

SECURITY PROPERTY SOLD Document Request Form



Please return the completed and signed form to

Heritage Building Society or Fax to: 07 4694 9108
Credit – Securities
PO Box 190
Toowoomba Qld 4350

Date: _____

Account Name		Account No.	
Security Sold			

This form is only to be completed if one or more of the properties securing your loan has been sold and you will be paying out your loans **IN FULL** at settlement. Please include a copy of your Contract of Sale.

If all loans are not being repaid, a Partial Release application form is required to apply to have a security property released from your loans. On receipt of the application, the Society will advise you of any further requirements.

I/we authorise the Society to provide details of my/our loans and payout figures to the party nominated below in regards to the sale/release of the subject property/s.

Proposed Settlement Date _____ (NB. 10 business days notice required).

<p>Section 1 - Settlement Instructions Please ✓ One Box only</p> <p>Please discharge your mortgage over the above property. The title deed (or copy), duplicate Bill of Mortgage, Release or Discharge of Mortgage and any relevant documents held by you are to be disposed of in the following manner:-</p> <p><input type="checkbox"/> Solicitor / Conveyancing Firm:</p> <p>Contact Name:</p> <p>Phone Number: Fax Number:</p> <p>OR</p> <p><input type="checkbox"/> If self acting, hand to any ONE party (borrower) to the loan, or third party as per Section 2.</p>

<p>Section 2 – Authorisation to Collect by Third Party</p> <p>.....</p> <p>Full name of any other Authorised Person Signature of Authorised Person</p> <p><small>NOTE: Any person collecting the documents who is NOT a party to the loan and whose Signature appears above will be required to produce identification.</small></p>

<p>Section 3 – Disbursement of Surplus Settlement Proceeds</p> <p>On completion of settlement, and payout of loans associated to the Security property, please credit surplus settlement funds to the following Heritage Building Society accounts;</p> <p>A/c No:S..... Account Name:</p> <p>A/c No:S..... Account Name:</p>
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X

BORROWERS/GUARANTORS SIGNATURE/S - TO BE SIGNED BY ALL PARTIES TO THE LOAN

<p>Branch Use only: <input type="checkbox"/> Copy Contract Attached</p>
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