

Broker Loan Application Checklist

Disclaimer: The Broker Loan application checklist is a mandatory item, it is required to be completed by Authorised Representatives (Broker) with every loan application request submitted to Queensland Country Bank.

Section A – Loan Application Details

Applicant Name

Interviewing Officer

Accredited Introducer

Section B – Required Lending Facilities

Loan Facility	Amount	Term	Interest Rate	Fixed/Variable	P&I/ IO
1.	\$				
2.	\$				
3.	\$				
4.	\$				

Section C – Proposed Securities

Security Address

New / Existing

Value

Proposed LVR:

 %

Section D – Other Requirements

- ☐ Rate Lock Declaration (if applicable) – must be completed with all original signatures.
- ☐ Personal Membership application – signed.
- ☐ Loan affordability calculator – Correct version utilised, available on the Broker Portal.
- ☐ AML Requirements met.
- ☐ Minimum Supporting Documents Guide (as attached)
- ☐ Broker Notes completed as per Loan Commentary Guide on broker portal.
- ☐ Exit Strategy (if applicable) must be provided by the Member as per the Loan commentary Guide.

BROKER PORTAL <https://www.queenslandcountry.bank/broker>



Loan suitability assessment

Section A – Applicants details

Applicant(s) name Assessment date
Period covered by assessment Loan application attached Yes ☐ No ☐
*Maximum 90 days

Section B – Capacity to service details

Provide details of any factors which in the circumstances limit the capacity of the applicant to service the credit contract/ limit increase, or are inconsistent with the applicants financial circumstances that are reasonably foreseeable; geographical factors such as high living costs due to remoteness.

Section C – Products assessed details

Credit products upon which suitability of credit contract/ limit increase was assessed

	Product Name	Proposed			Principal & Interest (P&I)	Interest Only	Term
		Loan Amount	Variable Rate	Fixed Rate	Payment	(IO) Payment	
A	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
C	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Security Information

Address / Details	Value (\$)
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

Section D – Effects of switching to a new credit contract (For refinances only)

The new credit contract is expected to result in:

- ☐ Overall cost savings to the applicant/s that are likely to override any loss of benefits
- ☐ Minimal cost savings but better meets the applicant/s requirements and objectives OR
- ☐ The new credit contract is not expected to result in cost savings or other increased benefits to the Member.

Section E – Statement of applicants suitability

Based on the information obtained in undertaking this assessment, your application for

Credit ☐ Credit Limit Increase ☐ Product ☐ (from Section C) is deemed:

Not Unsuitable ☐ Unsuitable on the following grounds ☐



Loan application interview checklist

Section A – Membership details

Member Name

RIM Number

Section B – Checklist

	Yes	No	N/A
The following were determined during discussions with the Member:			
The Member speaks and understands English?	<input type="checkbox"/>	<input type="checkbox"/>	
The Member does not appear to lack the capacity to understand the consequences at entering into the credit contract or limit increases.	<input type="checkbox"/>	<input type="checkbox"/>	
The following tasks were performed by Queensland Country Bank Lender or Authorised Broker:			
(Refer GUD 0351 for assistance in queries to the below answers)			
A Credit Guide was handed to the Member?	<input type="checkbox"/>	<input type="checkbox"/>	
The Privacy Notification (combined Banking and Lending with LMI) was handed to the Member?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been bankrupt or entered into any other arrangement under the Bankruptcy Act?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever had any property (incl. cars) repossessed?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you a guarantor for another person's credit performance contract?	<input type="checkbox"/>	<input type="checkbox"/>	
The Member has been confirmed as an Australian Citizen, Australian Permanent Resident or New Zealand Citizen and reasonable steps have been taken to satisfy residency status Requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
Where Member is 18-64 years, introduced the partnership between Queensland Country and MLC and the option of the Debt Insurance product (Consumer Credit Insurance) was raised. Product specific information was not discussed with the Member and advice was not provided about the MLC Debt Insurance product or Member needs.	<input type="checkbox"/>	<input type="checkbox"/>	
Member opted out of discussing the MLC Debt Insurance product. Acknowledged opt-out and a Member note recorded.	<input type="checkbox"/>	<input type="checkbox"/>	
Where Member did not opt out of discussing MLC Debit Insurance a MLC Fact Sheet was:			
(a) Offered and accepted by Member. Member note recorded.	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Offered and rejected by Member. Member note recorded.	<input type="checkbox"/>	<input type="checkbox"/>	
Where the Member appeared uncertain as to the consequences of entering into the credit contract or limit increase, they were referred to seek independent legal advice prior to proceeding with the application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On the information provided in the application the Member was given a number of product options which are detailed in the Loan Suitability Assessment Checklist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a fixed rate product was discussed, the Member was advised of the Early Repayment Fee and the implications this could have on their facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a refinance was proposed the cost benefit to the Member was reviewed and outlined to the Member?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Queensland
Country
Bank**

	Yes	No	N/A
The following documents were completed with the Member:			
Loan application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loan suitability assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Office Use Only

Operator Number

Signature

Date



Please use this guide as a reference for the minimum documentation required to obtain conditional approval.

Disclaimer: Further information and/or additional documents may be requested to support the application.

Income Verification Requirements

PAYG Income

- ☐ 2 most recent consecutive acceptable payslips
- ☐ Recent bank statement recording payroll credit

Non-Standard Income

- ☐ Previous 2 years earning history (Tax Return or PAYG Summary) to support use of overtime, if required
- ☐ Salary Sacrifice Statement

Rental Income

- ☐ Rental income statement provided by the managing real estate agent or
- ☐ Current formal rental agreement or
- ☐ Tax Return with rental income included or
- ☐ Full valuation with estimated rental value

Superannuation / Allocated Pension

- ☐ Statements confirming the balance of funds, allocated pension amount and frequency

Centrelink Benefits

- ☐ Current Centrelink statement (aged pensions, disability payments, job seeker and family allowances permissible)

Company, Trust, Partnership and Sole Traders/Contractors

- ☐ Tax Returns for the Company and Individuals for the most recent two-year financial period
- ☐ Financial Statements (Profit & Loss and Balance Sheet) for the most recent two-year financial period
- ☐ Interim Financial Reports, prepared by Accountant or from financial management system for period from 1 July of existing financial year to end of preceding month
- ☐ Australian Tax Office Portals:
 - ☐ Integrated Client Account (ICA) – covers transaction details from business activity statements, payments, penalties, and interest charges.
 - ☐ Integrated Tax Account (ITA) – covers annual income tax liabilities issued by the ATO.
- ☐ Aged Creditors and Debtors (*required where high dependency on sole industry and/or suppliers/customers or if large component of Balance Sheet*)
- ☐ Cashflow Forecast, if requested
- ☐ Business Plan (*required for new businesses or where a material change to business operations is proposed*)

Director Salary, PAYG income and Dividends

- ☐ 2 most recent consecutive acceptable payslips to confirm salary or wages
- ☐ Shareholder Dividend Statement or Distribution Statement or Individual Tax Return to confirm dividend income

Verification Evidence Requirements

Asset Details

- ☐ Evidence of all savings not held with Queensland Country Bank – minimum **1 month** most recent statement, 3 months where required for genuine savings.
- ☐ Current property rates notice (*Refinance Only*)
- ☐ Most recent statement of share and investment portfolios
- ☐ Current Superannuation statements

Liabilities

- ☐ Details of all existing debts that are not held with Queensland Country Bank – minimum **3 months** history required where not evident on CCR (RHI)
- ☐ Where the purpose of loan amount is to refinance / payout an existing debt – minimum **6 months** history required where not evident on CCR (RHI)
- ☐ Details of any court orders or child support expenses
- ☐ Current Remserv / Novated Lease statements

Expenses

- ☐ **1 month** statement provided for applicant's primary transactional account/s to verify living expense if not held with Queensland Country Bank.

Checks and Searches

- ☐ Company search, to confirm Directorships and Shareholders
- ☐ Company and Individual Credit Checks, to be completed including Guarantors and all enquiries investigated
- ☐ Company Structure, organisational tree to be provided where multiple entities are involved

Compliance

- ☐ Certified copy of original Trust Deed and amended Trust Deed, if applicable

Other Documents Required According to Loan Purpose

GSA Security

- ☐ Dealer Tax Invoice - Purchasing a vehicle, boat, or trailer from a car dealership
- ☐ Registration certificate and roadworthy certificate - Purchasing a vehicle, boat, or trailer privately
- ☐ RedBook Search (or BoatSales or Carvanandcampingsales) - trade value to be confirmed

Property Purchase/ Property Security

- ☐ Fully executed contract of sale for the purchase property
- ☐ Comprehensive Insurance noting Queensland Country Bank Limited as interested party
- ☐ Proof of deposit - If less than 10% deposit, statement showing funds held or accumulated in savings account for minimum 3 months
- ☐ Completed Stat Dec. *(if applicant is receiving a gift or inheritance)*

Building or Renovating

- ☐ Signed building contract
- ☐ Specifications
- ☐ Council approved plans
- ☐ Builder's insurance
- ☐ Quotes

First Home Buyer and Housing Australia Guaranteed

- ☐ Completed First Home Owner Grant application
- ☐ Housing Australia documentation *(refer guides Housing Australia Guaranteed Lending Guide GUD 0374)*

Other Required Documents

- ☐ Separation Agreement/Consent Order (Marital/Relationship Separation) (instances where there is no formal separation agreement, party being removed is require providing a stat dec)
- ☐ Statutory Declaration (change of name, gifted funds etc.)
- ☐ Employer letter outlining return to work arrangements (Maternity/Paternity leave)