



There are circumstances where you may need to add or remove a borrower or guarantor on your ING home loan. We call this a 'removal or change of *Borrower/Guarantor*'. Please note that we require that all *Mortgagors* on the *Certificate of Title* be listed as either a Borrower or Guarantor.

### Definitions

**Borrower:** Any person who borrows a principal sum of money from us with the agreement to repay the principal amount plus interest over a set period of time.

**Guarantor:** Any person who gives us a guarantee for the borrower's home loan.

**Mortgagor:** Any person who uses their Certificate of Title in return for monies to be repaid.

**Certificate of Title:** A document issued by the State to provide evidence of ownership and any registered interest on a property.

**Important Note:** Any changes made to the set up of your home loan may require a change to your Certificate of Title. If a change is required, the remaining borrower(s) are required to provide the Transfer of Title documentation to our solicitors prior to settlement. We recommend that you engage a Legal Practitioner to prepare the required documentation.

### What do I need to do?

When removing or changing a Borrower/Guarantor, we are required to reassess your loan. You will first need to complete a *Residential Loan Variation form* and supply supporting documentation as outlined in the form. To ensure that your variation is processed in a timely manner, please provide the required information for **ALL** Borrowers and Guarantors:

- For PAYG Borrowers/Guarantors, a recent payslip (less than one month old) and most recent financial year Group Certificate
- For self employed Borrowers/Guarantors, 2 consecutive years full tax returns and tax assessments for all individuals, trusts, partnerships and companies
- Rental receipts evidencing any 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.

### Why does ING need to reassess my home loan?

If you wish to remove a Borrower or Guarantor, we must check that the remaining Borrower(s), (and Guarantor(s)) are able to manage the outstanding loan balance. As such, we require supporting documentation to confirm the remaining borrower(s), (and guarantor(s)) income (such as your salary, rental income etc) and other commitments (personal loans, credit/store cards etc).

### What happens next?

Once approved, new Loan Offers will be issued to all remaining Borrower(s), (and Guarantor(s)) via our solicitors. It is important that you read and understand the information outlined. Your Letter of Offer then needs to be signed and returned to our solicitors in order for your request to be finalised.

### What are the costs to me?

- Removal or change to Borrowers or Guarantors fee
- ING solicitor fees
- Valuation fee (if applicable)

You should also consider:

- Interest to date for the existing loan which will be closed in order to change borrower
- Your own legal fees (if applicable)
- Stamp duty implications or other government charges (please refer to your Legal Practitioner)
- Lenders Mortgage Insurance (if applicable)

### How long will it take?

You should allow approximately 3 weeks for us to process your request. This will ensure that everything happens on time! Of course if you know about the change earlier we are happy to get the ball rolling, simply provide us with your completed *Residential Loan Variation form* and we will work towards your proposed settlement date.

To obtain a *Residential Loan Variation form* simply visit [ing.com.au](http://ing.com.au) or call us on **133 464**.

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