

Please carefully check that all amounts and account details specified in this form are correct to ensure successful payment to the intended account. La Trobe Financial does not check that the details provided are correct or that the account name matches the account number.

BORROWER DETAILS

Borrower name _____ Loan Account Number _____
 Address _____ State _____ Postcode _____

CONTACT DETAILS FOR INSPECTION

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

ADDRESS OF CONSTRUCTION

Address _____ 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 _____
 Bank/Branch _____ BSB _____ Account Number _____

SIGNATURES

IMPORTANT NOTE: All borrowers must read the statements below and sign to confirm they authorise payment.

I/we acknowledge and agree that:

- The works specified in the invoice (attached) have been completed, are in accordance with the build contract and the quality is to my/our satisfaction;
- La Trobe Financial is authorised to instruct a Valuer or Quantity Surveyor to inspect the building work;
- Any valuation or other report is for La Trobe Financial's use only and La Trobe Financial are not obliged to inform you of anything contained in it;
- The invoice as well as any applicable GST has been reviewed including a check that each item is due and payable; La Trobe Financial is not able to assist with the recovery of GST from the Australian Tax Office.
- All of the information provided is correct and accurate. I/we understand that if an incorrect BSB and/or account number has been entered, funds may be paid to an incorrect account, and may not be recovered.
- La Trobe Financial does not check that the details provided are correct or that the account name matches the account number.

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

- Pay the invoice attached to this Progress Claim Request Form; or
- Reimburse me/us for the amount that has been paid to the builder (less GST, if applicable).

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

Please return this form, invoice, payment confirmation receipt from the builder (if applicable) and the Builder's Statutory Declaration (if applicable), by email to: progressclaim@latrobefinancial.com.au