

Quality Loan Submissions Guide

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

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