

1. Application form and asset and liability form to be completed. (either download from website www.primefinance.com.au or a copy will be faxed from our office upon request)
2. Upon receipt of the application forms (Originals to be posted), a letter of Approval will be issued for the borrower. If accepted it is to be signed and dated where indicated, each page to be initialed and then returned by fax to Prime Finance Pty Ltd on 02 9475 1171. Documents with original signatures are to be forwarded by post.
3. Supporting documents as requested in the letter of Approval are to be faxed to Prime Finance Pty Ltd as explained in the broker's checklist.
4. Cleared funds to cover administration fee and valuation fee are to be transferred into the lender's bank account as follows:

Account name: Prime Finance
Bank: NAB
BSB: 082183
A/C NO: 578363027
5. Once these funds have been deposited please fax a copy of the deposit slip directly to Prime Finance Pty Ltd on (02) 9475 1171
6. On receipt of confirmation of this deposit mortgage documents will be prepared by our solicitor. Details as follows:

W.H. Parsons & Associates
Sydney suite 2, level 3
13 Wentworth Avenue
DARLINGHURST NSW 2010
Tel: (02) 9264 9466
Fax: (02) 9283 2066
7. We will contact you when the documents are ready. The mortgage documents from the above address will be e-mail to the clients solicitor to be independently advised.
8. **THE MORTGAGE DOCUMENTS WILL NEED TO BE COMPLETED CORRECTLY AND WITNESSED BY A PRACTISING SOLICITOR. NOT A JUSTICE OF PEACE!**
9. Independent legal advice has to be given by a practicing solicitor who must witness the signatures.
10. All documents are to be returned to W.H. Parsons & Associates. To enable funds to be transferred that day or the next working day these documents must be returned by midday and all requested documents as per the Letter of Approval must be supplied to Prime Finance Pty Ltd.
11. A pay direction will be in the mortgage documents. This will need to be completed by the borrower. This will provide details for the deposit of loan funds. **THE ACCOUNT FOR THE DEPOSIT OF THE FUNDS MUST BE IN THE BORROWER'S NAME OR THE CLIENTS SOLICITOR TRUST ACCOUNT.**
12. A broker cheque will be drawn on settlement.

The above details are to be treated as a guide to general procedures and may be altered to suit.