

Print clearly in capital letters using **black or blue ink** if completing this form manually. Place a cross **X** within the appropriate box when selecting an option. If insufficient space, please attach additional pages. Do not sign this application form unless all necessary sections have been fully and accurately completed.

BORROWER DETAILS

Borrower name _____ Loan Account Number _____
 Address _____
 Town/City _____ State _____ Postcode _____

CONTACT DETAILS FOR INSPECTION

Contact name _____
 Daytime contact phone () _____ Mobile _____
 Email _____

ADDRESS OF CONSTRUCTION

Address _____
 Town/City _____ State _____ Postcode _____

PROGRESS PAYMENT REQUEST

Please organise a progress inspection to be done on the above property.

In accordance with the fixed price contract the stage the property has reached:

I/We would like a progress payment of: \$ _____ Funds to be paid direct into builder's financial institution below.

FINANCIAL INSTITUTION DETAILS

Account Name _____
 BSB _____ Account Number _____
 Bank/Branch _____

SIGNATURES

IMPORTANT NOTE: All borrowers must read the statements below and sign to confirm their agreement.

I / we acknowledge and agree that:

- the builder's invoice as well as any applicable GST has been reviewed including a check that each item is due and payable;
- the works specified in the builder's invoice have been completed;
- La Trobe Financial is not able to assist with the recovery of GST from the Australian Tax Office.

I/we confirm that La Trobe Financial is instructed to:

- A. pay the invoice attached to this Progress Claim Request Form; or
 B. reimburse me / us for the amount that has been paid to the builder (less GST, if applicable). I / we have attached a payment confirmation receipt from the builder.

Signature _____ Signature _____
 Full name _____ Full name _____
 Date _____ Date _____

Please return this form by email to: progressclaim@latrobefinancial.com.au