



# Discharge and Home Loan Closure Authority

For any enquiries contact us on **1300 654 998** Mon to Fri 8am-8pm or Sat 9am-5pm (Melbourne time).  
Mail to Loan Discharges, ME Bank, GPO Box 1345, Melbourne VIC 3001  
Fax to (03) 9708 4799  
Visit [mebank.com.au](http://mebank.com.au)

## How to use this form

This form may be used to request the:

- discharge of one or more security properties; and/or
- closure of one or more home loans.

**Step 1** Read the Discharge and Home Loan Closure Information below.

**Step 2** Complete all the applicable fields.

**Step 3** If there are more than two borrowers, more than four loans to be paid out and/or more than two security properties to be discharged, please complete and attach an additional form.

**Step 4** Check that all borrowers/guarantors have signed the Declaration and Authority on page 2 of this form.

**Step 5** Return this form to us by fax or mail.

## Discharge and Home Loan Closure Information

### Payment required

The amount you are required to pay includes applicable fees, charges and outstanding interest, and is based on the action(s) you request:

- Closing a loan – the loan must be fully repaid.
- Discharging a property – a loan secured by the property may have to be:
  - closed (the loan must be fully repaid); or
  - paid down to a smaller balance (if another property remains as security).

### Fees and charges

#### Standard fees and charges

- ME Bank fees and charges are detailed in Section 1 – Financial Table of Part A of your home loan contract.
- Government fees and charges for registration of a discharge may be obtained by contacting the Land Titles Office in the state or territory in which the security property to be discharged is located.

#### Fixed interest rate loans

A fixed interest rate prepayment fee (often referred to as a 'break cost') is applicable when the entire loan, or a portion of the loan, is repaid before the fixed interest rate period expires. This fee is described in Annexure A of the Part B Terms and Conditions of your home loan contract.

There are two types of prepayment fee:

- Full prepayment fee – payable when you want the loan to revert to a variable interest rate, or when paying out a loan in full. You may choose to pay the full prepayment fee:
  - now, reverting the loan to the variable interest rate, then leave payment of the amount required for discharge until settlement; or
  - at settlement, together with the amount required for discharge, although the prepayment fee may vary between now and then.
- Partial prepayment fee – payable when you repay a portion of the loan and still wish to keep your current fixed rate; this option is not applicable if you are paying out the loan in full. The amount of the partial prepayment fee varies depending on the amount to be paid onto your fixed rate loan. The partial prepayment fee must be paid at the same time as the amount you are paying onto the loan (i.e. you cannot pay the partial prepayment fee now and leave payment of the amount required for the discharge until settlement).

A prepayment fee quote may be obtained by calling us on **1300 654 998**. If you have already requested one, this will be sent to you separately.

Prepayment fee quotes are valid for 10 business days, and once the quote expires, a new fixed interest rate prepayment fee calculation will be required.

### Regular loan repayments

Your regular loan repayments will continue to be debited from your nominated account until the discharge settlement occurs. Upon settlement, your repayments will be cancelled or adjusted as appropriate.

## Personal details

### Borrower 1

Title (Mr/Mrs/Miss/Ms/other)

Surname

Given name(s)

Home phone

Work phone

Mobile

### Borrower 2

Title (Mr/Mrs/Miss/Ms/other)

Surname

Given name(s)

Home phone

Work phone

Mobile

### Details of loan(s) to be fully or partially paid out

Loan	<input type="text"/>	is to be paid out in full	<input type="checkbox"/> Yes	<input type="checkbox"/> No	▶ please specify the partial payout amount \$	<input type="text"/>
Loan	<input type="text"/>	is to be paid out in full	<input type="checkbox"/> Yes	<input type="checkbox"/> No	▶ please specify the partial payout amount \$	<input type="text"/>
Loan	<input type="text"/>	is to be paid out in full	<input type="checkbox"/> Yes	<input type="checkbox"/> No	▶ please specify the partial payout amount \$	<input type="text"/>
Loan	<input type="text"/>	is to be paid out in full	<input type="checkbox"/> Yes	<input type="checkbox"/> No	▶ please specify the partial payout amount \$	<input type="text"/>

### Details of security property(ies) to be released

Address of security property 1		State	Postcode
Reason for request: <input type="checkbox"/> Property sale			
<input type="checkbox"/> Refinance - please provide name of financial institution			
Contact name		Phone	( <input type="text"/> ) <input type="text"/>
<input type="checkbox"/> Payout with own funds			
<input type="checkbox"/> Other - please specify			
Address of security property 2		State	Postcode
Reason for request: <input type="checkbox"/> Property sale			
<input type="checkbox"/> Refinance - please provide name of financial institution			
Contact name		Phone	( <input type="text"/> ) <input type="text"/>
<input type="checkbox"/> Payout with own funds			
<input type="checkbox"/> Other - please specify			

### Nominated representative for settlement

Company name	Contact name
<input type="text"/>	<input type="text"/>
Company address	
<input type="text"/>	State Postcode
Phone number	Fax number
( <input type="text"/> ) <input type="text"/>	( <input type="text"/> ) <input type="text"/>
Email address	Anticipated settlement date
<input type="text"/>	<input type="text"/>

### Declaration and Authority

I/We have read and understand the Discharge and Home Loan Closure Information on page 1 of this form.

I/We authorise ME Bank to:

- initiate discharge of the security property(ies) specified above;
- pay out the loan(s) in full or reduce the loan balance(s) as specified above;
- charge me/us the applicable fees in accordance with my/our loan Terms and Conditions;
- provide a payout figure and all other information related to discharge of the security property(ies) to the nominated representative/refinancing institution;
- place a hold on the loan(s) which will allow no further transactions (including redraw);
- cancel all facilities linked to the loan (e.g. Ultimate Offset Account Transaction Facility); and
- obtain payment from me/us for any funds still due after settlement (e.g. dishonoured repayments).

#### To be signed by all borrowers/guarantors:

<b>Borrower 1</b> Print name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Borrower 2</b> Print name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Guarantor</b> Print name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>