

Customer Care
PO Box 626, Collins Street West
Melbourne VIC 8007
Phone: 1300 300 989
Email: enquiries@mycustomercare.com.au
Fax: 1300 401 684



Progress Drawdown Request Form

(Please complete and fax to 1300 401 684)

(Please ensure all sections are completed)

Name of Mortgage Manager Firm: _____

Contact Person: _____

Business Ph: () _____

Mobile: _____

Fax: () _____

Email Address: _____

Client Details

Loan ID: (This can be found on your Loan Statement, or by contacting your Mortgage Manager)

--	--	--	--	--	--

Name of Borrower(s):

(1) _____

(2) _____

(3) _____

(4) _____

Stage of Construction

Deposit Base Frame Lock-up/Enclosed Fixing Final/Practical Completion

Amount Payable to Builder \$ _____

Builder's Bank Account Details

BSB: _____ -- _____ Account Number: _____

Name in which Account is held: _____

Please note that Advantedge Financial Services Pty Ltd may require a valuer to inspect the property before funds can be advanced. Any valuation fee will be deducted from the available construction funds, which may result in reduced funds available to meet the builder's final claim. In such cases it is your responsibility to make up any difference from your own funds. If you would like us to deduct valuation fees from your credit card instead of deducting them from available construction funds, please complete the *Authority to Deduct Progress Valuation Fees* section of this form.

Documents required for every payment:

Valuer's Progress Inspection Report:
(Will be arranged on your behalf)

Builder's Progress Claim:

Progress Payment Request Form:

Please ensure the following items are included with this request if;

1. You are requesting your **FIRST PROGRESS PAYMENT**; please ensure you provide the following documents if not already submitted:
 - **Signed Fixed Price Building Contract;**
 - **Council Approved Plans and Building Permit;**
 - **Builders All Risk Insurance;**
 - **Builders Registration Certificate;**
 - **Home Owners Warranty.**
2. You are requesting your **FINAL PROGRESS PAYMENT**; please ensure you provide the following documents if not already submitted:
 - **Valuation noting NIL to complete;**
 - **Certificate of Occupancy, (SA and WA Excluded);**
 - **General Building Insurance (for an amount not less than stated in the valuation report and notes the Lender of Record as interested party or mortgagee as outlined in your loan offer).**

Failure to supply these documents will result in unnecessary delays.

Disbursement of Surplus Funds (if applicable): Final Payment Only

(If not completed, funds will be retained as Redraw)

Credit Borrowers' Nominated Account: Retain as Redraw:

Authority to Deduct Progress Valuation Fees

I/We acknowledge that a valuation fee is payable to Advantedge Financial Services Pty Ltd when a progress inspection is required to facilitate this progress payment request. I/We authorise Advantedge Financial Services Pty Ltd to deduct the valuation fee from my/our credit card as detailed below if there is a shortfall at final claim.

Name on Card _____ Signature _____

Card Number Expiry /

Card Type Mastercard Visa

BORROWER(S) SIGNATURE: (Must be executed by all borrowers)

Please note that by signing this Progress Payment Request Form, the borrower(s) are certifying their acceptance of the builders invoice, and authorise Advantedge Financial Services Pty Ltd to pay these funds to the builder subject to sufficient funds being retained to complete the construction.

Any request received will be assessed within 2 business days if all relevant documents are received. Please allow up to 3 business days further for the funds to be deposited, depending on the receiving financial institution

Borrowers Signature _____ Date ____ / ____ / ____

Borrowers Signature _____ Date ____ / ____ / ____

Borrowers Signature _____ Date ____ / ____ / ____

Borrowers Signature _____ Date ____ / ____ / ____