

# Quality Loan Submissions Guide

Help us process your application and settle your loans even faster by using the guidelines below.

<b>SUPPORTING DOCUMENTS</b>	<ul style="list-style-type: none"><li>• Email your supporting docs to: <a href="mailto:newloans@afm.com.au">newloans@afm.com.au</a></li><li>• Review the Checklist for supporting documents to ensure everything required has been attached</li><li>• Include borrowers name and deal number (if known) in the email subject</li><li>• Include copies of any scenario emails/correspondence</li><li>• Maximum allowable attachment size is 15MB</li></ul>
<b>APPLICATIONS</b>	<ul style="list-style-type: none"><li>• Make sure the Preliminary Assessment has been completed, including current and proposed living expenses, and submitted with every application</li><li>• A signed copy of the Application Form including privacy act must be provided with a submission in all instance. Electronic signatures are unacceptable.</li><li>• Complete the Introducer section of the application form and fill out the additional comments regarding the application</li></ul>
<b>SERVICING</b>	<ul style="list-style-type: none"><li>• Provide current version of servicing calculator which can be located in the Document Library on the AFM website</li><li>• Ensure application services and acceptable income has been used. If unsure, contact your Business Manager who will be happy to assist with the scenario</li></ul>
<b>ID</b>	<ul style="list-style-type: none"><li>• Ensure ID forms have been completed</li><li>• Ensure copies of identification sighted are submitted with application</li></ul>
<b>VALUATIONS</b>	<ul style="list-style-type: none"><li>• Ensure a Valuation Request Form is provided with every loan submission</li></ul>
<b>UNSECURED VISA CARD</b>	<ul style="list-style-type: none"><li>• Ensure these key security questions are completed:<ul style="list-style-type: none"><li>- Mother's Maiden Name</li><li>- Name of nearest relative not living with you, as well as their address, phone number, and what the relationship to that relative is</li></ul></li></ul>
<b>OUTSTANDING REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Once submitted any additional/outstanding items can be emailed to <a href="mailto:credit@afm.com.au">credit@afm.com.au</a></li></ul>