Broker Tools

firstmac



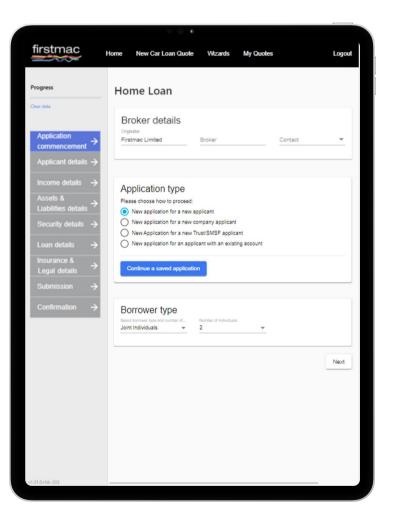
Home Loan Wizard Support Guide

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Application Commencement

Originator	The Originator will automatically populate based on your access as Firstmac Limited.
Broker	This will auto populate based on the login used. Where a contact has a relationship with more than one Broker Account – generally Broker Support staff – the broker can be selected by typing the name of the Account. For Example: Aggregator Name / Home Loan Company / Joe Citizen.
Contact	This will auto populate based on the login used. Where a contact has a relationship with more than one Broker Account the names of the Brokers will also appear here. Please select the name of the person loading the deal.
Application Type	 Choose the type of new application to be submitted. New application for a new applicant Continue a saved application Applications are saved when clicking the next button. Applications will save starting from the completion of the Applicant Details page. Saved applications will display based on the Broker and Contact selected under Broker Details. To proceed with the application click Select.
Borrower Type	 Select from available options: Individual (sole applicant) Joint Individuals (2 or more applicants) Individual with Non Applicant (sole borrower with household servicing) If selecting Individual with Non Applicant please discuss the scenario with your BDM.

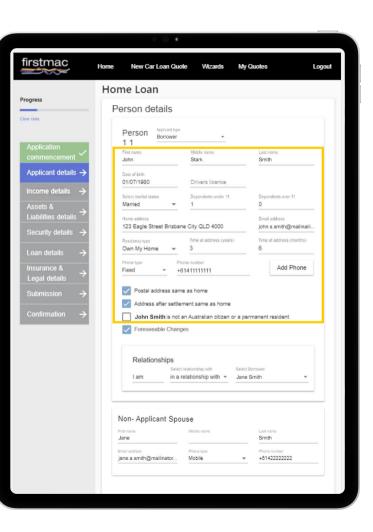


Applicant Details

When entering the Applicant Details please enter the Primary Borrower as Person 1.

The Primary Borrower is the applicant that is contributing the majority of the income for servicing purposes.

Personal Details	Proceed with entering your applicant personal information. The data entered will be used for approval letters and loan documents. Please check spelling and capitalisation is correct.
Dependents	When entering dependents please enter the number of children in each age bracket.
Address Details	 Please enter the applicants current residential address. Where the time at address is less than 3 years the previous address will also be required. The fields will populate based on the data entered. If the customer has a different postal address or will be moving to a new address after settlement (OO purchase) please tick the applicable box. The appropriate fields will display to allow these addresses to be entered. For joint applications a tick box will be displayed to use the same address as Borrower 1.
Phone number and email address	Each applicant must have their own mobile phone number and email address entered into the wizard.
Australian Citizen or Permanent resident	Please tick this box if the applicant is not a Citizen or Permanent resident of Australia, or is not a NZ Citizen.



Applicant Details

Foreseeable Changes	Firstmac need to be aware of any foreseeable changes to the customers circumstances that may reasonably have a bearing on their application for credit or that may impact their ability to make the contracted repayments post settlement.
	If the customer has no foreseeable changes leave the question unticked.
	If the customer has declared any foreseeable changes please check the 'Tick if applicant has declared any foreseeable changes' box. Once ticked, a new field will appear for details to be entered.
	The Firstmac Application Form will automatically generate with the appropriate response based on the option selected in the wizard.
Relationships	Select the appropriate relationship for each applicant.
	• Single
	In relationship but not with any of the borrowersIn a relationship with
	In a relationship with will only display when there is more than one individual applicant.
	If the Borrower Type selected was 'Individual with Non Applicant' the option 'In a Relationship with' will not be displayed.
Non Applicant Spouse	If the Borrower Type selected was 'Individual with Non Applicant' we will collect some limited data for the Non Applicant Spouse.
	Please enter the Name, Email address and Phone number for the Spouse.

Where there is a second applicant these fields must also be completed for Person 2 before clicking Next.

firstmac Home New Car Loan Quote Wizards My Quotes Logout Home Loan Progress Person details Person Borrower 11 First name Middle name Last name Smith John Stark Applicant details -> Date of birth 01/07/1980 Drivers licence Select marital status Dependents over 11 Married Home address Email address 123 Eagle Street Brisbane City QLD 4000 john.s.smith@mailinaili. Time at address (years) Time at address (months) Own My Home 3 ÷ Add Phone Fixed +61411111111 Postal address same as home Address after settlement same as home John Smith is not an Australian citizen or a permanent resident Foreseeable Changes Relationships Select relationship with I am in a relationship with * Jane Smith Non- Applicant Spouse Jane Smith jane.a.smith@mailinator.. Mobile ~ +81422222222

Note: Applications do not save until Next is clicked. If you exit the wizard before clicking next after completing all of the Applicant Details the partially completed application cannot be retrieved for later.

Income Details

Current Employment – PAYG / Non Labour Force

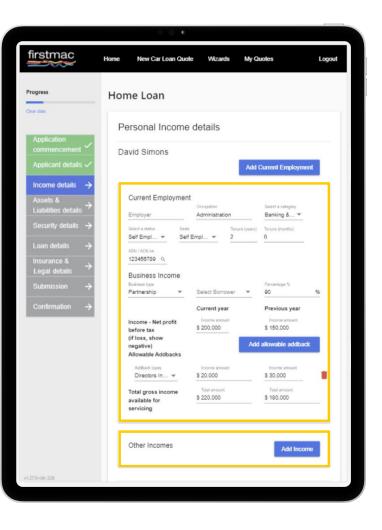
Current Employment	Enter the details of the applicants current employment. Fields display will update based on the employment Category selected.
	Where the current employment period is less than 2 years details of the previous employment will also be required.
Second / Multiple Employers	For applicants working two or more jobs click 'Add Current Employment'. This will present the fields required to enter employer and income details for a second job.

Current Employment – Self Employed

Self Employed	Additional fields will display when Self Employed is selected.
	Please select the Business Type: Sole Trader / Partnership If Partnership is selected you will be required to enter the partnership share for the applicant.
	The Business income for the Current and Previous Financial years are required. Use the tax returns to complete these fields.
Adding Addbacks	If the Business has any addbacks to be considered click 'Add Allowable addbacks'. These should be entered as per the tax return.
Total Income	The total income displayed is the business income including addbacks and does not represent the income used for servicing purposes.

Other Incomes

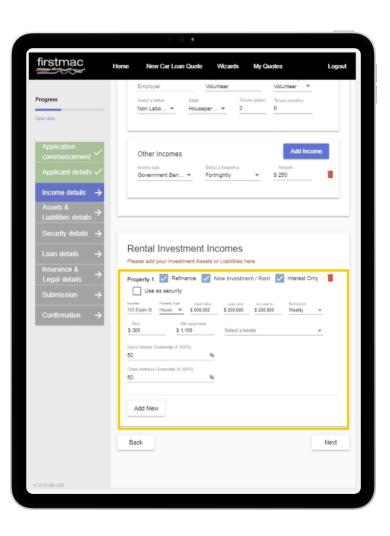
Add Income	Enter any other income received by the customer such as Family Tax Benefit, Bonuses, Overtime, Car Allowance etc.
Non Applicant Spouse	If the Borrower Type selected was 'Individual with Non Applicant' separate income fields will be displayed.
	Please enter any income to be used in servicing for the Non Applicant Spouse.



Income Details

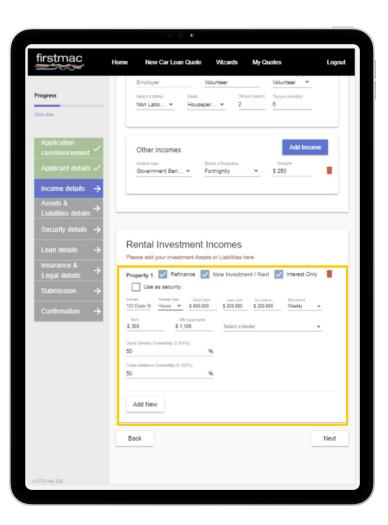
Rental Investment Incomes

Linked applications	 When submitting multiple loans for the same customers you can enter all existing investment property details on the first application loaded. Where a new purchase application will be loaded as well, the Rental Investment income for the new Security can be loaded on the second application. This will allow you to tick 'Use as Security' on the second submission. Properties loaded on application one do not need to be re-keyed on application two.
Add an investment property	Enter the details of any new or existing investment properties by clicking 'Add New'.
	For applicants with multiple loans the Rental Investment details only need to be completed on the first application loaded.
	For applicants with loans in both joint and individual names load the joint application with all investment properties first.
Enter the address and existing loan details of any Investment properties	Rental income should be entered as the gross income received. Firstmac will apply the appropriate shading based on the property type selected: Commercial = 70% of rental income used for servicing Holiday Home & Holiday rental = 65% of rental income used for servicing
	Investment addback should be the balance of funds owing that were used for investment purposes. When funds to complete are coming from a linked Owner Occupied application the total investment addback should include the deposit and costs loan split against the Owner Occupied security.
	The property title split should be updated to reflect the actual ownership of each property. This is used to allocate the correct rental and investment addback to each applicant for servicing.



Income Details

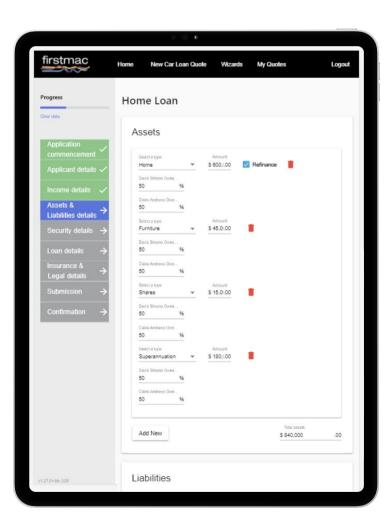
Multiple Loan Splits	For Investment properties with multiple loan splits these can be loaded as one entry if the repayments are all PI or all IO. If the property is security for loans with different repayment types the loan details for each repayment type will need to be listed PI and IO. Please ensure that the rental income and investment addback is only entered once.
Tick any boxes that apply	 Make sure that the appropriate boxes are ticked – this information is used in the servicing calculation at submission. Refinance: Tick if Firstmac are refinancing this liability New Investment / Rent: Use this for any property being purchased Interest Only: Select if the existing loan repayments are Interest Only Use as Security: If the property is being taken as security on this application tick the 'Use as Security' box. By clicking 'Use as Security' the Property Details will automatically be added on the Security Details page



Assets and Liabilities Details

Assets & Liabilities

Investment Property details	Investment properties added on the Rental Investment Income page will automatically populate in the Assets and Liabilities (excluding properties ticked as New Investment / Rent). If 'Investment' is selected when adding an Asset or Liability you will be directed back to the Rental Investment Income page.
Add New	Click 'Add New' to enter any Assets or Liabilities to the application. For Joint or Non Applicant Spouse applications you will be prompted to enter the Ownership %. Please check the Ownership % is correct. This could impact servicing and will dictate what details are shown on the Application Form generated.
Refinance tick box	Where the Firstmac transaction will payout an existing debt tick 'Refinance' on the Liability. Please make sure that if the corresponding asset (if any) is also ticked as 'Refinance'



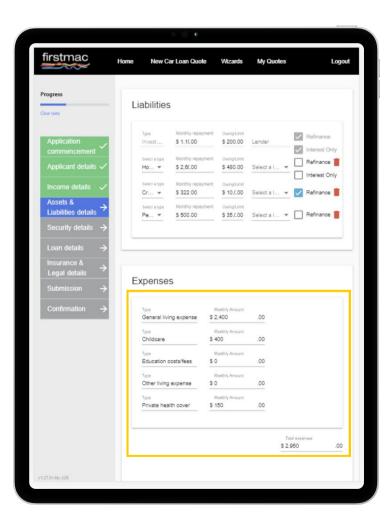
Assets and Liabilities Details

Expenses

This covers the applicants monthly living expenses.

General Living Expenses	Enter the applicants estimate for their general living expenses such as groceries, transport, rates, home and contents insurance and other standard day to day expenses. This is a required field.
Child Care	Enter any applicable shild care face
Child Care	Enter any applicable child care fees.
Education Costs / Fees	This field refers to ongoing expenses such as school fees.
1 663	Do not enter standard expenses like stationary for school children etc.
Other Living Expenses	Any expenses you would not include in General Living Expenses.
	For example:
	 The cost of braces if being paid off monthly.
	 Any excessive Investment Property costs.
Private Health Cover	Please declare any Private Health Insurance here.
Total Expenses	This is the total of the customers quoted living expenses as entered in the previous fields.

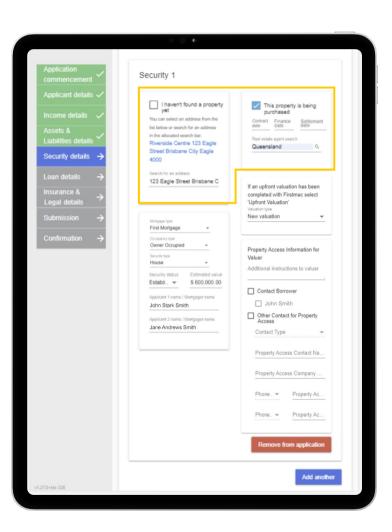
Click Next.



Security Details

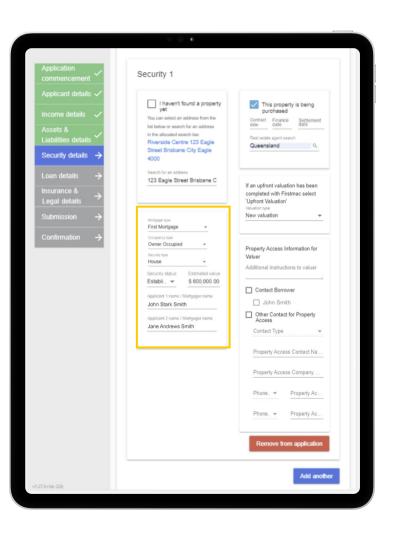
Security

Investment Purchase Applications	For Investment purchases the Security address will auto populate if 'Use as Security' was ticked on the Rental Investment Income form.
	This security can't be deleted on the Security Details page. To remove this Security please go back to the Income Details page and untick this box on the Rental Investment Income Form
I haven't found a property yet	Please tick this box for Pre-Approvals on TBA properties.
Address	Enter the address of the security property. Or, click on the address hyperlink if the security address is already available.
Is this property being purchased	Click this box if the security address entered is for a new purchase.
	Where the property is being purchased additional fields will display for:
	Contract Date
	Finance Date
	Settlement Date
	Real Estate Agent



Security Details

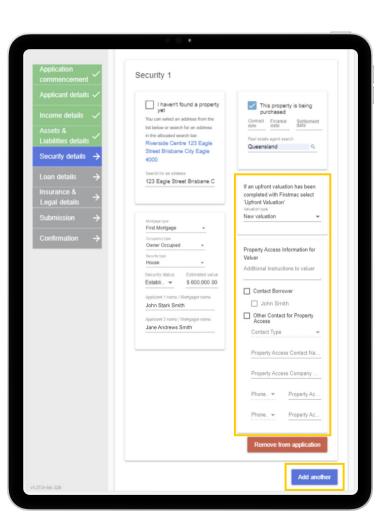
Mortgage Type	Firstmac will always take First Mortgage of any security property.
Occupancy Type	Select the current use of the property: • Owner Occupied • Rental • Other • Business
Security Type	Click the drop down and choose the appropriate security type. Note: A security type of Holiday Home or Holiday Rental will indicate the property is an AirBnB or similar. Rental shading to 65% will apply.
Security Status	 Please advise the status of the security: Established Off the Plan – Turnkey Off the Plan (Unit) New Vacant Land Construction Note: Firstmac do not take vacant land as security. Vacant land must be assessed with a building contract as a construction loan.
Estimated Value	Provide the Estimated value of the security.
Mortgagor Name/s	This will default to all applicants. Where the property title is in one Applicants name only please remove the other name from the Mortgagor details. Note: If the Borrower Type selected was 'Individual with Non Applicant' you will need to click the + button to add the Applicant as a Mortgagor.



Security Details

Valuation Type	Choose between New Valuation or Upfront Valuation. If you have ordered an Upfront Valuation please enter the Valex number provided.
	For properties where no valuation has been completed select 'New Valuation'
Property Access instructions to valuer	Provide as much information as possible for the access person in case a full valuation and inspection is required.
	These notes are sent to Valex with the valuation order.
Property Access Contact Details	Please select the borrower to contact for access to the property by ticking the appropriate boxes.
	Or, add any relevant Real Estate, Tenant or other property access contact details manually.
Add Another	If we are cross collateralising securities please click Add Another to add the second security.
	For Stand-alone applications please load each application with a single security.

Click Next.



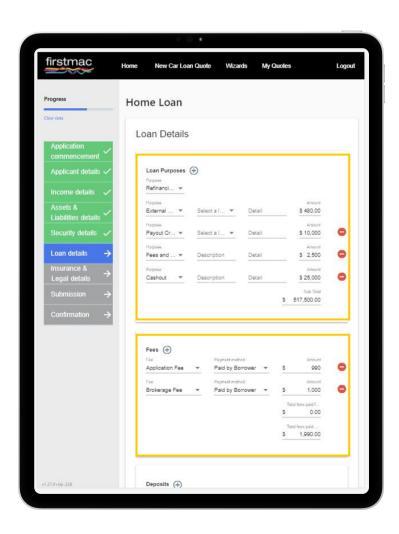
Loan Details

Loan Purposes

Purpose	The primary purpose will display on the application form and should summarise the application being loaded.
	After choosing the Primary Purpose, enter the breakdown of funds required to complete the transaction on the application being loaded.
	This should include items such as costs and fees, stamp duty, debts being repaid etc.
Purpose Details	Fields will display based on the purpose selected.

Fees

Fee	 Click on the Fee field and select from the drop down box: Application Fee Brokerage Fee To add a second fee click the + beside Fees The maximum application fee that can be collected on your behalf is \$990 including GST. A brokerage agreement or mandate signed by the borrower must be provided for Brokerage to be collected by Firstmac on your behalf. Firstmac lender fees do not need to be entered here.
Payment Method	Application and Brokerage fees are paid by the borrower at settlement. These fees are deducted from the loan amount and cannot be capitalised.



Loan Details

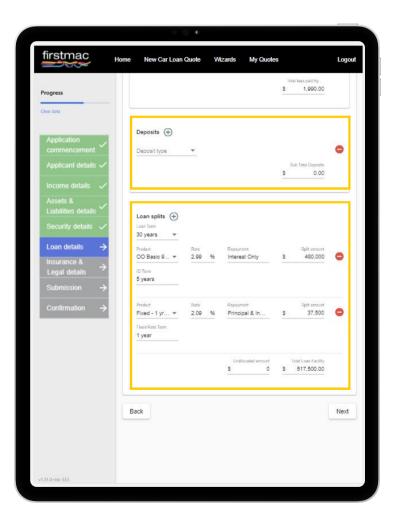
Deposits

Enter any amounts already paid by the customer here.

Deposits	Enter the details of any Funds to Complete for the transaction being loaded.
	This includes, deposits already paid to builders / vendors, as well as funds held as savings, gifts or government grants required to complete settlement.

Loan Splits

Split details	Firstmac allow up to 10 splits per application (excluding construction loans). Loan splits cannot have individual loan terms but can be a combination of fixed or variable products.
Select a Product	Products displayed will be based on the LVR of the application.
	LVR is calculated by the security value entered and the Total of the purposes minus deposits.
	If no products are displayed please check the data entered in this areas.
	The rate and repayment type are determined by the product selected. This should be checked thoroughly before clicking next.
Repayment	Repayment type will automatically populate based on the product chose.
	For Interest Only the IO Term is 5 Years for all products excluding Owner Occupied construction.
Unallocated Split	If there is an unallocated split amount, double check that you have added all loan splits, fees, required deposits and loan purposes correctly.
	You cannot proceed to the next page until the unallocated amount is \$0.00



Insurance & Legal Details

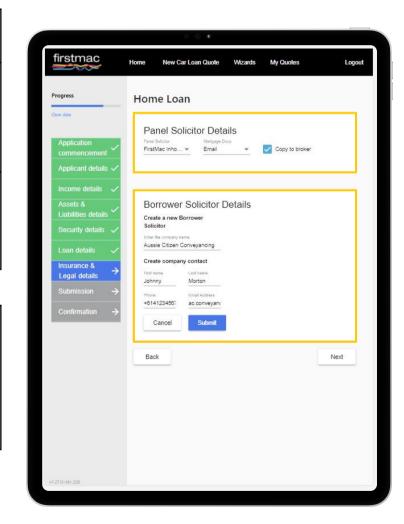
Panel Solicitor Details

Panel Solicitor	This will default to Firstmac Inhouse. Firstmac generate and issue our own loan documents.
Mortgage Docs	Select how documents should be sent. Options include: • Email • Post
Copy to Broker	A copy of all documents issued can be accessed in Broker Tools under My Apps. Select the application and click on the Document Vault to view a copy of the loan document pack.

Borrower Solicitor Details

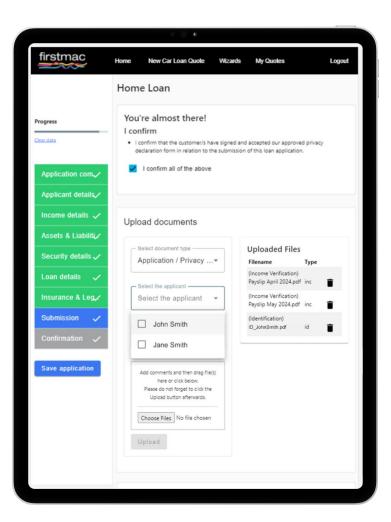
Borrower Solicitor Search	Start typing the Conveyancer / Solicitor name. If the solicitor cannot be found click 'Add a new Borrower Solicitor' to manually enter the solicitor details.
	Enter the Company Name and Company Contact Details including phone and email address.
	This is not a required field.

Click Next



Submission

l confirm all of the above	Click to confirm that a signed privacy declaration form is held for these customers.
	This is a required field.
Upload Documents	Attach your supporting documents here.
	Click Document Type and select the most relevant document type from the list.
	Once selected you may be prompted to select which Applicant or Security the document relates to.
	A brief comment or description can be added in the 'Comments' section if required (i.e. May Payslip for income documents or Funds to Complete for bank statements etc.)
	Click to browse your files and attach the document. Multiple files can be selected before clicking 'Upload' to add to the submission.
	After clicking 'Upload' the attachments will appear to the right as an Uploaded File. These will be submitted to Firstmac with your application.
Broker Notes	Enter a brief summary of your loan application.
	Firstmac DLA's love to receive detailed notes. To provide full submission notes please upload these as an attachment under 'Broker Letter'.



Click Submit

Confirmation

Application Submitted	The loan application number will display on screen. Make note of this for communication with Firstmac.
Confirmation email	Firstmac will send a confirmation email and generated application form to your inbox within 10 minutes of submission. Please contact Sales Support if this email is not received.

