



Handy Hints

How to increase your loan

What will I need to provide?

Whether you are applying for an increase to your existing ING DIRECT home loan, or would prefer a new facility that is separate to your existing home loan, you will need to complete a *Residential Loan Variation form* and have it signed by all borrowers and guarantors, if applicable.

To ensure there is no delay in us processing your request, please attach the following supporting documentation to our *Residential Loan Variation Form*:

- For PAYG Borrowers/Guarantors, a recent payslip (less than one month old) and most recent financial year Group Certificate
- For self employed Borrowers/Guarantors, last two years full tax returns and tax assessment notices for all individuals, trusts, partnerships and companies
- Rental receipts evidencing rental income
- Centrelink statements evidencing any Family Tax Benefits (part A & B only)
- If you wish to consolidate debts such as your store/credit cards and personal loans, please provide us with the previous 3 months statements for those that are to be refinanced.

Will a new valuation be required?

Yes, however there may be some circumstances where we will not order a new valuation. This will be assessed on a case-by-case and can only be determined once your request has been received and reviewed.

What needs to happen before my increase funds are available?

There are a few steps involved in processing your increase request and it generally takes up to 3 weeks.

1. Assess your application
2. Determine whether a valuation is required
3. Confirm if Lenders Mortgage Insurance is involved
4. If required, prepare new loan offers
5. Settle your loan increase

To help us to get your funds to you as quickly as possible don't forget to provide your supporting documents as listed above.

How do I apply?

If you settled your initial ING DIRECT home loan via a broker, you have the option to contact them and apply with their assistance. If you no longer have their contact details, just give us a call and we can provide you with these over the phone.

Alternatively you can apply directly with us, simply visit ingdirect.com.au to download the *Residential Loan Variation Form* or phone our Contact Centre on 133 464 and we will mail a form out to you. To ensure there's no delay in processing your increase request, don't forget to provide us with your supporting documentation.

Please mail or fax your completed *Residential Loan Variation Form* and supporting documentation to:

ING DIRECT
Attention Variations Credit Assessment Team
GPO BOX 4094
Sydney NSW 2001

Or by Fax - Attention: Variations Credit Assessment Team, 1800 117 402

All applications for credit are subject to ING DIRECT's credit approval criteria. Fees and charges apply. Details of these and the terms and conditions are available on request.