

# 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 (or decline) 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**

- 0 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**

- 0 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