



Bank of  
Melbourne

# Request to amend an existing security.

Please complete, sign and return this form by email (refer to below email addresses). 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.

<input type="checkbox"/> <b>Full Discharge of Security</b>	Please complete sections 1,2,3,4,6,7	Please call <b>1300 999 266</b> , 8.00am – 8.00pm (EST) Monday to Friday, visit your local branch or talk to your broker.  Please email your completed request to <a href="mailto:nswdischarges@stgeorge.com.au">nswdischarges@stgeorge.com.au</a>
<input type="checkbox"/> <b>Partial Discharge of Security</b>	Please complete sections 1,2,3,4,6,7	Please email your completed request to <a href="mailto:mortgagesecurityvariations@bankofmelbourne.com.au">mortgagesecurityvariations@bankofmelbourne.com.au</a> or call <b>1300 883 183</b> , 8.30am – 6.30pm (EST) Monday to Friday to discuss.  <b>If a sale, please provide Contract of Sale.</b>
<input type="checkbox"/> <b>Substitution of Security</b>	Please complete sections 1,2,3,4,5,6,7	Please email your completed request to <a href="mailto:mortgagesecurityvariations@bankofmelbourne.com.au">mortgagesecurityvariations@bankofmelbourne.com.au</a> or call <b>1300 883 183</b> , 8.30am – 6.30pm (EST) Monday to Friday to discuss.  <b>If a sale, please provide Contract of Sale for the purchase &amp; sale, Transfer and Title Search.</b>

## Reason for the release of security?

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

## 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)

## Request to amend an existing security.

### 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

## Request to amend an existing security.

### 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 phone number

### 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

Full name

Date

Signature of Customer/Guarantor

Full name

Date

Section 7 – Customer authority (continued).

Signature of Customer/Guarantor

X

Full name

Date

/ /

Signature of Customer/Guarantor

X

Full name

Date

/ /