

BROKERS CHECKLIST			
Broker Name		Broker ID	
Member ID (s)		Application ID	
Intended Location		Scheme Placement	<input type="checkbox"/> FHG <input type="checkbox"/> RFHBG <input type="checkbox"/> FHBG
Broker Submissions	brokers@australianmilitarybank.com.au	Broker Guide	Broker Portal
1. Inquiry			
<input type="checkbox"/>	I have provided the member with the relevant Fact Sheet and Information Guide		
<input type="checkbox"/>	I have provided the member with the NHFIC Eligibility Checker and Property Price Caps and Regional Checker (RFHBG only)		
2. Reservation			
<input type="checkbox"/>	I have checked the Eligibility Tool to ensure member is placed within the correct scheme		
<input type="checkbox"/>	I have certified all ID as per KYC requirements		
<input type="checkbox"/>	I have obtained all Supporting Documents and attached to email reservation request		
*** Attach Checklist and email to Broker Team ***			
3. Pre-Approval			
<input type="checkbox"/>	I have obtained all Supporting Documents and uploaded to Apply Online with application submission documents		
<input type="checkbox"/>	I have checked to make sure all relevant fields of the Home Buyers Declaration Form have been accurately completed		
<input type="checkbox"/>	I have confirmed the member(s) still meet the Eligible Borrower criteria		
*** Upload Checklist and email to Broker Team ***			
4. Formal Approval			
<input type="checkbox"/>	I have confirmed the new Contract of Sale/Building Contract still meets the Eligible Property criteria		
<input type="checkbox"/>	I have confirmed the loan application still meets the Eligible Loan criteria		
*** Attach Checklist and email to Broker Team ***			

BROKER TEAMS CHECKLIST				
Broker Officer Name		Reservation ID		
Reservation Start Date		Reservation End Date		
Procedure	Home Guarantee Scheme	Origination Channel	Broker	
2. Reservation				
<input type="checkbox"/>	I have checked all Supporting Documents (6.1) have been provided in email			
<input type="checkbox"/>	I have checked the legible, certified ID for correct spelling for each Borrower(s) name before entering into the portal			
<input type="checkbox"/>	I have lodged the Reservation in the Scheme Portal and uploaded response to RLOS > Attachments			
<input type="checkbox"/>	I have provided copy of the Reservation to the Broker (removing hyperlinks)			
3. Pre-Approval				
<input type="checkbox"/>	I have checked all Supporting Document (6.2) have been provided and uploaded to RLOS > Attachments			
<input type="checkbox"/>	I have checked to make sure the Reservation ID has been correctly input in RLOS > Insurance Details			
*** Upload Checklist and email to Underwriters ***				
4. Formal Approval				
	Established	Off-The-Plan	House & Land Package	Land & Separate Build
Dwelling Type	[please select]	[please select]	[please select]	[please select]
Address (or TBE)				
Title Reference				
COS Date			Land – Build –	Land – Build –
Purchase Price			Land – Build –	Land – Build –
Lender Assessed Value		As If Complete –	As If Complete –	As If Complete –

Scheduled Construction Commencement				
Scheduled Practical Completion				
Scheduled Settlement Date				
<input type="checkbox"/> I have re-confirmed that the Broker has provided the relevant scheme Fact Sheet & Information Guide				
<input type="checkbox"/> I have checked all <u>Supporting Documents</u> have been provided and uploaded to RLOS > Attachments				
<input type="checkbox"/> I have checked to make sure the Reservation ID and Guarantee has been correctly input in RLOS > Insurance Details				
*** Upload Checklist and Submit to Underwriter ***				

UNDERWRITERS CHECKLIST			
	Pre-Approval	Formal Approval	
Name		Name	
Approval Start Date		Guarantee Start Date	
Approval Expiry Date		Guarantee Expiry Date	
3. Pre-Approval			
<input type="checkbox"/> I have confirmed member meets the <u>Eligible Borrower (3.1)</u> criteria			
<input type="checkbox"/> I have checked all <u>Supporting Documents (6.2)</u> have been provided			
<input type="checkbox"/> I have checked the <u>Overarching Requirements (2.0)</u> flowchart to verify member is placed in the correct scheme			
<input type="checkbox"/> I have checked to make sure the Reservation ID has been correctly input in RLOS > Insurance Details			
<input type="checkbox"/> I have confirmed the details entered into Reservation stage such as Borrower(s) Name and Medicare Number(s) have not changed			
<input type="checkbox"/> I have lodged the Pre-Approval in the <u>Scheme Portal</u> and uploaded confirmation to RLOS > Attachments			
*** Upload Checklist and Submit to Broker Team ***			
4. Formal Approval			
<input type="checkbox"/> I have confirmed Contract of Sale/Building Contract meets <u>Eligible Property (3.2)</u> criteria			
<input type="checkbox"/> I have confirmed Application meets <u>Eligible Loan (3.3)</u> criteria			
<input type="checkbox"/> I have checked all <u>Supporting Documents (6.3)</u> have been provided			
<input type="checkbox"/> I have checked to make sure the Reservation ID has been correctly input in RLOS > Insurance Details			
<input type="checkbox"/> I have re-confirmed the details entered into Reservation and Pre-Approval stage but confirmed there are no changes to Borrower(s) Name and Medicare Number(s) or taxable income			
<input type="checkbox"/> I have uploaded the Guarantee Certificate and NHFIC Response Email to RLOS > Attachments			
*** Upload Checklist and Submit to Broker Team ***			