

Borrower Details

Borrower Name(s) in full

Member's Number

Name of Borrower to be contacted

Daytime phone number

Mailing address for all correspondence after settlement

The property has been **Sold ***
 Refinanced
 Loan paid out by Borrower

Settlement is to be effected on at **
(Settlement date) (Location)

A minimum of five working days from receipt of this notice is required to arrange settlement

Name of legal firm or financial institution handling

Contact Name

Contact phone number

Address of property being released/Refinanced

* A copy of the sale contract needs to be provided when a property is being sold

** The location of Refinances will be Loans Administration
85 Patrick Street Aitkenvale Qld 4814

**Please mail this form to: Queensland Country Credit Union
PO Box 679 Aitkenvale Qld 4814**

Settlement Details

I/We request property sale proceeds to be applied as follows:

1. Sufficient funds to pay out all monies due and owing by us to Queensland Country Credit Union Ltd.

Member Number

Loan account

Member Number

Loan account

Surplus funds to be deposited to:

Member Number

Savings account

2. An amount of:

will be paid to Queensland Country Credit Union Ltd.

in exchange for the release of the mortgage over the above property. These funds are to be paid as:

Member Number

Loan account

Member Number

Loan account

Surplus funds to be deposited to:

Member Number

Savings account

Declaration

I/We/The Company

- understand that if any error has been made in calculating the settlement amount, that I/We/The Company is/are liable for any amount outstanding.
- authorise Queensland Country Credit Union Ltd to provide the solicitor or financial institution as my/our authorised representative with any information they require about this account and to hand loan documentation to them upon settlement.

Full Name

Signature

Date

Full Name

Signature

Date

Queensland Country staff to complete

Full release

Partial Release

If the request is a partial release I confirm that a Partial Release Request has been completed and emailed to Loans Administration and loan notes have been made.

If the request is a refinance I confirm that the Member has been contacted and loan notes have been made.

Branch Manager's Name

Branch Manager's Signature