



Broker Checklist – CommBank Asset Finance Full Applications

Client Name:

Product Type:

Submitting Broker:

Broker Identification No:

This checklist will assist CommBank accredited Asset Finance Brokers with the completion of full applications. Please complete, leaving fields blank if not applicable to your transaction, and submit with your application.

Broker application – to include	Confirm
Full name of borrower(s) ACN, ABN, address & contact numbers, correct industry detail (correct in Alpha™)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Full details of directors, shareholders, beneficial owners, DOB, contact details, correct industry detail (correct in Alpha™)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Full detail of asset(s) & supplier(s) details (correct in Alpha™)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Financial details of transaction (cost price, payment structure, facility type, interest rate, brokerage etc) (correct in Alpha™)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Background summary of business & director(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Accountant prepared financial statements/tax returns for any borrowing or guaranteeing entity, no more than 18 months old for the past two years. Full notes to the accounts to be attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
Living expenses for each individual household. Include number of adults, number of dependants along with estimated monthly living expenses	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed tax return no more than 18 months old of the individual director(s)/guarantor(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Current detailed business commitment schedule (in excel spreadsheet if possible) to include all equipment finance agreements, bank loans, overdraft/cash flow facility limits, business credit cards and any other external debt. Details to include facility type, remaining term, interest rate, repayment amount and if principal and interest or interest only	<input type="checkbox"/> Yes <input type="checkbox"/> No
Current detailed personal asset & liability statement of the individual director(s)/guarantor(s). Personal Liabilities please include facility type, remaining term, interest rate, repayment amount and if principal and interest or interest only facility	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional information requirements depending on application parameters	Confirm
Accountant prepared financial statements/tax returns for the borrowing entity covering a three year period with latest statement/return no more than 18 months old. Full notes to the accounts to be attached (Required where CommBank Aggregate Commercial Exposure \$1m or greater)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cash flows including details of assumptions used (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copies of work contracts/letters of intent from work source if reliant upon cash flows (to support servicing)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trading bank statements for the last three months (Required where CommBank Aggregate Commercial Exposure \$500k or greater)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Group structure/family tree (if appropriate)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Current ATO portals for borrowing entity(ies), to be Integrated Client Account – Itemised Account (Required where CommBank Aggregate Commercial Exposure \$500k or greater)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certified copy of relevant Trust Deed pages (Front, Schedule, Signing & Dated pages only). For all New to Bank Trust clients only. (Certified copy of Full Trust Deed to be provided only where CommBank Aggregate Commercial Exposure will be over \$1m)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Clear & legible certified copy of Drivers Licence. For New to Bank clients only	<input type="checkbox"/> Yes <input type="checkbox"/> No

Things you should know: Broker use only This document is to be completed by the broker only. Finance applications are subject to the Bank's normal credit approval criteria. Some exclusions apply. Full terms and conditions will be included in the loan offer. Fees and charges are payable.
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