

# TOP 10 LOAN APPLICATION

## *submission tips*

- Get your clients' loans approved faster
- Increase processing accuracy
- Speed up loan settlement

**1.**

Run the scenario past your dedicated BDM



**2.**

Pre-order your valuation and track progress



**3.**

Lodge your loan application



**4.**

Provide all required documentation via Indexing



**5.**

Submit relevant supporting documents



**6.**

Include commentary in the summary tab



**7.**

Check for progress updates



**8.**

Nominate delivery address



**9.**

Consultation



**10.**

Copy all email comms to the applications team



Step	Submission tip	Contact
1	<p><b>Run the scenario past your BDM or BRC</b></p> <p>Run the scenario past your dedicated Business Development Manager (BDM) or our dedicated Broker Response Centre (BRC)</p>	Call your BDM or BRC on 1300 622 276
2	<p><b>Pre-order your valuation and track progress</b></p> <p>Include the valuation report with the credit package when you submit and track online</p>	Valstatus.valex.com.au (valuation status enquiry tool)
3	<p><b>Lodge your loan application</b></p> <p>Select Quick Launch or e-Lodgement via the online submission portal</p>	applyonline.com.au
4	<p><b>Provide all required documentation via Indexing</b></p> <p>Include all income documents for verification such as payslips and evidence of additional income. Check details such as length of employment and total income. Let your client know their employer may be contacted</p>	Contact your client and their employer
5	<p><b>Submit relevant supporting documents</b></p> <p>Submit documents, including a completed personal consent form, broker declaration, customer ID check, valuation and any additional documentation that may be required as per the broker checklist and/or Document Verification Guide</p>	applyonline.com.au
6	<p><b>Include commentary in the summary tab</b></p> <p>Add any notes including HEM, living expense information and liabilities. Include credit cards and commentary on lower than standard living expenses</p>	applyonline.com.au (summary tab and broker serviceability calculator)
7	<p><b>Check for progress updates</b></p> <p>Rely on information sent directly by your specific credit assessor, and get latest updates on your application via nab broker online</p>	nabbroker.com.au
8	<p><b>Nominate delivery address</b></p> <p>Choose the applicant's address or your office for loan documents</p>	The applicant's address or your office address
9	<p><b>Consult</b></p> <p>Retrieve and follow the latest checklist and personal consent form available online</p>	nabbroker.com.au
10	<p><b>Copy all communication to the applications team</b></p> <p>Remember to copy the applications team on any email communication</p>	cc nabdocs@applyonline.com.au (quote lender ID and applicant's surname in the subject)

## We're here to help.



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Talk to your BDM



1300 622 276