



Use this form to request the amendment to securities held against existing Bank of Melbourne mortgages.

<input type="checkbox"/> <b>Full Discharge of Security</b>	Please complete sections A, B, E, F, G, H, I	Please Fax your completed request to <b>02 9995 8300</b> .
<input type="checkbox"/> <b>Partial Discharge of Security</b>	Please complete sections A, B, C, E, F, G, H, I	Please Fax your completed request to <b>02 9995 8304</b> . <b>If a sale, please provide Contract of Sale.</b>
<input type="checkbox"/> <b>Substitution of Security</b>	Please complete sections A, B, C, D, E, F, G, H, I	Please Fax your completed request to <b>02 9995 8304</b> . <b>If a sale, please provide Contract of Sale, Transfer and Title Search</b>

Alternately you can mail your completed application to:

**Bank of Melbourne, Mortgage Discharges, Locked Bag 1, Kogarah, NSW 1485.**

**Note:** It is important to lodge this form **AT LEAST 10 business days = 14 calendar days** (excluding Public Holidays) prior to settlement.

## Section A

**Type of Request** What is the reason for the release of security?  
☐ Sale ☐ Refinance ☐ Other

**Account and Security Details** Primary Loan Account Number \_\_\_\_\_ Type of Security to be Released  
☐ Property ☐ Term Deposit

If you selected Term Deposit above, please enter the Account No.  
\_\_\_\_\_

**Requestor Details** What is your role regarding this matter?  
☐ Customer ☐ I am acting on behalf of the customer

**Contact Details - of person acting on the customer's behalf**

Full Name  
\_\_\_\_\_

Company Name  
\_\_\_\_\_

Unit/Street No. \_\_\_\_\_ Street Name \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
( ) ( ) ( )

Email Address  
\_\_\_\_\_

Preferred contact method

☐ Mail ☐ Mobile ☐ Phone ☐ Email ☐ Fax



Customer Details

Customer 1

Full Name

Contact No.

Address for correspondence after settlement or discharge is complete

Customer 2

Full Name

Contact No.

Address for correspondence after settlement or discharge is complete

Customer 3

Full Name

Contact No.

Address for correspondence after settlement or discharge is complete

Customer 4

Full Name

Contact No.

Address for correspondence after settlement or discharge is complete

Section B

Address of  
Security  
Properties  
being released

Security Property 1

Unit/Street No.

Street Name

Suburb

State

Postcode

Title Reference

Current estimated sale price

Security Property 2

Unit/Street No.

Street Name

Suburb

State

Postcode

Title Reference

Current estimated sale price

Security Property 3

Unit/Street No.

Street Name

Suburb

State

Postcode

Title Reference

Current estimated sale price



Address of Security Properties being released (continued)	<b>Security Property 4</b>			
	Unit/Street No.	Street Name		
	Suburb		State	Postcode
	Title Reference		Current estimated sale price	
			\$	
Is/Are the Security(ies) listed above used as collateral against any other home loan account?				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
If you answered <b>Yes</b> , then please specify Account Nos.				
<div></div>				

## Section C

**Remaining Properties** Please provide details of all remaining properties.  
**Note:** A valuation may need to be ordered on one or more of the remaining properties before this request can be completed.

**Property 1**

Unit/Street No.	Street Name		Suburb
State		Postcode	Current estimated market value
			\$
Property access details			
Contact Name		Contact No.	

**Property 2**

Unit/Street No.	Street Name		Suburb
State		Postcode	Current estimated market value
			\$
Property access details			
Contact Name		Contact No.	

**Property 3**

Unit/Street No.	Street Name		Suburb
State		Postcode	Current estimated market value
			\$
Property access details			
Contact Name		Contact No.	

**Property 4**

Unit/Street No.	Street Name		Suburb
State		Postcode	Current estimated market value
			\$
Property access details			
Contact Name		Contact No.	



## Section D

**Substitution Details** Please provide the details of what you wish to substitute the security with.☐ **Property** - please provide details below ☐ **Term Deposit/Cash**Are you buying the property from a friend or relative? ☐ Yes ☐ NoIs the property zoned for residential use? ☐ Yes ☐ No

Unit/Street No.

Street Name

Suburb

State

Postcode

Title Reference

Current estimated market value or purchase price

 \$ 

Please provide the Property Access details, as it may be required.

Contact Name

Contact No.

## Section E

**Settlement Details** **Note:** If multiple security properties are to be released on different settlement dates then a separate request must be lodged for each property.

Please enter the anticipated settlement date (if known) and the city or branch where settlement is due to occur (please do NOT enter a State).

Anticipated Settlement Date DD/MM/YYYY

Settlement Branch/City

**Note:** It is important to lodge this form **AT LEAST 10 business days = 14 calendar days** (excluding Public Holidays) prior to settlement

## Section F

**Funds Distribution and Accounts** **Complete this section to advise us of your intentions to disburse the funds received from the settlement.**

Account No.

Account Name

☐ Convert to Savings Account (portfolio only)

Reduce debt to

☐ Close Loan Account

\$

OR

Reduce debt by

☐ Close all Loan Accounts (packaged only)

\$

Account No.

Account Name

☐ Convert to Savings Account (portfolio only)

Reduce debt to

☐ Close Loan Account

\$

OR

Reduce debt by

☐ Close all Loan Accounts (packaged only)

\$

Account No.

Account Name

☐ Convert to Savings Account (portfolio only)

Reduce debt to

☐ Close Loan Account

\$

OR

Reduce debt by

☐ Close all Loan Accounts (packaged only)

\$



## Section G

### Surplus Funds

How do you wish to receive any surplus funds?

☐ Existing Bank of Melbourne Account

Account No.

Account Name

☐ Bank Cheque by Mail (please enter a mailing address below)

Unit/Street No.

Street Name

Suburb

State

Postcode

## Section H

### Additional Information


## Section I

### Terms and Conditions

☐ I confirm that I am the customer listed above and I authorise Bank of Melbourne to act in accordance with my instructions.

☐ I confirm and agree that the provision of personal details in this request form is subject to the terms of the Bank of Melbourne Privacy Statement which I have previously agreed to. A copy of the same can be obtained from a Bank of Melbourne branch or online at [http://webapps.bankofmelbourne.com.au/apply-now/privacy\\_business.asp](http://webapps.bankofmelbourne.com.au/apply-now/privacy_business.asp)

☐ I am aware that there may be fees or charges applicable to this request (as described in the Loan Offer letter) and I agree to continue with this request.

☐ I confirm that I am the Solicitor/Agent acting on behalf of the customer(s) listed above, and I hold authorisation from the customer(s) for the Bank to act in accordance with my instructions.

☐ I confirm and agree that the provision of personal details in this request form is subject to the terms of the Bank of Melbourne Privacy Statement which the customer has previously agreed to. A copy of the same can be obtained from a Bank of Melbourne branch or online at [http://webapps.bankofmelbourne.com.au/apply-now/privacy\\_business.asp](http://webapps.bankofmelbourne.com.au/apply-now/privacy_business.asp)

☐ I am aware that there may be fees or charges applicable to this request (as described in the Loan Offer letter) and I agree to continue with this request.

☐ I accept responsibility that all interested parties for the aforementioned loan(s) have consented to my submission of this request.

Signature of Customer(s)/Power of Attorney/Guarantor

X

Signature of Customer(s)/Power of Attorney/Guarantor

X

Date

/ /

Date

/ /

Signature of Customer(s)/Power of Attorney/Guarantor

X

Signature of Customer(s)/Power of Attorney/Guarantor

X

Date

/ /

Date

/ /