

SECURITIES RELEASE REQUEST FORM

IMPORTANT: Please allow up to 7 working days for your request to be processed.



Citigroup Pty Limited
ABN 88 004 325 080

Your Account Details			
Please list all account holders	1. [REDACTED]	Please list all account numbers	1. [REDACTED]
	2. [REDACTED]		2. [REDACTED]
	3. [REDACTED]		3. [REDACTED]
	4. [REDACTED]		4. [REDACTED]

Security Details			
Please list the property(s) that will be released from the above mortgage account/s		Title Reference (If Known)	
1. [REDACTED]		1. [REDACTED]	
2. [REDACTED]		2. [REDACTED]	
3. [REDACTED]		3. [REDACTED]	
4. [REDACTED]		4. [REDACTED]	
Mailing Address	STREET: [REDACTED]		
	SUBURB: [REDACTED]	STATE: [REDACTED]	POSTCODE: [REDACTED]

Settlement Information			
Reason for releasing security	<input type="checkbox"/> Refinance	Refinance Institution	[REDACTED]
	<input type="checkbox"/> Sale		
	<input type="checkbox"/> Account Repaid		
	<input type="checkbox"/> Other	Details:	
<ul style="list-style-type: none"> Will you be releasing the above securities under a 90-Day Option arrangement? <i>Please note that 90-Day Options are only available on Revolving Mortgages.</i> 		YES <input type="checkbox"/>	NO <input type="checkbox"/>
<ul style="list-style-type: none"> Where will settlement be taking place? (refinance/sale only) 		[REDACTED]	
<ul style="list-style-type: none"> What is your preferred Settlement Date? (Sale/Refinance only) <i>Please note that Citibank's Settlement Agents will still require your refinancing Bank or Solicitor to contact them at least 6 working days prior to settlement in order to book this settlement date.</i> 		[REDACTED] / [REDACTED] / [REDACTED]	

Your Solicitor Information			
Solicitor's Company Name	[REDACTED]		
Solicitor's Mailing Address	[REDACTED]		
	SUBURB: [REDACTED]	STATE: [REDACTED]	POSTCODE: [REDACTED]
Phone Number	([REDACTED]) [REDACTED]	Fax Number	([REDACTED]) [REDACTED]
Contact Name	[REDACTED]		
I/We authorise Citibank and its agents to deal with the solicitor/agent named in all dealings with the discharge of my/our securities.		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Please fax your completed request to Citibank Securities Release
 Fax Number 1300 857 033
 OR Mailing Address GPO Box 4799 Sydney NSW 2001

Additional Information		
• Is an existing Bank Guarantee secured by any of the above Mortgage Accounts	YES <input type="checkbox"/>	NO <input type="checkbox"/>
• Please note that Citibank will require the Original Bank Guarantee to be returned prior to Settlement. If you wish to make alternative arrangements for your Bank Guarantee, please contact CitiPhone Banking on 13 24 84.		
• The following question is for Victorian residents only where a sale of property is involved with the discharge transaction.		
• Do you require Section 27 details to be forwarded to you prior to settlement?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Discharge Authority

1. To Citigroup Pty Limited (ABN 88 004 325 080)

Date

Please discharge the mortgage you have over the property(s) listed on page one of this document and hand all deeds and documents connected with the property(s) to:

or their nominee

The Loan Account(s) and borrowers connected with this mortgage are reflected on page one of this document.

2. Instructions on the discharge of mortgage

The mortgage over the property(s) listed on page one of this document is to be discharged on payment of sufficient funds to repay my/our total debt in regards to the loan/s.

3. Forwarding address

Address 1:

<input type="text"/>		
SUBURB: <input type="text"/>	STATE: <input type="text"/>	POSTCODE: <input type="text"/>

Address 2:

<input type="text"/>		
SUBURB: <input type="text"/>	STATE: <input type="text"/>	POSTCODE: <input type="text"/>

4. Signatures (all parties to sign where deeds are in joint names)

Debtor/s to sign

1. <input type="text"/>
2. <input type="text"/>
3. <input type="text"/>
4. <input type="text"/>

Mortgagor/s to sign

1. <input type="text"/>
2. <input type="text"/>
3. <input type="text"/>
4. <input type="text"/>

Note Where mortgagor/s, debtor/s are identical the authority need only be signed as mortgagor/s.

(Office use only) Signature/s verified by:

<input type="text"/>	<input type="text"/>
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Use this area for Company execution clauses and seals if applicable:

Things You Need to Know When Discharging Your Citibank Mortgage

Please take the time to read the following important information concerning your banking arrangements following the discharge of your Citibank mortgage.



Booking Settlement

- To obtain a payout amount for your mortgage facility, please forward your completed Security Release Request form to Citibank allow five business days for preparation of the discharge of mortgage and the payout amount to be calculated.
- Please note, your booking to arrange the discharge of mortgage must be made at least five business days in advance of your settlement date.



Discharge of Mortgage Fees & Charges

- For all fees and charges associated with the discharge of mortgage, please refer to your Citibank Home Loan Facility Agreement Details.



Alternate Banking Arrangements

- We strongly recommend that you make alternative banking arrangements to meet your transactional needs prior to your accounts being closed. To view Citibank's range of savings accounts please visit www.citibankcom.au or call CitiPhone Banking on 13 24 84.
- **Offset Savings** – If you have a Citibank Offset Mortgage account, the Offset Savings account will also close following the settlement of your Mortgage account.
- **Salary** – You will need to contact your payroll officer to make alternate arrangements for your salary payments, and ensure that these arrangements are in place five days prior to settlement.
- **ATM** – We suggest you withdraw enough money from your account to cover normal expenses leading up to your discharge settlement, prior to the payout amount being calculated. Remember, once the payout amount has been calculated, your account will be suspended and you will not be able to access any available funds.
- **Direct Debits and Direct Credits** – These transactions may include insurance payments, periodical debits, funds transfers, rental payments, Centerlink payments, family assistance payments etc. You will need to contact all the relevant parties to make alternate payment arrangements for your direct debits and direct credits five days prior to settlement.
- **Credit Card Payments** – If you have a Citibank Visacard or Mastercard that is paid each month by debiting your mortgage account, please contact CitiPhone Banking on 13 24 84 to make alternate arrangements for your credit card payments five days prior to settlement.
- **Citibank Credit Card Closure** – Please contact CitiPhone Banking on 13 24 84 to obtain a payment amount for your Citibank Credit card and details of how the payment can be made. The payout of your Citibank credit card is not included in the discharge of mortgage settlement.



Suspension of transactions

- Once a settlement date has been booked, Citibank will calculate your payout amount. To ensure the balance does not change prior to settlement, Citibank will suspend all accounts within the mortgage facility. Please note you will not be able to access any funds in your account once this is in place.
- **Withdrawals** - The suspension means the account(s) will no longer allow funds to be withdrawn by cheque, Visa Debit Citicard, Citibank On-line, Telephone Banking, direct debit or by redraw.
- **Deposits** – Deposits to your account(s) will be accepted up to the day your account(s) are closed. Any deposit made to your account(s) that are not cleared by the date your payout amount is calculated cannot be used to reduce your payout amount. Any credit balance remaining when the account(s) are closed will be returned to you within 14 days as a bank cheque. This includes any balances in your Offset Savings account.
- **Citibank Credit Card** – Your Citibank credit card is not affected by the discharge of your mortgage, and therefore will not have any hold placed on the account.



Closing Statement(s)

- Your closing statement(s) will be issued to you within 14 days of your discharge settlement date.
- **Paper Statement(s)** - If you have been receiving your statement(s) by mail, please advise us of any change in address, prior to your settlement, to ensure you receive your closing statement(s) and any cheques if applicable.
- **Electronic Statement(s)** - If you have been receiving your mortgage statement(s) electronically, your closing statement(s) will be available at Citibank On-line. If you will no longer have access to Citibank On-line, please contact CitiPhone Banking on 13 24 84, to arrange a copy to be mailed.