

Private and Confidential

Company name: _____

Finance broker licence number: _____

Client Needs Review

Incorporating: *Personal details*
Loan requirements
Document requirements
Client perception
Insurance requirements
Finance planning requirements
Settlement requirements

Name of applicants

1 _____ DOB _____

2 _____ DOB _____

Address _____

Occupation/Employer 1. _____ Years of service _____

2. _____ Years of service _____

Contact numbers

1 (H) _____ (W) _____ (M) _____

2 (H) _____ (W) _____ (M) _____

What are your expectations for an ideal Broker relationship?

Establishing clients' needs

The purpose of the loan is to:

Tell me about (e.g. property description)

Type of Loan			Amount	
Purchase Price/Owner Estimated Value		\$	LVR	%
Existing Debt(s)	1	\$	\$ per month repayment	\$
	2	\$	\$ per month repayment	\$
	3	\$	\$ per month repayment	\$
Funds Available			Saved Yes / No	
First Home Buyer Yes / No			FHOG Yes / No	
Salary / Wages P/A Client 1			Salary / Wages P/A Client 1	
Credit Card Limit 1		\$	Credit Card Limit 2	\$
Number of Dependants			Ages of Dependants	

From which lenders have you borrowed money before? How satisfied were you with those products and the lenders?

Your Loan

- ☐ Home Loan
- ☐ Investment Property Loan

Which of the following are important to you in your loan?

Identify need

- ☐ Rate “Could you tell me what is important about rate to you?”

- ☐ Pay off quickly “Is it important to you to pay off your loan quickly? Why?”

☐ Smart pay “Is it important to you to use your savings to pay off the property sooner? Why?”

☐ Offset “Is it important for you to keep your funds for living expenses separate from your loan account? Why?”

☐ Additional payments “Is it important to you to make additional payments on your loan? Why?”

☐ Fixed payments “Is it important to you to have repayments that are at a fixed level? Why?”

☐ Portability “Is it important to you to have the option to transfer this loan to an alternative property and save money and time? Why?”

☐ Top up “Is it important to you to have access to additional funds should you wish to make renovations etc? Why?”

☐ Interest only (IPL) “Is it important to you to minimise your repayments by paying interest only? Why?”

☐ Redraw “Is it important to you to have access to additional repayments funds should you require it? Why?”

Recommendation (refer to computer program if needed)

After fully identifying your needs we recommend to you the following loan/s.

Lender	Loan type	Amount	Interest rate	Term	Payments

Referrer name _____

Referrer contact number _____

Lender document requirement

• ID Verification		• Evidence of savings incl current balance	
• Copy of Offer & Acceptance		• Pay slips/Group certificates	
• Letter from employer		• Rental Reference Letter (1 st Home Buyer)	
• Copy of listing		• Self employed – 2 years financials/tax returns	
• Statutory declaration for gift		• Title particulars of additional security	
• Offer & Acceptance for sale		• Payout figure for debts to be taken over	
• Copies of loan statements (12 months)			
• Rental income letter \$ per week			

Conveyancing

- With whom have you organised your settlement?

- Can we introduce you to _____? **Y / N**

Home and Contents Insurance

- Is it important to you to protect your home and its contents? **Y / N**
- Who are you currently insured with and are you happy with the policy? _____ **Y / N**
- Can we supply you with a quote with your house and contents policy needs? **Y / N**

Financial planning and advice

- ☐ Income protection “How will you keep your home should you be unable to earn an income due to sickness or injury?”

- ☐ Superannuation “How important is it to you to maintain your current lifestyle in retirement?”

- ☐ Living insurance “How important is it to you in the event of being diagnosed with a major illness that you have access to funds for rehabilitation?”

- ☐ Life insurance “How important is it to you to provide for you partner and children in the event of your death?”

Which of the above do you consider provides sufficient cover for your future requirements in the event of an unfortunate happening?

Who would you like a referral to?

Please tick box or specify client requirements

Financial planning	Risk insurance	General insurance	Conveyancing
Date appointment	Date appointment		

Recap our recommendations

Loan product/s

Insurance – Contact by whom and when

Conveyancing – Contact by whom and when

Financial Planning – Contact by whom and when

Follow up activities and what happens next

I have made the above recommendations on information supplied by you/yourself to me.

Date _____ Signature _____

Authorised finance broker number _____

I/We are satisfied with the recommendations made and fully understand that the products being offered will meet our needs.

I/We acknowledge that I/we was/were offered the services of the Risk Adviser with the view to covering the risks as explained but we have declined the recommendation. (delete as required)

I/We acknowledge that we have received a copy of the Privacy Policy of _____, which relates to the National Privacy Legislation. (delete as required)

I/We give you permission to have one of your group members contact us in relation to the areas of Financial Planning, Insurances and Conveyancing as mentioned above. (delete as required)

Date _____ Signature _____

Date _____ Signature _____