Loan settlement checklist

CHECKLIST TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Business _____ Location _____ Date _____

Settlement

From unconditional approval to settlement

TASK	NOTES	INITIALS
Approval and documents		
☐ Send the client the unconditional approval and explain any conditions		
☐ Check the loan documents are issued and match the approval		
☐ Help the client sign and return the documents		
Before settlement		
☐ Clear every pre-settlement condition		
☐ Check building insurance is in place if the lender needs it		
☐ Confirm the settlement date with the lender and the conveyancer		
☐ Confirm the client's funds to complete and how they will be paid		
After settlement		
☐ Confirm settlement with the lender and tell the client		
☐ Check the first repayment date and the account set-up with the client		
☐ Book the first annual review		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____