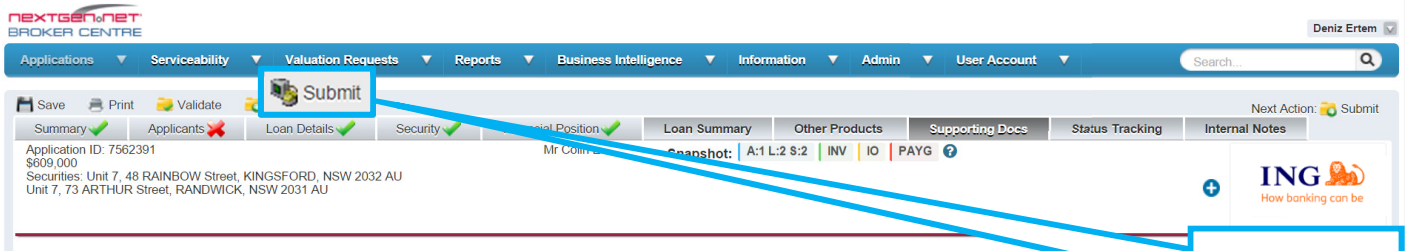


# APPLYONLINE® SUPPORTING DOCUMENTS SERVICE QUICK REFERENCE GUIDE



(1) Submit application to lender

(2) Attach documents via 'Attach' button OR 'Drag N Drop' to the condition

(3) Send checklist to lender once all conditions are satisfied

**Bulk attach to all conditions**

To bulk attach to all conditions at once, select the checkbox in the checklist header.

'Attach' or 'Drag N Drop' documents from the checklist header.

**Self-verify all**

Select checkbox in checklist header, then select 'Self-verify'

**Approval Checklist** 10/10 Checklist complete. Send Checklist to Lender

<input type="checkbox"/>	<b>Serviceability Calculator</b> Application #7562391 <input type="text" value="Serviceability Calculator"/> Shows the applicant(s) debt service ratio is greater than 1:00 with a surplus greater than \$1 [Serviceability Calculator]	<input checked="" type="checkbox"/> Self-verify <input type="checkbox"/> Attach <input type="checkbox"/> Exception <input type="text" value="Multi-page.pdf"/> Attached
<input type="checkbox"/>	<b>Home Loan Application Form</b> Application #7562391 <input type="text" value="Home Loan Application Form"/> Shows privacy and consent declaration [Home Loan Application Form] Signed by applicant(s) [Home Loan Application Form]	<input checked="" type="checkbox"/> Self-verify <input type="checkbox"/> Attach <input type="checkbox"/> Exception <input type="text" value="Multi-page.pdf"/> Attached
<input type="checkbox"/>	<b>Home Loan Application eLodgment Checklist</b> Application #7562391 <input type="text" value="Application Submission Checklist"/> Signed and dated by broker [Application Submission Checklist] Completed in full [Application Submission Checklist]	<input checked="" type="checkbox"/> Self-verify <input type="checkbox"/> Attach <input type="checkbox"/> Exception <input type="text" value="Multi-page.pdf"/> Attached
<input type="checkbox"/>	<b>Living Expenses</b> Colin Evans <input type="text" value="Bank Statement"/> <a href="#">More options</a> Where both salary and expenses are transacted through the ONE (1) account Dated within THIRTY (30) days of the application date [Bank Statement] Shows THREE (3) months bank statement history [Bank Statement]	<input checked="" type="checkbox"/> Self-verify <input type="checkbox"/> Attach <input type="checkbox"/> Exception <div style="border: 2px solid orange; padding: 2px; display: inline-block;"> <input type="text" value="Edit/Preview"/> <input type="button" value="Remove"/> </div>
<input type="checkbox"/>	<b>Contract of Sale (NSW)</b> Unit 7, 73 ARTHUR Street Randwick NSW 2031 <input type="text" value="Contract of Sale"/> Shows purchaser name, purchase price and property address [Contract of Sale]	<input checked="" type="checkbox"/> Self-verify <input type="checkbox"/> Attach <input type="checkbox"/> Exception <input type="text" value="Multi-page.pdf"/> Attached
<input type="checkbox"/>	<b>Genuine Savings</b> Unit 7, 73 ARTHUR Street Randwick NSW 2031 <input type="text" value="Bank Statement"/> <a href="#">More options</a> Dated within THIRTY (30) days of application date [Bank Statement] Shows THREE (3) months bank statement history [Bank Statement]	<input checked="" type="checkbox"/> Self-verify <input type="checkbox"/> Attach <input type="checkbox"/> Exception <input type="text" value="Multi-page.pdf"/> Attached
<input type="checkbox"/>	<b>Rental Income</b> Unit 7, 73 ARTHUR Street Randwick NSW 2031 <input type="text" value="Rental Agreement"/> <a href="#">More options</a> Signed and shows rental agreement is current at application date [Rental Agreement]	<input checked="" type="checkbox"/> Self-verify <input type="checkbox"/> Attach <input type="checkbox"/> Exception <input type="text" value="Multi-page.pdf"/> Attached
<input type="checkbox"/>	<b>Home Loan</b> VMA Mortgage Loan \$480,600.00 **** <input type="text" value="Home Loan Statement"/> <a href="#">More options</a> Dated within NINETY (90) days of application date [Home Loan Statement] Shows current interest rate and loan balance [Home Loan Statement]	<input checked="" type="checkbox"/> Self-verify <input type="checkbox"/> Attach <input type="checkbox"/> Exception <input type="text" value="Multi-page.pdf"/> Attached

Self-verify attached documents for conditions

**Redact and highlight documents**

Hover over the document and select 'Edit/Preview'

This will magnify a document and give you options to redact and highlight