

# Progress payment form

Use this form to request a progress payment for your construction loan. Please complete and return this form to [constructionpayments@macquarie.com](mailto:constructionpayments@macquarie.com) with all required supporting documents. Please ensure that the email subject line contains the words 'Progress payment' and your application reference e.g. APP-123456.

## 1. Your details

Application reference number

Construction address

## 2. Payment details

Progress payment number/stage e.g. 2 – Slab

a) If your builder's invoice needs to be paid then provide details below:

Amount to be paid

Builder's name

b) If you require reimbursement of a receipt then provide details below:

Amount to be paid

BSB

Account number

## 3. Supporting document checklist

Please ensure you've attached all the required documents. Refer to the document guide overleaf for more information.

### ► First progress payment

- Builder's invoice
- Builder's indemnity or warranty insurance
- Builder's contract work insurance
- Builder's public liability insurance
- Stamped council approved plans (not required if progress payment relates to payment of deposit)
- Receipt from builder (only required for reimbursements)

### ► Subsequent progress payment

- Builder's invoice
- Stamped council approved plans (not required if already supplied with first progress payment)

### ► Final progress payment

- Builder's invoice
- Insurance policy noting Macquarie Bank as the interested party
- Receipt from builder (only required for reimbursements)

## 4. If this is your final progress payment

- we will deposit any surplus funds back into your loan account.
- if your details will change once construction is complete please update your details below.

New residential address

New postal address

Same as new residential address, or

## 5. Your acceptance

By signing this form, you

- authorise the Lender to pay the amount directly (via funds transfer) to the builder named in the form or to the account nominated as a reimbursement of a receipt;
- acknowledge that it's not the Lender's responsibility to ensure the building works completed are in accordance with your Building Agreement; and
- acknowledge that you have inspected the building works to date, have relied on your own enquiries and are satisfied with the workmanship and materials.

Borrower 1 name

Borrower 1 signature

Date

Borrower 2 name

Borrower 2 signature

Date

Borrower 3 name

Borrower 3 signature

Date

Borrower 4 name

Borrower 4 signature

Date

Borrower 5 name

Borrower 5 signature

Date

Borrower 6 name

Borrower 6 signature

Date

# Document guide

Documents you need to provide at each stage	First	Sub.	Last
<b>Progress payment form</b> Available when you log in to view your accounts online.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Builder's invoice</b> A copy of the invoice from your builder on the builder's letterhead showing: <ul style="list-style-type: none"><li>▶ Description of work completed (see Progress Payment Schedule in your building contract)</li><li>▶ Your name(s) and address of the property under construction</li><li>▶ Amount to be paid and payment details (builder's BSB and account number)</li></ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Builder's insurance</b> A copy of the builder's indemnity insurance or warranty insurance certificate showing: <ul style="list-style-type: none"><li>▶ Builder's registered name</li><li>▶ Address of property under construction</li><li>▶ Insurance commencement date, which must be prior to the start date of construction</li><li>▶ Cover is not less than the amount on the building contract</li></ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Builder's contract works insurance</b> A copy of the builder's contract works insurance showing: <ul style="list-style-type: none"><li>▶ Builder's full name</li><li>▶ Insurance amount is not less than the amount on the building contract</li></ul> <b>For specific property cover, the address of the property under construction</b> <b>For blanket/annual policy, cover relates to the state where dwelling is being built</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Builder's public liability insurance</b> A copy of the builder's public liability insurance showing: <ul style="list-style-type: none"><li>▶ Builder's full name</li><li>▶ Minimum amount of insurance is not less than \$2 million</li></ul> <b>For specific property cover, the address of the property under construction</b> <b>For blanket/annual policy, insurance cover relates to the state where dwelling is being built</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Council approved plans</b> A copy of council approved plans and specifications required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Insurance policy certificate</b> A current copy of your property insurance showing: <ul style="list-style-type: none"><li>▶ Your names and address of the property</li><li>▶ Macquarie Bank Limited as the First Mortgagee</li></ul> <b>For strata properties, a copy of insurance policy is not required</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>