

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

<b>Full Discharge of Security</b>	For a full discharge please call 1300 999 266, 8.00am - 8.00pm (EST) Monday to Friday, visit your local branch or talk to your broker.
<input type="checkbox"/> <b>Partial Discharge of Security</b>	<b>Please complete sections A, B, C, E, F, G, H, I and Fax your completed request to 02 9995 8304, or call 1300 883 183, 8.30am - 6.30pm (EST) Monday to Friday to discuss.</b> <b>If a sale, please provide Contract of Sale.</b>
<input type="checkbox"/> <b>Substitution of Security</b>	<b>Please complete sections A, B, C, D, E, F, G, H, I and Fax your completed request to 02 9995 8304, or call 1300 883 183, 8.30am - 6.30pm (EST) Monday to Friday to discuss.</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)** **Security Property 4**

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?  
 Yes  No

If you answered **Yes**, then please specify Account Nos.

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**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       No

 Is 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)

 Close Loan Account

 Close all Loan Accounts (packaged only)

Reduce debt to

 \$

OR

Reduce debt by

 \$

Account No.

Account Name

 Convert to Savings Account (portfolio only)

 Close Loan Account

 Close all Loan Accounts (packaged only)

Reduce debt to

 \$

OR

Reduce debt by

 \$

Account No.

Account Name

 Convert to Savings Account (portfolio only)

 Close Loan Account

 Close all Loan Accounts (packaged only)

Reduce debt to

 \$

OR

Reduce debt by

 \$

**Section G**
**Surplus Funds** How do you wish to receive any surplus funds?

 Existing Bank of Melbourne Account

Account No.

Account Name

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

Unit/Street No. Street Name

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Suburb

State

Postcode

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**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

<b>X</b>
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Date

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

<b>X</b>
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Date

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

<b>X</b>
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Date

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

<b>X</b>
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Date

/ /
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