



# Home Loan Process Checklist

## STEP 1

Mortgage broker receives all necessary information, documents and a signed application

## STEP 2

Home loan application is prepared and submitted to lender by mortgage broker. Mortgage broker informs you that your home loan application is submitted

## STEP 3

Lender conducts credit check and other inquiries

## STEP 4

Lender assesses application and provides conditional approval (assuming there are no issues/concerns)

## STEP 5

Mortgage broker informs you of conditional approval of your home loan application. You may need to provide further information

## STEP 6

Valuer organises to inspect property, then writes and submits report

## STEP 7

Property valuation received/held. Mortgage broker informs you that a property valuation is held

## STEP 8

If mortgage insurance is not required: lender issues unconditional home loan approval and issues contracts. Mortgage broker informs you of unconditional approval or if mortgage insurance is required, formal "sign-off" is sought from mortgage insurer

## STEP 9

If relevant, mortgage insurer "sign-off" received and unconditional home loan approval issued. Mortgage broker informs you of unconditional home loan approval and you proceed to settlement

## STEP 10

We liaise with the lender and your legal representative from unconditional approval until settlement to ensure a smooth process and to take the stress out of your transaction.