

## Professional Submissions

We believe as property professionals it is important for you to have a sound understanding of the fundamental information Portfolios and lenders need to have and know. This is so we fully understand you, your requirements and your deal so we can formulate a strategy to deliver. And it allows our team to submit a quality submission to the lender.

Whether it's your first or 21<sup>st</sup> property, the enclosed information is required upfront and/ or you are able to discuss with us in detail at our meetings. From our experience the clearer you are the better your result.

The following is the guideline to presenting professional funding submissions to Portfolios so we provide a better experience and outcome for you.

Note- Portfolios has friendly proformas for you to capture all the required information, a streamlined process to see you through and other relevant information, see [www.portfolios.net.au](http://www.portfolios.net.au)

### Introduction to You

Required from each applicant and guarantor for the loan

Your details	Your story/ basic overview, CV, living & family arrangements Full contact details; name, address, phone, mobile, email
Your income sources	Business(es), job(s), investments, other Summary breakdown of your current or last 2 years results, for all types If businesses website links to all
Assets Class 1	Business, cash, term deposits, savings, superannuation
Assets Class 2	Property, shares, other investments
General Assets	General other; cars, boats, personal & household effects
Liabilities	Loans for the above assets, max limit & current amount, rate and lender Include all credit cards and personal loans; lender, limits and monthly payment amounts
Entities	All entities you as applicant/ guarantor are associated with in the role of director, named beneficiary, personal guarantee or management responsibility
Your available funds	The breakdown of readily available funds you have, in total
Your CRAA	Summary statement in relation to your credit file. Detailed explanation to support any issues If any issues a current report Summary of any arrears you may have; loan, rates or other
You	Brief summary of your property experience Current and future deals committed to Your philosophy and strategy for property

## Property/ Deal Specific

The summary of your deal/ project that you require funding for

Written Summary	What are you trying to do/ achieve
Owning Entity	Details of owning entity, humans involved, financial position
Funding Required	Summary of the funding you require
Location Overview	Summary of long & short term median prices, recent sales activity. <a href="http://www.homepriceguide.com.au/">www.homepriceguide.com.au/</a> suburb snapshot
Valuation Current	Recent comparable sales within +- 10% in the last 6 months
Funds to Complete	The breakdown of the funds required to complete the project Purchase equity, purchase costs 5%, contingency, other to consider
Exit Strategy	Plan A and Plan B Target buyer or end user, Real Estate agent rental appraisal for hold.

## Major Renovation and Development Specific

Design Overview	Full set of Plans, scope of works, specifications, risks
Authorities	Summary of each involved and the approval status and any challenges
Deal Feasibility	The real numbers; income and expenses
Valuation End Product	Recent comparable sales Registered valuer valuation, if known
Fixed Costs	Fixed price building contract, complete for turn key Allowance for shortfalls in builders contract Contingency allowance for total project Specific Risks factored in/ allowed for Real Estate Agents fee proposal for sales & marketing Design Costs DA and CC costs – all associated QS bill and other builders quotes, if available
Your Team Experience	In property, renovations and development; general and of this type
Builders Experience	Company profile including direct experience in this type of project
Funds Summary	The amount of funds you have compared to what is required to complete
Nett Worth Position	Summarise each applicants/ guarantors Nett Worth Position, it shows/ indicates strength behind you and your deal
Project Profit	Overview of project again and why you are doing it- profit

Property... Make it Happen

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## General Tips and Guidelines

Even if you are able to fund the project yourself after the purchase, see this as a great overview for you to work through each deal. We believe the exercise worth while to ensure you have covered all aspects. The requirements typically would have been completed by you formally and informally in your due diligence. We see it as all part of your learning and getting better each deal

The more detail the better, be upfront and honest. Portfolios will review and refine the lender submission as required

We find if you know all the details and are still interested in the deal, so are we

Typically when you include all the enclosed information we have what we need to get you 2-3 funding options to choose from

The Portfolios are more than happy to answer any queries or clarifications you may have, and to fill in any gaps with you. Feel free to contact us on (02) 4981 2930.

Please use all our user friendly proformas on our website [www.portfolios.net.au](http://www.portfolios.net.au) to your advantage to capture this information. Forward them to us now so we can review and then be able to discuss in detail together in our meeting

- Your Portfolio Review            Introduction to You - information capture
- Project Deal Summary            Property/ Deal Specific- information capture
- You and Portfolios                Our Process for your information
- Loan Documentation              Documentation that will be required for standard loans

For Major renovations and Development Specific – information capture use the enclosed points in that section as the basis for an email to [enquire@portfolios.net.au](mailto:enquire@portfolios.net.au)

The team and I look forward to meeting with you

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Paul Pritchett

October 2009

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