

APPLICATION FORM CHECKLIST

The following items are required to assess the Application, meet regulatory & practice requirements and enable rapid “one stop” approval and issue of a conditional Approval Letter;

- APPLICATION FORM** Fully completed and signed PMFM Application Form and Privacy Declaration

NOTES:

- IDENTIFICATION** Two forms of clear/ legible & current photo ID - Passport/ Drivers Licence

NOTES:

- MANDATE** Introducing Broker Mandate and Australian Credit Licence registration number

NOTES:

- INCOME DETAILS** (Latest) available accountant prepared financial statements/ current BAS statements/ management accounts/ Tax Portals

NOTES:

- LOAN STATEMENTS** 12 months statements on existing Mortgage loan(s)- even if not being refinanced

NOTES:

- BACKGROUND NOTES** Synopsis of Borrower proposal and any relevant disclosure

NOTES:

CONTACT DETAILS

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APPLICATION FORM CHECKLIST – Additional Information

The following items, if available, are useful in assessing the application and assisting in reaching a speedy settlement.

If not provided with the Application Form, they will be (if applicable) required at some stage prior to approval/ settlement.

- VALUATION** Any previous or recently conducted valuation for the security property
- MARKET APPRAISALS** Any previous or recent market appraisals held
- CREDIT CHECKS** Results of any credit checks conducted
- OFFER & ACCEPTANCE** For property purchase/s
- TRANSFER OF LAND** For property purchase/s
- COUNCIL & WATER RATES NOTICES** Current notices are required to confirm rates are up to date. If in arrears, a letter or print-out from the relevant authority is required
- LAND TAX AND STRATA FEE NOTICES** Current notices are required to confirm rates are up to date. If in arrears, a letter or print-out from the relevant authority is required
- TRUST DEEDS** Copy of stamped, executed deed if trust involvement
- DISCHARGE AUTHORITY APPLICATION/ CONSENT** Copy of authorities to be sent to current Bank/ Mortgagee
- INSURANCE** Copy of current (Building) Insurance (6 months/ Annual premium)
- TAKE-OUT PLAN** Written Take-out or Refinancing plan (Signed by Applicant/s)
- MORTGAGEES CONSENT** If second mortgage, provision of contact details and signing of first Mortgagees consent application (Request for Second Mortgage) is required

CREDIT COMPLIANCE POLICY

Private Mortgage Funding & Management ('PMFM') operates under various Federal and State Legislation, Federal and State Licenses, common Law precedents and financial market practices.

Legislation we abide by includes, but not limited to, Corporations Law, Managed Investments Legislation, Anti Money Laundering & Counter Terrorism Funding Legislation, Trade Practices Legislation, National Consumer Credit Protection/ Australian Credit Licence, Privacy Act.

Our practices and criteria include, but are not limited to, responsible lending practices including assessment as to suitability of credit provided, Non Credit Code, Identification of Borrowers/ Mortgagees/ Guarantors, Introducer Mandates, Know Your Client and Fiduciary duties.