

To support a smooth and efficient settlement process for your clients, please ensure the below listed items (where applicable) are actioned.

Following formal approval	☐ A Discharge Authority form must be provided prior to us ordering mortgage documents and must list our solicitors' details. Lextech PO Box 1611 Waverley Gardens VIC 3170 Enquiries@lextech.com.au p. 1300 341 122 ☐ When GMCU orders mortgage documents, Lextech will receive your broker's mobile and email, add you to the file for updates, and send you an introductory email. ☐ GMCU will send a DocuSign envelope to clients with forms to open an offset account and provide repayment details, followed by a second envelope with offset account and internet banking logon details. ☐ Mortgage documents will be sent separately via DocuSign from Lextech within 3 business days of receiving the signed discharge authority.
Following signed loan contracts	☐ When contributions are to be made (purchases) if the client wants funds debited from their Offset account, GMCU must be advised of authority to debit at the earliest date. ☐ Lextech requires a copy of Bank Statements for nominated account on the Surplus Authority Form to return surplus funds (refinance), showing Account Name, BSB and Account Number. ☐ GMCU requires a certificate of insurance with GMCU's interest noted, prior to settlement. This is to be provided no later than 3 days prior to settlement. ☐ Debt consolidation – any payout letters/figures required to be provided prior to settlement and must be valid until the date of settlement.
Following settlement	☐ The client will be contacted by GMCU following the loan being settled to confirm repayment details (debit account, repayment amount, frequency etc.) and to answer any questions they may have. ☐ Any requests for Settlement details must be emailed to broker@gmcu.com.au

Have questions?

For any additional questions or clarifications, please contact your GMCU Broker Relationship Manager:

Dave Drummond ddrummond@gmcu.com.au
p. 0477 784 131