SUBMISSION ONLY

PROCESS TO LODGMENT ONLY (INCLUDES PRE-APPROVALS)

Broker:

Email <u>B&WP</u> Job Sheet / Servicing calc & all supporting docs in Nexus or Shared drive.

(Broker to have already discussed Fact find / <u>A&Ls</u> & Declared Living expenses)

B&WP:

Within 24hr preparation commenced. Complete all required fields in Nexus & AOL/LoanApp. Produce all NCCP docs, Lender application. Follow up sigs & any missing items

B&WP:

Upon receipt of missing info & signed application upload documents into AOL/LoanApp, ensure all appropriate docs are stored in Nexus. Inform broker deal is ready for checking and press Lodge / submit when happy.

Broker:

Check deal / add broker notes if needed / email <u>B&WP</u> of any corrections, minor changes etc & press submit.

B&WP:

Email client loan has been sent to bank

Job Completed

