

## FIXED RATE CONVERSIONS - INFORMATION SHEET

### IMPORTANT

This document contains important information when converting your loan to a fixed rate loan. It is strongly recommended you read and fully understand this document before proceeding.

Dear Valued Customer,

Attached is a **Fixed Rate Conversion Authority** form which must be completed by you when you want to fix the interest rate on all or part of your home loan facility.

#### **Why do I have to complete a 'Fixed Rate Conversion Authority'?**

Once you have made a decision to fix your interest rate for an agreed term (called the Fixed Rate Expiration Date), your decision cannot be reversed before the term expires without the possibility of incurring significant cost to you (see below '**break costs**'). In addition, when fixing your loan for a term you will lose many flexible **loan features** (see below) of your variable loan.

For these reasons, the Lender needs to be sure that you understand and acknowledge the consequences of fixing when converting your loan facility to a fixed interest rate.

#### **Fixed rate loans may result in losing some loan features**

Once your loan is fixed; you will lose many flexible **loan features**, including redraw, accessing available funds, using your direct card, and the ability to pay extra into your loan. If you would like to retain these **loan features** you can choose to fix only part of your loan facility and retain the remaining portion with a variable interest rate.

Construction and Vacant Land Loans cannot be converted to a fixed rate loan.

#### **Break costs can be substantial**

Fixed rate break costs can be high and will increase the amount you owe us. These costs may be substantial where, for example, interest rates fall. You can incur a break cost where, prior to the Fixed Rate Expiration Date, when you:

- a. make higher than normal or extra repayments to the facility; or
- b. refinance with another lender; or
- c. refinance with the same lender; or
- d. pay off part or all of the facility; or
- e. instruct us to discharge the loan; or
- f. convert the loan to a variable rate.

Therefore, before fixing all or part of your loan you should consider whether you are intending to sell your property; making extra principal repayments; or changing your lender during the fixed rate term.

Early repayment fees may also apply where the fixed rate period expires and the loan facility (or loan split) is repaid in full within five years from the initial settlement date.

In addition to reading your loan contract, we strongly recommend that you obtain independent legal and financial advice about the benefits and risks of fixed rate borrowing.

#### **What do I have to do?**

We will consider your Fixed Rate Conversion request once you have filled out the Fixed Rate Conversion Authority form. To be acceptable, the **Fixed Rate Conversion Authority** form:

- **Must** be completed in full.
- **Must** be signed by **ALL** Borrowers.
- **Must** have the fixed rate term (You may fix all or part of your loan for 1, 2, 3, 4, 5 or 10 years).
- **Must** be received by the Lender no later than 5pm (Melbourne time) two business days prior to the requested fixing date. Your Mortgage Manager will fax requests directly to the Lender.
- **NOTE:** Premium Deluxe (PD) and Line of Credit (LOC) facilities must be converted to a Premium facility **before** they can be fixed.

**Important:** An incomplete or invalid **Fixed Rate Conversion Authority** form could result in your application to convert the facility being rejected, at the Lender's discretion.

#### **What does it cost to apply?**

A restructured Administration Fee, currently \$100 will be payable in respect of the conversion.

Your Mortgage Manager will advise you of all changes to your loan, including your new repayment details. Your fixed repayment will remain unchanged for the term of your fixed agreement.

## FIXED RATE CONVERSION AUTHORITY FORM

**To :** **Advantage Financial Services Pty Ltd** ABN 36 130 012 930  
**PO Box 626 Collins Street West**  
**MELBOURNE VIC 8007**

**Loan ID :**

**Details for Borrower (1)**

Surname: \_\_\_\_\_  
 Given name(s): \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
Postcode \_\_\_\_\_

**Details for Borrower (2)**

Surname: \_\_\_\_\_  
 Given name(s): \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
Postcode \_\_\_\_\_

**Contact details**

Home: ( ) \_\_\_\_\_  
 Business/Work: ( ) \_\_\_\_\_  
 Mobile: ( ) \_\_\_\_\_  
 Email: \_\_\_\_\_

**Contact details**

Home: ( ) \_\_\_\_\_  
 Business/Work: ( ) \_\_\_\_\_  
 Mobile: ( ) \_\_\_\_\_  
 Email: \_\_\_\_\_

I/We request that my/our loan be converted to a Fixed Rate facility:

**Please change my/our:**

**Loan Balance:** Two Fixed Rate Options are currently available:

Option 1 - Fixed and Variable: up to 50% of the loan facility amount can be fixed at a 1, 2, 3, 4, 5 or 10 year fixed rate. The balance of the loan facility will be at a variable interest rate.

Nominated Amount to be fixed: \$ \_\_\_\_\_

Option 2 - Fixed Rate: greater than 50% and up to 100% of the loan facility amount can be fixed at a 1, 2, 3, 4, 5 or 10 year fixed rate.

Nominated Amount to be fixed: \$ \_\_\_\_\_

**Fixed Rate Term:**  1 year  2 years  3 years  4 years  5 years  10 years

with repayments based on:  Principal and Interest (P&I)  Interest - Only (IO)

I/We understand the current Fixed Rate Offer is \_\_\_\_\_ % p.a. and will be fixed from \_\_\_\_\_ / \_\_\_\_\_ / 200\_\_\_\_\_

## FIXED RATE CONVERSION AUTHORITY FORM – ACKNOWLEDGEMENT

### Warning

**Fixed rate break fees can be high and will increase the amount you owe us. These fees may be substantial in the event that interest rates fall**

I/We acknowledge that I/we have read and understood the Fixed Rate Conversions – Information Sheet outlined on page 1 and agree that:

- (a) by converting the loan to a fixed rate, full break costs may apply where, for example before the end of the Fixed Rate Expiry Date, I/We :
- (i) make higher than normal or additional repayments;
  - (ii) Refinance with another lender;
  - (iii) Refinance with the same lender;
  - (iv) Pay off all or part of the facility;
  - (v) Instruct us to discharge the facility;
  - (vi) Convert the loan to a variable rate;
- (b) Any available credit available for redraw within our variable rate loan may be forfeited upon converting to a fixed rate loan;
- (c) A non-refundable Restructure Administration Fee is payable on the date of conversion and I/we authorise that fee to be debited from the loan account or nominated account at the discretion of Advantagedge Financial Services;
- (d) Early repayment fees may also apply where the fixed rate period expires and the loan facility (or loan split) is repaid in full within five years from the initial settlement date.
- (e) The Lender may approve or reject this request in its absolute discretion.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
( Please print )

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
( Please print )

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
( Please print )

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
( Please print )

**Advantage Financial Services Pty Ltd Loan Summary (LoanPro4 – Fixed Rates)  
To be completed by Mortgage Manager and faxed to 03 8618 4425**

Loan Reference No:	ID:
Loan Name:	
Mortgage Manager Name:	
LoanPro4 prepared by:	

Fixed Rate Conversion Authority attached?       Yes       No

Fixed Rate?       Yes       No

	Current Details				New Details			
Loan split facility limit \$:	A				A			
	B				B			
	C				C			
	D				D			
Current Balance \$:	A				A			
	B				B			
	C				C			
	D				D			
<b>Rates / Splits</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
Delivery rate % p.a.:								
Mortgage Manager Margin % p.a.:								
Subsidy Margin % p.a.:								
Program Loading % p.a.:								
Borrower rate % p.a.:								
Describe Facility Features: (e.g. Premium LoDoc)								
Loan ID (if known):								
Facility code (e.g. 255):								

**PLEASE NOTE:**

- Fixed Rates offered by Advantage are delivery rates and applicable loadings and usual margins will need to be added to determine the borrower rate. For existing loans replace the variable delivery rate with the applicable fixed delivery rate, loadings and margins. Amendments to subsidy margins and applicable loadings are not permitted.**
- Redraw is not available on fixed rate loans. Please ensure any available funds are retained in a variable portion if applicable.**
- Fixed rate request will not be processed unless a fixed rate conversion authority and LoanPro4 is fully completed.**

**Other instructions:**

<b>Mortgage Manager Approval</b>	Date Approved:
Name of signatory:	
We have complied with the requirements of the AML/CTF legislation (applicable for loan variations only)	Authorised Signature:

<b>Advantage Approval</b>	Date Approved:
Name of signatory:	Authorised signature: