

## LOAN APPLICATION PROCEDURE

- --- For Mortgage Planner & Underwriters
- --- New joiner training

## MORTGAGE PLANNER & UNDERWRITER WORK FLOW



## Mortgage Planner



Client Phone

• Prepare Fact find with client

Consultant work

- Calculate Serviceability
- •Choose lender and product for client to meet their needs
- Prepare Coversheet and Summary

Underwriter Work

- •Data input according to fact find and coversheet
- •Generate NCCP compliance document, Preliminary Assessment, Credit Quote, Credit Proposal

Client Visit

- Provide Credit Guide and Credit Proposal to Client
- •Client to sign Loan Application, Preliminary Assessment, Credit Quote,
- •Collect supporting document from client and ID verification

Jnderwrite work

- •Collect Supporting Document and compliance document from Consultant
- •Submit application to lender thru Loankit-nextgen
- •Order valuation if required and follow up with lender

Settlemer

- Consultant/underwrite liaising with clients and solicitors in regards to settlement
- Underwriter update SAMLoans system for post settlement payment processing.

Underwriter



## THE COMMON REQUIRED DOCUMENTS



- 100% identification completed
- Proof of employment income

Two most recent consecutive payslips and latest group certificate (PAYG applicant)

Tax returns from the past two years and most recent year's Tax Assessment Notice (**Self-employed applicant**)

Company tax returns, Balance sheets and P&L statements from the past two Years (**Self-employed applicant**, **company**)

- Proof of rental income (eg. Current tenancy agreement, or current rental statement or a rental appraisal)
- Most recent statement of all existing liabilities
- Proof of funds (purchase purpose)
- Copy of contract of sales (purchase purpose)
- Most recent council rate notices for existing property (purchase purpose)
- Home loans statements for the past 6 months (refinance purpose)