

Offices at: Dandenong – Berwick – Cranbourne – Frankston – Pakenham – Werribee – Epping - South Morang - Albury - Wangaratta

Client Information Form

Personal Details – Person 1

Title (eg Mr, Ms)	Family name	
First name	Middle name(s)	
Date of birth	Gender	Driver's licenceno.
	☐ M ☐ F	
Marital status	Expiry Date	
☐ Single ☐ Separated	☐ Married ☐ Divorced	☐ Defacto ☐ Widowed
No. & age of dependants, excluding spouse		

My current residential address is:

Postcode							
Country (if not Australia)							
Date moved there (specify month and year)							

My current residential status is:

☐ Home has mortgage	☐ Rent/Board
☐ Own home	☐ Live with parents/relatives
First home buyer?	☐ Yes ☐ No
Resident of (if not Australia)	
Home phone number	Mobile phone number
()	()

Postal address (leave blank if the same as your residential address)

Postcode							
Country (if not Australia)							

Previous residential address (complete if you have been at your current address for less than 3 years – full 3 year history required)

Postcode							
Country (if not Australia)							
Date moved there	From	To					

My previous residential status was:

☐ Home has mortgage	☐ Rent/Board
☐ Own home	☐ Live with parents/relatives

Personal Details – Person 2

Title (eg Mr, Ms)	Family name	
First name	Middle name(s)	
Date of birth	Gender	Driver's licenceno.
	☐ M ☐ F	
Marital status	Expiry Date	
☐ Single ☐ Separated	☐ Married ☐ Divorced	☐ Defacto ☐ Widowed
No. & age of dependants, excluding spouse		

My current residential address is:

Postcode							
Country (if not Australia)							
Date moved there (specify month and year)							

My current residential status is:

☐ Home has mortgage	☐ Rent/Board
☐ Own home	☐ Live with parents/relatives
First home buyer?	☐ Yes ☐ No
Resident of (if not Australia)	
Home phone number	Mobile phone number
()	()

Postal address (leave blank if the same as your residential address)

Postcode							
Country (if not Australia)							

Previous residential address (complete if you have been at your current address for less than 3 years – full 3 year history required)

Postcode							
Country (if not Australia)							
Date moved there	From	To					

My previous residential status was:

☐ Home has mortgage	☐ Rent/Board
☐ Own home	☐ Live with parents/relatives

Authority for Employer to Disclose Details

Employment Details – Person 1

Give details of your main job only Attach details of additional jobs.

The title of my job is:

Self employed?

☐ Yes ☐ No

My employment is:

☐ Full-time	☐ Part-time	☐ Temporary
☐ Casual	☐ Unemployed	☐ Social Security Recipient
☐ Student	☐ Home duties	☐ Family business
☐ Retired	☐ Other	

Employer's name

Employer's address

Postcode							
Country (if not Australia)							

Contact name

Contact number

Work phone number

Employment start date

From

Accountant's Details

Name

Address

Postcode							

Phone number

Fax number

Closest Living Relative – Person 1

Name & address

Postcode							
Telephone no.							
Relationship to you							

Employment Details – Person 2

Give details of your main job only Attach details of additional jobs.

The title of my job is:

Self employed?

☐ Yes ☐ No

My employment is:

☐ Full-time	☐ Part-time	☐ Temporary
☐ Casual	☐ Unemployed	☐ Social Security Recipient
☐ Student	☐ Home duties	☐ Family business
☐ Retired	☐ Other	

Employer's name

Employer's address

Postcode							
Country (if not Australia)							

Contact name

Contact number

Work phone number

Employment start date

From

Solicitor's / Conveyancer's Details

Name

Address

Postcode							

Phone number

Fax number

Closest Living Relative – Person 2

Name & address

Postcode							
Telephone no.							
Relationship to you							

- Complete if you have worked for your current employer **for less than 3 years**. Give details of your main job only
- **FULL 3 YEARS HISTORY** of previous employment must be provided.

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☐ Yes ☐ No

☐ Full-time	☐ Part-time	☐ Temporary	☐ Casual
☐ Unemployed	☐ Social Security Recipient	☐ Student	
☐ Home duties	☐ Retired	☐ Family business	
☐ Other			

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Postcode				
Country (if not Australia)				

From	To
------	----

\$

- Complete if you have worked for your current employer **for less than 3 years**. Give details of your main job only
- **FULL 3 YEARS HISTORY** of previous employment must be provided.

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☐ Yes ☐ No

☐ Full-time	☐ Part-time	☐ Temporary	☐ Casual
☐ Unemployed	☐ Social Security Recipient	☐ Student	
☐ Home duties	☐ Retired	☐ Family business	
☐ Other			

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Postcode				
Country (if not Australia)				

From	To
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Gross Annual Income	
AssessableIncome (Before tax)	(If self-employed, transfer figure from Self-Employed Worksheet)
\$	

Assets (What I Own) – All People

Complete for ALL people applying for the loan
List all assets individually or jointly owned – attach details if there is insufficient space

My real estate property assets are: (do not include properties being purchased with this transaction)

Address of the property	Property description <i>e.g. house, unit, etc</i>	Situation	Property ownership (%)	Market value	Property used as security?
Property 1		☐ Owner occupied	Person 1 %		☐ Y ☐ N
		☐ Rented – specify monthly rent	Person 2 %		
			Other %		
Property 2		☐ Owner occupied	Person 1 %		☐ Y ☐ N
		☐ Rented – specify monthly rent	Person 2 %		
			Other %		
Property 3		☐ Owner occupied	Person 1 %		☐ Y ☐ N
		☐ Rented – specify monthly rent	Person 2 %		
			Other %		

* Other – please attach a list describing the arrangement, including the percentage of ownership.

My cheque, savings, term deposit and other accounts are:

Name of institution <i>e.g. name of bank, building society etc</i>	Account type <i>e.g. cheque, savings, etc</i>	Owner	Current balance
		Person 1 Person 2	\$
		Person 1 Person 2	\$
		Person 1 Person 2	\$
		Person 1 Person 2	\$

My investments, including superannuation, life insurance, shares, unit trusts, etc are:

Name of institution <i>e.g. name of super fund, insurance company, etc</i>	Investment type <i>e.g. super insurance, shares, etc</i>	Owner	Current cash balance
		Person 1 Person 2	\$
		Person 1 Person 2	\$
		Person 1 Person 2	\$

My motor vehicles are:

Make and model	Year built	Owner	Market value
		Person 1 Person 2	\$
		Person 1 Person 2	\$

My other assets, including household items and personal effects, cash, boats, tools of trade, etc are:

Brief description of other assets <i>Do not provide a detailed list of assets</i>	Owner	Market value
	Person 1 Person 2	\$
	Person 1 Person 2	\$
	Person 1 Person 2	\$

Liabilities (What I Owe) – All People

Complete for ALL people applying for the loan

List all liabilities whether individually or jointly liable – attach details if there is insufficient space

My housing loans, overdrafts and other loans (including those from my business company) that are secured by mortgages are:

Address of security property	Name of lender and account number	Interest rate per annum	Minimum monthly repayment	Borrower	Amount owing or limit	Clearing from this loan?
Property 1		%	\$	Person 1	\$	Y N
				Person 2		
Property 2		%	\$	Person 1	\$	Y N
				Person 2		
Property 3		%	\$	Person 1	\$	Y N
				Person 2		

My credit cards, store cards, unsecured overdrafts, etc are:

Include details of credit cards, store cards, etc even if you have a nil balance

Name of lender <i>e.g. name of bank, store etc</i>	Credit type <i>e.g. MasterCard, Visa, etc</i>	Credit limit	Minimum monthly repayment	Borrower	Amount owing	Clearing from this loan?
		\$	\$	Person 1 Person 2	\$	Y N
		\$	\$	Person 1 Person 2	\$	Y N
		\$	\$	Person 1 Person 2	\$	Y N
		\$	\$	Person 1 Person 2	\$	Y N
		\$	\$	Person 1 Person 2	\$	Y N

My other loans, including personal loans, vehicle leases, hire purchase, etc are:

Name of lender <i>e.g. name of bank, finance company</i>	Credit type <i>e.g. personal loan, lease, HP</i>	Minimum monthly repayment	Borrower	Amount owing	Clearing from this loan?
		\$	☐ Person 1 ☐ Person 2	\$	☐ Y ☐ N
		\$	☐ Person 1 ☐ Person 2	\$	☐ Y ☐ N
		\$	☐ Person 1 ☐ Person 2	\$	☐ Y ☐ N
		\$	☐ Person 1 ☐ Person 2	\$	☐ Y ☐ N

My other liabilities, including provisional taxation, HECS, guarantees on loans/leases, etc are:

Brief description of other liabilities	Minimum monthly repayment	Debtor/ Guarantor	Amount owing	Clearing from this loan?
	\$	☐ Person 1 ☐ Person 2	\$	☐ Y ☐ N
	\$	☐ Person 1 ☐ Person 2	\$	☐ Y ☐ N
	\$	☐ Person 1 ☐ Person 2	\$	☐ Y ☐ N
	\$	☐ Person 1 ☐ Person 2	\$	☐ Y ☐ N

**TYPE**

- ☐ House
- ☐ Unit
- ☐ Town House
- ☐ Other – Provide Details

ZONING

- ☐ Residential
- ☐ Industrial
- ☐ Commercial
- ☐ Rural

WALLS

- ☐ Brick
- ☐ Timber
- ☐ Fibro
- ☐ Other - Provide Details

ROOMS

- ☐ Bedrooms
- ☐ Bathrooms
- ☐ Family/Living
- ☐ Other - Provide Details

LEVELS

- ☐ Single Storey
- ☐ Double Storey
- ☐ Other - Provide Details

ROOF TYPE

- ☐ Colour bond
- ☐ Terracotta
- ☐ Corrugated
- ☐ Tile
- ☐ Steel

CAR ACCOMMODATION

- ☐ On Street
- ☐ Single Carport
- ☐ Single Garage
- ☐ Double Carport
- ☐ Double Garage
- ☐ Other - Provide Details

OTHER FEATURES

- ☐ Landscaping
- ☐ Tennis Court
- ☐ In ground Pool
- ☐ Spa
- ☐ Above Ground Pool
- ☐ Other - Provide Details

SIZE

Land Dimensions (eg. M2)

Land Area (eg. M2)

Size of Dwelling (eg. Squares)

CONTACT FOR ACCESS

Name

Contact Number



CREDIT HISTORY OVER PAST 12 MONTHS

	Person 1	Person 2
Have any of your loan(s) been in arrears, or you exceeded the agreed credit limit on any credit/store card at any time?	☐ No ☐ Yes	☐ No ☐ Yes
IF YES, was the arrears or limit exceeded for more than 40 days?	☐ No ☐ Yes	☐ No ☐ Yes

NOMINATION OF APPLICANT TO RECEIVE NOTICES

This is optional. It may be completed where there is more than one applicant for a loan which is for personal purposes and all applicants want to nominate one of the applicants to receive notices and documents on their behalf.

You nominate [insert full name of person nominated]

to receive notices and other documents under the National Credit Code on behalf of me/all of us. You acknowledge that you have right to cancel your nomination by advising us in writing at any time.

SIGN HERE – ALL PEOPLE

BY SIGNING BELOW, YOU AGREE TO THE ACKNOWLEDGMENTS AND CONSENTS ABOVE.

Signature of **Person 1**

Date

Full name (please print)

Signature of **Person 2**

Date

Full name (please print)