time at current employer Years Months

I 2.2 ANZ Mortgage – Loan Application Security Details



PLEASE PHOTOCOPY FOR ADDITIONAL SECURITIES

SECURITY DETAILS – ONE

Security type

- Registered Mortgage 2nd Mortgage Guarantee
 Other

Security given by

Current Address: Street (No. & Name)

Suburb

State

Postcode

Country

Property Purchase Y N On Market Transaction Y N

Off the Plan Y N

Property Status

Established New To be Built Vacant Land

Property Tenure

Freehold Leasehold Other

Property Use

Owner Investment

Property Zoning

Commercial Industrial Residential Rural
 Rural Life Rural Residential Other

Property Type

- Standard Residential
 Studio / Warehouse Apartments
 Multi-dwellings on One Title
 1 Bedroom small sized (<40m²)
 Hotel/Motel Re-Development (Residential-Strata Title)
 University Apartments/Student Accommodation (>50m²)
 Rural Residential Housing/Rural Housing (>10 hectares)
 Vacant Land
 ACT Leasehold
 Property Development
 Company Title Units

Title Type

Torrens Old Law

Security Value

\$

Title Details

Guarantee Amount

\$

Contract of Sale Held Y N

Contract of Sale Date

Construction Loan Y N

SOLICITOR DETAILS

Name

Company

Phone Number

Fax Number

SECURITY DETAILS – TWO

Security type

- Registered Mortgage 2nd Mortgage Guarantee
 Other

Security given by

Current Address: Street (No. & Name)

Suburb

State

Postcode

Country

Property Purchase Y N On Market Transaction Y N

Off the Plan Y N

Property Status

Established New To be Built Vacant Land

Property Tenure

Freehold Leasehold Other

Property Use

Owner Investment

Property Zoning

Commercial Industrial Residential Rural
 Rural Life Rural Residential Other

Property Type

- Standard Residential
 Studio / Warehouse Apartments
 Multi-dwellings on One Title
 1 Bedroom small sized (<40m²)
 Hotel/Motel Re-Development (Residential-Strata Title)
 University Apartments/Student Accommodation (>50m²)
 Rural Residential Housing/Rural Housing (>10 hectares)
 Vacant Land
 ACT Leasehold
 Property Development
 Company Title Units

Title Type

Torrens Old Law

Security Value

\$

Title Details

Guarantee Amount

\$

Contract of Sale Held Y N

Contract of Sale Date

Construction Loan Y N

Address

Suburb

State

Postcode

Country

2.3 ANZ Mortgage – Loan Application Loan Selection



PLEASE PHOTOCOPY FOR SEPARATE PURPOSE

Portfolio – Please download and complete 2.3.1 ANZ Mortgage Distribution – Loan Application Portfolio Details and Sub-account selection.

LOAN DETAILS

Loan Purpose

- Purchase Land
 Home Improvement
 Refinance
 Construction
 Purchase Established Dwelling
 Other:
- Purchase New Dwelling
 Bridging
 Supplementary
 Debt Purchase (QLD only)

Description

LOAN DETAILS - ONE

Product and Amount

 \$

Loan term sought (this loan) years

Fixed Rate term (if applicable) years

Lock Rate Y N Progressive Draw Y N

NOTE: Rate is not locked until payment of the Lock Rate Fee is received by ANZ

Interest-Only term (if applicable) years

Repayments frequency Weekly Fortnightly Monthly

Frequency for RIL Interest-in-Advance only

Monthly Quarterly Half-yearly Annually

Statement cycle

Monthly Quarterly Half-yearly

Security to Product (address)

OFFSET

• Does the customer wish to link a current ANZ One (Offset) Account?

Y N If Yes, insert Account Number (if known)

FEE DISBURSEMENT

Capitalised Lenders Mortgage Insurance Y N

(If you choose 'Y' the LMI will be automatically added to the loan amount requested)

NOTE: All Bank, Security/Government fees and charges and Lenders Mortgage Insurance (if applicable) will be deducted from the total loan amount requested and automatically disbursed at Settlement (unless Lock Rate selected).

REFINANCE DETAILS (IF APPLICABLE)

Other Financial Institution (OFI)

OFI Account Number

OFI Amount

 \$

LOAN TYPE

- Owner Occupied
 Loans in a company/Trust name
- Investment
 Land

PRODUCT

- Standard Variable
 Fixed Rate
 Equity Manager – no cheque
- Simplicity PLUS
 Equity Manager

NOTE: Please specify product for split loan under Loan Details.

Total Amount Sought Approval in Principle Sought

 \$

LOAN DETAILS - TWO

Product and Amount

 \$

Loan term sought (this loan) years

Fixed Rate term (if applicable) years

Lock Rate Y N Progressive Draw Y N

NOTE: Rate is not locked until payment of the Lock Rate Fee is received by ANZ

Interest-Only term (if applicable) years

Repayments frequency Weekly Fortnightly Monthly

Frequency for RIL Interest-in-Advance only

Monthly Quarterly Half-yearly Annually

Statement cycle

Monthly Quarterly Half-yearly

Security to Product (address)

OFFSET

• Does the customer wish to link a current ANZ One (Offset) Account?

Y N If Yes, insert Account Number (if known)

FEE DISBURSEMENT

Capitalised Lenders Mortgage Insurance Y N

(If you choose 'Y' the LMI will be automatically added to the loan amount requested)

NOTE: All Bank, Security/Government fees and charges and Lenders Mortgage Insurance (if applicable) will be deducted from the total loan amount requested and automatically disbursed at Settlement (unless Lock Rate selected).

Other Financial Institution (OFI)

OFI Account Number

OFI Amount

 \$

2.4 ANZ Mortgage – Loan Application ANZ Breakfree Package (p1 of 2)



TO BE COMPLETED ONLY FOR ANZ BREAKFREE PACKAGE

This form must be completed in full to ensure efficient processing

Application Number

Existing ANZ Breakfree Package Customer?

If Yes, add to existing package

OR

Open a new package (please complete below sections 1A, 1B and 1C)

For NEW BREAKFREE CUSTOMERS:

NOMINATION OF MANDATORY ACCOUNTS

I/We nominate the following Mandatory Accounts, as specified in section 1A, 1B and 1C. (Please note that each applicant under the ANZ Breakfree Package must be an account holder (either jointly or alone) for at least one of the nominated Mandatory Accounts. Refer to the ANZ Breakfree Terms and Conditions for a description of Mandatory Accounts.)

MANDATORY MORTGAGE LENDING ACCOUNT(S)

List all existing ANZ Mortgage Loans under ANZ Breakfree to be eligible for Total Lending Discounts.

Account Holder(s)

Account Number(s)

Current Loan Balance(s)

Total ANZ Mortgage Lending

1B. MANDATORY TRANSACTION ACCOUNT (PLEASE SELECT ONE)

Note: The Annual package fee will be charged to your mandatory transaction account once your loan is drawn. Transaction account must be ANZ Access Advantage account, ANZ One account or ANZ Equity Manager facility.

I/We will need to open a new transaction account as part of this Package (please contact an ANZ Branch to organise; transaction account must be opened before Settlement date).

OR

I/We will nominate the following ANZ Transaction Account as part of this Package.

Account Number

Account Holder(s)

--	--

Optional ANZ Assured facility (please select one)

1) I/We do not require an ANZ Assured facility

2) I/We require an ANZ Assured facility with a credit limit of \$1,000 and request that it be linked to the above account

3) I/We already have \$1,000 ANZ Assured facility OR I/we require a limit increase on my/our ANZ Assured facility to \$1,000

I/We acknowledge that the ANZ Assured & Personal Overdraft – Terms and Conditions govern any use of an ANZ Assured facility. If ANZ accepts my/our application for ANZ Assured, I/we understand that ANZ will provide me/us with these Terms and Conditions.

1C. MANDATORY CREDIT CARD ACCOUNT – Note: To avoid delays in the receipt of credit cards, please ensure Option 1, 2 OR 3 is completed IN FULL

Note: If you do not select a card account type below for Option 1 or Option 3, the ANZ Platinum account will be selected as your mandatory credit card account.

New Card Account Required

Option 1 I wish to apply for the ANZ platinum card selected below with a credit limit of \$ but understand that I may only be approved for the minimum product limit of \$6,000 based on my application details. I understand that ANZ may make an offer for a credit card account regardless of whether I accept or decline my Mortgage Letter of Offer

ANZ Platinum[^]

ANZ Rewards Platinum^{^ (note: fee applies)}

ANZ Frequent Flyer Platinum^{^ (note: fee applies)}

ANZ Low Rate Platinum

Applicant's Name

Existing Qantas Frequent Flyer membership number*

2.4 ANZ Mortgage – Loan Application ANZ Breakfree Package (p2 of 2)



Existing ANZ Credit Cardholders

Option 2 I hold a current ANZ Credit Card account and I nominate this account as my/our Mandatory Credit Card Account.

Account Holder

Visa/MasterCard Card Number

Option 3 I would like to upgrade to a platinum card and understand platinum cards have a minimum credit limit of \$6,000.

I would like to apply for a credit limit increase to \$ (only populate field if a credit limit increase is required)

I request you transfer my existing card to the card selected below and nominate this as my eligible credit card under Breakfree.

If my limit increase application is not approved (where requested), I nominate my current credit card (at the existing limit) as my eligible credit card.

Account Holder

Visa/MasterCard Card Number

ANZ Platinum[^]

ANZ Frequent Flyer Platinum[^] (note: fee applies)

ANZ Rewards Platinum[^] (note: fee applies)

ANZ Low Rate Platinum

[#] You must be a member of the Qantas Frequent Flyer program to earn Points with your ANZ Frequent Flyer Platinum account. A joining fee applies. Please call Qantas on 13 11 31 if you are not a member.

[^] An annual Rewards Program Services Fee of \$22 (including GST) applies per cardholder for the optional ANZ Platinum Sphere Rewards Program.

⁺ An annual Rewards Program Services Fee of \$55 (including GST) applies per cardholder for ANZ Frequent Flyer Platinum and ANZ Rewards Platinum. This account is issued with both an ANZ American Express[®] card and an ANZ Visa card. American Express is a registered trademark of American Express. ANZ American Express cards are issued by Australia and New Zealand Banking Group Limited (ANZ 11 005 357 522) pursuant to a license from American Express.

Additional Cardholders (Only complete if you wish to include an additional cardholder for your Mandatory Credit Card Account)

I have read and understood this application including the Declarations and Terms and Conditions

Signature

Name

Date

2.5 ANZ Mortgage – Loan Application

Personal Statement of Financial Position



ALL AREAS MUST BE COMPLETED BY CUSTOMER / PLEASE PHOTOCOPY FOR ADDITIONAL APPLICANTS

NAME(S)		DATE	
<input type="text"/>		<input type="text"/>	
ASSETS		LIABILITIES	
	Present value	Limit(s)	Current outstanding
ANZ account(s) Total	\$ <input type="text"/>	ANZ Home Loan	\$ <input type="text"/>
Other financial institution account(s) Total	\$ <input type="text"/>	ANZ Investment Loan	\$ <input type="text"/>
Other Cash Assets (Bonds)	\$ <input type="text"/>	ANZ Overdraft	\$ <input type="text"/>
Shares	\$ <input type="text"/>	ANZ Personal Loan	\$ <input type="text"/>
Property Assets (list Address & Value)	\$ <input type="text"/>	OFI Home Loan	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	OFI Investment Loan	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	OFI Overdraft	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	Credit / Store Cards	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	Other liabilities	Due
<input type="text"/>	\$ <input type="text"/>	Outstanding taxation	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	Other – please specify	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	Total liabilities	(2) \$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	Total assets	(1) \$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	Less Total liabilities	(2) \$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	Net assets	(=1-2) \$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	EXPENDITURE (AVERAGE MONTHLY)	
<input type="text"/>	\$ <input type="text"/>	Credit commitments	
<input type="text"/>	\$ <input type="text"/>	Loan Repayments for this facility	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	Loan Repayment for other ANZ loans/ HPs	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	Loan repayment for OFI loans/HPs	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	Credit/store cards	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	Other commitments	
<input type="text"/>	\$ <input type="text"/>	Total Living Expenses	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	(includes: Motor Vehicle, Rates, Electricity, Gas, Telephone, Food, Clothing, Personal, Home Insurance, and Education Expenses)	
<input type="text"/>	\$ <input type="text"/>	Rent/Board	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	Insurance – Contents/Medical etc	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	Life/Income replacement insurance	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	Child Maintenance	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	Other – please specify	Other – please specify
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	Total net monthly expenditure	(4) \$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	Total net monthly income	(3) \$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	less Total monthly expenditure	(4) \$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	Uncommitted monthly income	(=3-4) \$ <input type="text"/>

DECLARATION OF SIGNATURE

I/ We declare that the details contained within this Personal Statement of Financial Position are true and correct.

Signature of Applicant/Guarantor

Dated (DD/MM/YYYY)

Signature of Applicant/Guarantor

Dated (DD/MM/YYYY)

■ ANZ Mortgage Broker Distribution - Loan application



APPLICANT/GUARANTOR DECLARATION

In the following Declaration ANZ is Australia and New Zealand Banking Group Limited ABN 11 005 357 522 Australia Credit Licence Number 234527 and each of its related companies (incl subsidiaries). Throughout the Declaration, Qantas is Qantas Airways Limited ABN 16 009 661 901.

ANZ's collection, use and disclosure of personal information

ANZ is collecting your personal information to enable it to process this application and, if it is approved, to provide you with the product or service you are applying for and in the course of your relationship with ANZ the use and disclosure of your personal information. Where you are a guarantor, ANZ is collecting your personal information to enable it to assess you as a guarantor for an application for credit. Without this information ANZ may not be able to consider or approve this application.

You may request access to your information at any ANZ branch by calling 13 13 14. Access will be granted in accordance with the Privacy Act 1988 for a reasonable fee. If any of your information is inaccurate, you may request it be corrected.

ANZ may disclose your personal information collected in the course of your relationship with ANZ (including information about your credit worthiness, history, standing or capacity) to:

- any person who introduces you to ANZ, including the ANZ Approved Originator submitting this Loan Application to ANZ;
- any contractor or service provider ANZ engages to carry out or assist its functions and activities;
- credit reporting agencies;
- ANZ's alliance partners;
- mortgage insurer or re-insurer;
- your employer;
- any credit provider to assess a credit application, to assess your credit worthiness, to help you avoid default on your obligations or to inform them of your default;
- any credit provider for any purpose you have agreed to;
- an intending guarantor, to enable that person to consider whether or not to act as guarantor, or offer property as security for a credit product that you or a joint borrower have applied for with ANZ;
- a person who is a guarantor, or has provided property as security, for a loan;
- other persons ANZ is authorised or required by law to disclose information to (and other persons where you have consented to the disclosure); and
- any third party providing you with a product or service in relation to the ANZ product.

Privacy consents

By signing this application form, you consent to ANZ disclosing your information to the following persons:

- **Approved Originator** - ANZ may also disclose any information about your credit arrangement (including your current loan balance) to the Approved Originator or their nominated representative, its officers and any successor for the purposes of furthering your application; enabling the Approved Originator to ascertain when it is entitled to a trailer fee (being an ongoing fee for the term of the loan) or calculate its trailer fee; or for any other reasonable purpose including post settlement activities.
- **Insurer / Reinsurer** - ANZ will or may be seeking lenders mortgage insurance from the insurer/re-insurer, and may disclose your personal information to persons from the insurer/reinsurer for the purposes of reviewing your application for credit. (Insurers are ANZ Lenders Mortgage Insurance Pty Ltd ABN 77 008 680 055 and, QBE Lenders Mortgage Insurance Ltd ABN 70 000 511 071)
- **Qantas (Breakfree Customers only)** - ANZ may disclose your information to Qantas and any service provider Qantas engages to carry out or assist its functions and activities. If you have applied to open a new or transfer to an ANZ Frequent Flyer Platinum account and this is approved, you also agree to Qantas using your information to plan, research, market and promote its products and services or those of its related companies and ANZ's alliance partners to enable them or Qantas to market their products or services.

Use of commercial credit information

ANZ may obtain information about your commercial activities and commercial credit worthiness from any business which provides that type of information. ANZ may use that information to assess your credit application or, where applicable, to assess whether to accept you as a guarantor of credit applied for by the applicant.

Banker's Opinion

ANZ may obtain from other banks, and disclose to other banks, a banker's opinion about your consumer credit worthiness for use in the assessment of this credit application.

Nomination for Correspondence – under the National Credit Code for a Credit Contract

Important information for people completing this declaration: Each debtor is entitled to receive a copy of any notice or other document under the National Credit Code. By completing this declaration, I am/we are giving up the right to be provided with information direct from ANZ. Any person who has signed this form can advise ANZ at any time in writing that they wish to cancel their nomination.

I/We nominate (full name of person nominated)

Print address of nominated party

Description of Credit (loan type and amount)

to receive notices and other documents under the National Credit Code on behalf of me/all of us.

3 ANZ Mortgage – Loan Application Applicant/Guarantor Declaration (p2 of 2)



DECLARATION SIGNATURE

Declaration required in respect of all products applied for pursuant to this application. It is to be signed by all applicants and intending guarantors. My/Our signature below evidences my/our understanding and consent to all matters set out in this application and this declaration. By signing below.

I/we consent /authorise and acknowledge the following:

- ANZ to confirm the details contained in my/our Loan Application with my/our accountant, financial adviser or employer. A copy of this acknowledgement page may be given to my/our accountant, financial adviser or employer as evidence of my/our consent to them confirming with ANZ any of the details in my/our Loan Application.
- I/We have not relied upon any representation or warranty made by the ANZ Approved Originator named on page 1 before submitting this Loan Application.
- That an Approved Originator is not an agent and acts independently of ANZ. If I/we require any information regarding the loan product which is the subject of this Loan Application or any other loan products of ANZ then I/we can contact ANZ directly.
- Confirm that the information contained in, and accompanying, the Loan Application (including all information submitted online and any information contained in the Personal Statement of Financial Position) and all the information provided by me/us to the ANZ Approved Originator, is true, correct and complete and given in support of this application and that any documents provided containing financial information are true copies of the final signed versions of the original documents.
- Where the 'Nomination for Correspondence' has been completed, by signing this Declaration I/we agree to the nominated person receiving notices and other documents under the National Credit Code on behalf of me/us.
- Supporting loan documentation may be sent/received via electronic mail or via fax.

Applicant/Guarantor

Print Name

Signature

Date

Co-applicant/Guarantor

Print Name

Signature

Date

Co-applicant/Guarantor

Print Name

Signature

Date

Co-applicant/Guarantor

Print Name

Signature

Date

Witness Signature (ANZ Approved Originator) I confirm the information contained within this application is true and correct.

Print Name

Signature

Date

4 ANZ Mortgage Broker Distribution – Loan Application



FOR BROKER USE

The following documents are required for ANZ to assess and provide a decision for the specific loan application. Please check the appropriate box to confirm the required documents are enclosed with the application. You must sign all originals before submitting to ANZ.

Please ensure all Tax File numbers are effectively removed or blacked out from all documents before submitting to ANZ.

Note: Under NCCP, the supporting loan documents are only valid up to a maximum of 120 days. (Dependent on the loan purpose)

Please refer to the ANZ Originator Web Site: www.anz-originator.com.au for more information.

LOAN APPLICATION

- All relevant pages of the ANZ Mortgage Broker Distribution Application Kit

VALUATION FORMS

- Valuation Report, where required

PAYG INCOME (please supply any one of the following options):

- One payslip confirming at least 3 months YTD figures (no more than 60 days old; must be consistent with annual income; not handwritten); or
- Wages credited to a transaction account for the last 3 months, verified by supplying the ANZ account number or copies of OFI (Other Financial Institution) bank statements with at least one being a copy of an original statement with internet statements being acceptable for the others.

SELF EMPLOYED INCOME/COMPANY INCOME

- Evidence is required in the form of copies of personal and all associated company/trust/partnership tax return for the most recent financial year, accompanied by ATO assessment notices (most current year's figures no more than 18 months old).

RENTAL INCOME (ONE OF THE FOLLOWING)

- Tax Return (as long as the property is still held)
- Lease Agreement
- Rental Statements issued by the managing real estate agent (revealing stable payments over past 3 months)
- Real Estate Agency Letter (used in conjunction with the Rental Confirmation Tool*)
- Valuation from ANZ Authorised Valuer confirming Rental Income

IDENTIFICATION PROCEDURE

- Complete applicable Customer Identification Process at ANZ Branch prior to settlement (if you do not have an existing account).

CONFIRMATION OF EQUITY

- Copy of bank statements, receipts, accounts etc. confirming equity of applicant(s)

LOANS IN COMPANY NAME

- Business Entity Application Form
- Guarantor's Checklist

GUARANTOR

- Copy of Guarantor's Checklist

LOANS WITH LENDERS MORTGAGE INSURANCE (LMI)

- Copy of bank statements for past 3 months showing 5% genuine savings[^]

PURCHASE

- Full Copy of Contract of Sale*
- Copy of Foreign Investment Review Board Certificate* (if applicable)

REFINANCE

- Copy current 3 months loans statements[^]
- Copy of Foreign Investment Review Board Certificate* (if applicable)

CONSTRUCTION

- Full Copy of Contract of Sale*
- Copy of Foreign Investment Review Board Certificate* (if applicable)
- Copy Fixed Price Building Contract* OR Builders Permit
- Copy Council approved plans*
- Tentative on Completion (TOC) Valuation*
- Copy of Builder's Insurance*

OWNER/BUILDER

- Full Copy of Contract of Sale*
- Copy of Foreign Investment Review Board Certificate* (if applicable)
- Copy Council approved plans OR Builders Permit
- Break-up of construction costs
- Quotations supporting construction costs
- Copy of Housing Guarantee and/or domestic insurance policy*
- Copy of Insurance Policy document for Residential Property Insurance*

OWNER/BUILDER CHECKLIST

- Detailed costings held
- Completed similar project in last 2 years
- Works in the building industry
- First time builder with minimum experience
- 10% of loan amount held as cash in the bank