



Discharge/Refinance Authority

Purpose of this form is to arrange for the release of security and to provide instructions for disbursement of money for residential lenders only. Ensure that all Borrowers/Guarantors have signed the Declaration in Section 6 on page 2. If you need to add/replace security on your existing loans contact the Bank or your Broker for assistance.

Section 1 – Your current details

Loan account number (home loan account number) Borrower name(s) (as per loan account)

Name of Borrower to be contacted

Daytime phone number Email address

Do you currently have one of the following loan types? (Please tick (✓) one box only)

- Fixed Rate (including Interest In Advance)
- 1 Year Guaranteed Rate
- None of the above (proceed to Section 2)



Note: An Early Repayment Adjustment may need to be paid. Please ask us for a quote before deciding to release your security.

Section 2 – Details of property

Address of property to be released State Postcode

Title reference number (if known)

Discharge is required for the following reason:

- Property Sold Full Discharge Partial Discharge*

(this is the usual case, discharge as property is being sold)

Sale Price	Anticipated Settlement Date	Settlement Location
<input type="text" value="\$ 756,000.00"/>	<input type="text" value="20/04/2018"/>	<input type="text" value="SYDNEY"/>

(tips: put in 2 weeks in advance from actual settlement date)

- Loan refinanced to Other Financial Institution
- Security to be released, no settlement required

Please send documents for collection to Branch

Are any of the home loans being repaid in full linked to one or more Complete Access accounts with the Everyday Offset feature?

- No Yes If you selected "Yes" and would like to link another eligible home loan to your Complete Access account(s) with the Everyday Offset feature, please provide the account number of your eligible home loan.

Loan account number

Note: If no instructions are provided, the Everyday Offset feature will no longer apply when the linked home loan is repaid. A fee may apply to link your Complete Access account with the Everyday Offset feature to another eligible home loan at a later date.

Other instructions/additional information



*Partial Discharge

- Partial Discharge is where you have multiple loans and/or multiple properties and when releasing property you are not repaying all loans.
- The Bank may be required to complete valuations on your remaining security properties. This can only be determined once your application has been assessed. We will contact you to obtain property access details.
- Attach a copy of the contract of sale showing sale price including deposit and any relevant conditions.

Section 3 – Instructions on the discharge of mortgage

Please hand all deeds and documents connected with this property to:

Solicitor Firm/Financial Institution

ABCD Conveyancers & Associates (Your conveyancer) or their nominee.

Appointed contact name

Alexis Xander (Person in charge of your matter)

Contact phone number

(029) 723-1111

Fax number

(029) 723-1112

Email address

abcd@yahoo.com (firm's email for bank's correspondence)

Section 4 – Instructions for distribution of funds

Where amount to be collected is being distributed to more than one account, provide details of distribution:

Loan account number 12345678 (home loan account number) To be paid in full Yes No ▶ if 'no' Amount to be credited \$ New limit amount \$ (where limit is being reduced)

Loan account number To be paid in full Yes No ▶ if 'no' Amount to be credited \$ New limit amount \$ (where limit is being reduced)

Loan account number To be paid in full Yes No ▶ if 'no' Amount to be credited \$ New limit amount \$ (where limit is being reduced)

Where there is money in excess of that required to repay/reduce my/our loans, including balance of any MISA, please deposit to the following CBA account:

Account name

JOHNS SMITH & ANNA SMITH (in case of surplus funds, extra will go to this account)

Account number

062692 20123456

Section 5 – Instructions for Line(s) of Credit

Only complete if the loan being discharged is a Viridian Line of Credit and is in the name of one or more individuals (not a company, trust, business or another non-personal entity).

Please tick (✓) appropriate box(es) **Note:** If your account is to be closed please ensure all Direct Debits/Salary credits are changed.

Account is to be closed; or

Account is to remain open and be converted to a Complete Access Account; and

I/We have received the Transaction, Savings, and Investment Account Terms and Conditions and that my/our first deposit to my account indicates my/our acceptance of those Terms and Conditions.

Section 6 – Borrowers Acknowledgement and Authority

- Declare the information given in this form is true and correct;
- Authorise Commonwealth Bank of Australia ABN 48 123 123 124 ('CBA') to discharge the mortgage over my/our property detailed in this authority;
- Authorise CBA to hand all deeds and documents connected with this authority to the Legal Representative or Financial Institution (or their representative) and provide any information or documentation they require about this account and security(ies) in order to effect settlement;
- Authorise CBA to act on instructions from my/our nominee;
- Authorise CBA to vary my/our Credit Contract in accordance with this Discharge/Refinance Authority;
- Acknowledge that, if CBA agrees to vary the Credit Contract as set out in this authority, my/our Credit Contract will be varied on the date of release or substitution of the Security;
- In exchange for the release of security referred to in Section 2, the Bank is to receive sufficient monies to clear/reduce all debts.

Full name

JOHN SMITH (borrower 1)

Signature of Borrower/Guarantor

X must sign

Date

must be dated

Full name

Signature of Borrower/Guarantor

X

Date

Full name

ANNA SMITH (borrower 2)

Signature of Borrower/Guarantor

X must sign

Date

must be dated

Full name

Signature of Borrower/Guarantor

X

Date

Section 6 – Borrowers Acknowledgement and Authority (continued)



- Once you have moved (or changed your postal address), you can update your details on NetBank, by calling **13 2221** or visiting a branch.
- If you have insurance with CommInsure, and would like to make changes to the arrangements, contact CommInsure on **13 2423**.
- For further information relating to discharges, please visit commbank.com.au and search “Paying out your loan”.
- For more than four signatures, or if you need to provide us more information, photocopy the appropriate page before completing details and attach to this request.

Staff/Broker details (Fax completed request to Mortgage Services immediately)

Prepared by (full name)

Mr. Jonathan Ford

Staff/Broker/Agent ID

55223

Contact number

0412 786 543