

Commercial Broker – Application Details and Checklist

Commercial Secured Loans above \$3m + Cashflow/Trade and Specialist Industries (including Property Development/Investment)

This form is to be used by **accredited brokers** of **Bank of Melbourne – Commercial Broker** as the first step to referring a deal. Once completed, please scan and e-mail to your local Business Development Manager.

Broker Name:		Broker Mobile:	
Commercial Accreditation ID:		Broker Email:	
Borrower Name(s):			
Borrower Address:			
Purpose of Funding		Guidelines	
1.		1.	
2.		2.	
3.		3.	
Type of Facilities		Repayment Basis (IO or P&I)	
1.		1.	
2.		2.	
3.		3.	
Securities Offered		Market Value/Amount (\$)	
Property (specify Freehold or Leasehold)			
1.		1.	
2.		2.	
3.		3.	
Directors/Guarantors (Personal or Company)			
1.		3.	
2.		4.	
Additional Products (please indicate additional cross sale products the customer is looking to discuss/review or establish)			
<input type="checkbox"/> Business Transaction Account	<input type="checkbox"/> Business Credit Card		
<input type="checkbox"/> Asset or Equipment Finance	<input type="checkbox"/> Trade or Cashflow Finance		
<input type="checkbox"/> Merchant Facilities	<input type="checkbox"/> Personal Banking Facilities - Personal Accounts/Term Deposit/Home Loan		
<input type="checkbox"/> Other (please specify):	<input type="text"/>		
Borrower's Industry			
Loan to Value Ratio (LVR %)			
New Loan or Refinance			
Bank/Funder to be Refinanced			
Existing Bank of Melbourne/ St George/ BankSA/ Westpac customer, type of relationship (retail, commercial, wealth) and which facilities currently utilising?			
Have you referred to other lenders?			
Retainer or Mandate Fee negotiated? (Y/N)			
Pricing expectation if known			
Borrower Rate / Margin			
Facility Establishment Fee (\$)			

Minimum Documents Required

- Business Lending Application**
- Broker Covering Notes and Synopsis**
- Financial Statements and Tax Returns** (3 years) - Balance Sheets, Profit & Loss Statements. If latest figures are more than 6 months old then please provide interim figures to indicate present position (draft statements or management accounts)
- Transaction/Trading Bank Statements** (last 6 months)
- Tax returns for individuals/directors** (3 years)
- Tax Portal** on borrowing entity (most recent)
- BAS summaries** - copies since last full financial statements
- Borrower's contribution** - evidence
- AML** for each individual borrower & guarantor (100 points ID)
- Property Valuations (if available)
- For Property Investment transactions - Leasing Schedule
- For all new property purchases - Schedule of the Contract of Sale
- For refinances - Loan Account Statements or equivalent (6 months)
- Trust deeds (if applicable)
- Home Loan Application (where applicable) - signed

For Property Investment/Development Transactions only

Include the name(s) and addresses of the borrower(s) and guarantor(s) relating to the transaction being referred. Also include ACN of companies.

If existing Bank of Melbourne/St.George/BankSA customer, please detail the length of relationship, activity of the connection and other key points. This should provide the reader with a concise history of the connection.

If they are leaving an existing banking relationship, please detail the reason.

For property investment/ construction & development a Maximum Loan Amount of \$20,000,000 applies.

For any transaction above this limit, please talk to your Business Development Manager.

Cash-Flow Model (if available, please provide detail)

Points to be addressed:

- Source and Application of Funds
- Income calculations
- Sensitivity comment regarding cash flow. What is the effect if sales are not achieved as anticipated, time frame extensions and/ or budget increases to complete project.
- Project feasibility - to be discussed with Sponsor
- Project Cash Flows & Feasibility

Project

Points to be addressed:

- Size, Location and nature of the development, including the number and size of units, configuration and the appropriateness of the design
- Settlement staging
- Current funding in place for project - if any
- Management (experience of borrowers for project management, or details of project manager if one is to be appointed)
- DA/ BA status
- Presales commentary
- Environmental issues

Acknowledgments

- I hereby submit the following application to Bank of Melbourne for approval.
- I enclose the above minimum information in support of the loan application.
- I understand that the bank can only start assessing the loan application once the minimum requirements above are provided.
- I understand that additional supporting information may be requested once the loan assessment is underway.

Supporting Comments:



Broker signature

/ /

Date

Once completed, please scan and e-mail to your local Business Development Manager.

For Internal and Broker Use Only