



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

<input type="checkbox"/> Full Discharge of Security	Please complete sections A, B, E, F, G, H, I	Please Fax your completed request to <b>02 9995 8300</b> .
<input type="checkbox"/> Partial Discharge of Security	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"/> Substitution of Security	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 Property 4**

**Security Properties being released (continued)**

Unit/Street No. | Street Name

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Suburb | State | Postcode

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Title Reference | Current estimated sale price

| \$

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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.

| | |

**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

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State | Postcode | Current estimated market value

| \$

Property access details

Contact Name | Contact No.

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**Property 2**

Unit/Street No. | Street Name | Suburb

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State | Postcode | Current estimated market value

| \$

Property access details

Contact Name | Contact No.

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**Property 3**

Unit/Street No. | Street Name | Suburb

---

State | Postcode | Current estimated market value

| \$

Property access details

Contact Name | Contact No.

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**Property 4**

Unit/Street No. | Street Name | Suburb

---

State | Postcode | Current estimated market value

| \$

Property access details

Contact Name | Contact No.

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Section D

Substitution Please provide the details of what you wish to substitute the security with.

Details [ ] 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 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 Complete this section to advise us of your intentions to disburse the funds received from the settlement.

Distribution Account No. Account Name and Accounts

[ ] Convert to Savings Account (portfolio only) Reduce debt to \$ [ ] Close Loan Account OR [ ] Close all Loan Accounts (packaged only) Reduce debt by \$

Account No. Account Name

[ ] Convert to Savings Account (portfolio only) Reduce debt to \$ [ ] Close Loan Account OR [ ] Close all Loan Accounts (packaged only) Reduce debt by \$

Account No. Account Name

[ ] Convert to Savings Account (portfolio only) Reduce debt to \$ [ ] Close Loan Account OR [ ] Close all Loan Accounts (packaged only) 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

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

Unit/Street No. Street Name

Suburb State Postcode

Section H

Additional Information

Multiple horizontal lines for additional information input.

Section I

Terms and Conditions

- Confirmation checkboxes for terms and conditions, including customer identification and fee awareness.

Signature and Date fields for the first customer/attorney/guarantor.

Signature and Date fields for the second customer/attorney/guarantor.

Signature and Date fields for the third customer/attorney/guarantor.

Signature and Date fields for the fourth customer/attorney/guarantor.