



Return your completed form by Fax (refer to below fax numbers), alternatively you can mail your form 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.

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

☐ Full Discharge of Security	Please complete sections 1,2,3,4,6,7	Please call 1300 999 266 , 8.00am – 8.00pm (EST) Monday to Friday, visit your local branch or talk to your broker. Please Fax your completed request to 02 9995 8300 .
☐ Partial Discharge of Security	Please complete sections 1,2,3,4,6,7	Please Fax your completed request to 02 9995 8304 or call 1300 883 183 , 8.30am – 6.30pm (EST) Monday to Friday to discuss. If a sale, please provide Contract of Sale.
☐ Substitution of Security	Please complete sections 1,2,3,4,5,6,7	Please Fax your completed request to 02 9995 8304 or call 1300 883 183 , 8.30am – 6.30pm (EST) Monday to Friday to discuss. If a sale, please provide Contract of Sale, Transfer and Title Search.

Reason for the release of security?

☐ Sale ☐ Refinance ☐ Other ☐ Debt Repaid (Complete Repaid Loans Advice Form)

Selling your property?

\$750 Loyalty Cashback

Help cover the costs of your next home loan with a \$750 Cashback when you return to Bank of Melbourne.

Refer to page 3 for full offer terms and conditions.

Section 1 - Customer details

Loan account

Customer name(s)

Customer to be contacted

Contact phone number

Email address

Address (for correspondence post settlement or discharge)

Section 2 - Solicitor/Conveyancer/Other Financial Institution details (must provide all details, critical to settlement)

☐ Solicitor ☐ Conveyancer ☐ Other Financial Institution

Firm name/Financial Institution

Appointed contact name

Contact phone number

Email address

Fax number

Section 3 - Details of released property

Address of property to be released (if more than one property being released please list all in the below additional information box)

	State	Postcode
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Title reference number (if known)

Sale price

Anticipated Settlement Date

Settlement Location

Other Instructions/Additional Information



Section 4 - Instructions for distribution of funds

Loan account number

To be paid in full?

☐ Yes >

☐ Loan to be closed

☐ Convert to Savings Account (Portfolio only)

☐ No >

Reduce limit to

Reduce debt by

Loan account number

To be paid in full?

☐ Yes >

☐ Loan to be closed

☐ Convert to Savings Account (Portfolio only)

☐ No >

Reduce limit to

Reduce debt by

Loan account number

To be paid in full?

☐ Yes >

☐ Loan to be closed

☐ Convert to Savings Account (Portfolio only)

☐ No >

Reduce limit to

Reduce debt by

Surplus Funds to be credited to:

☐ Existing Bank of Melbourne Account

Account Number

Account Name

☐ Bank Cheque by Mail (please enter mailing address below - for surplus payments only)

Address

State

Postcode

Future Address (Please provide your future address post settlement)

State

Postcode

Section 5 - Substitution details

Please provide the details of the new security.

☐ Property - please provide details below

☐ Term Deposit/Cash

Are you buying the property from a friend or relative?

☐ Yes

☐ No

Is the property zoned for residential use?

☐ Yes

☐ No

Address

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 6 - Additional information

Section 7 - Customer authority

I/We authorise to release the above security and to:

- clear and reduce my/our loan(s)
- charge the applicable fees in accordance with my/our loan agreement(s)
- discuss this request with the solicitor/conveyancer/other financial institution nominated in Section 2
- cancel all facilities linked to the loan(s) (i.e. offset facility)
- charge the applicable fee if the Bank needs to obtain a valuation of the mortgaged property
- be liable for any outstanding amount if there is an error made in calculating the settlement amount.

All parties of the loan(s) including any Guarantors, must sign below.

If you are signing as an Executor or under Power of Attorney please provide supporting documents.

Signature of Customer/Guarantor

X

Full name

Date

/ /

Signature of Customer/Guarantor

X

Full name

Date

/ /

Signature of Customer/Guarantor

X

Full name

Date

/ /

Signature of Customer/Guarantor

X

Full name

Date

/ /

Terms and Conditions - \$750 Loyalty Cashback

- \$750 Offer is available for home loans discharged resulting from the sale of property before 30 September 2015 with new applications received from the 1 October 2014 and settled within 6 months of discharge
- Offer only available for applications received under the Advantage Package for new home loan borrowings of \$150,000 or more; current annual fee of \$395 applies
- At least one borrower on the new home loan must be the same as that on the previous loan
- You must hold a Bank of Melbourne transaction account and direct debit your repayments from that account in order to receive a cash back
- Offer is limited to one application per property purchase and cannot be used in conjunction with any other offer
- The cash back will be paid into the linked transaction account within 2 months post settlement of new loan
- Credit criteria, fees and charges apply. Terms and conditions apply. Before making a decision, you should read the terms and conditions. Full details are available at: bankofmelbourne.com.au/personal/home-loans
- You should seek professional advice in relation to any tax implications.