



## A. Member Details

|   |                      |                     |                      |
|---|----------------------|---------------------|----------------------|
| Member Name                                       | <input type="text"/> | Member Number       | <input type="text"/> |
| Member Name                                       | <input type="text"/> | Member Number       | <input type="text"/> |
| Daytime Phone Number                              | <input type="text"/> | Mobile Phone Number | <input type="text"/> |
| <b>Mailing Address for future correspondence:</b> |                      |                     |                      |
| Home Address                                      | <input type="text"/> |                     |                      |
| Suburb  | <input type="text"/> | State               | <input type="text"/> |
|   |                      | Postcode            | <input type="text"/> |

## B. Security/Property Details

|                             |                             |          |                      |
|-----------------------------|-----------------------------|----------|----------------------|
| <b>Property #1 Address:</b> | <input type="text"/>        |          |                      |
| Suburb                      | <input type="text"/>        | State    | <input type="text"/> |
|                             |                             | Postcode | <input type="text"/> |
| Certificate of Title:       | Volume <input type="text"/> | Folio    | <input type="text"/> |
| <b>Property #2 Address:</b> | <input type="text"/>        |          |                      |
| Suburb                      | <input type="text"/>        | State    | <input type="text"/> |
|                             |                             | Postcode | <input type="text"/> |
| Certificate of Title:       | Volume <input type="text"/> | Folio    | <input type="text"/> |

NB: Additional documentation will be required for a partial discharge or subdivision.

### Discharge request for the following reason:

Property has been sold, expected settlement date  /  /

If you ticked 'property has been sold' above, do you require Victoria Teachers Mutual Bank to collect all sale proceeds?  es  o

Loan/s is/are being refinanced.

Loan paid in full (Refer to Section E)

Other:

## C. Solicitor/Conveyancer/Financial Institution Details

I/We authorise Victoria Teachers Mutual Bank to surrender all deeds and documents connected with the property/properties listed in Section B to:

|                        |                      |                     |                      |
|------------------------|----------------------|---------------------|----------------------|
| <b>Company Name</b>    | <input type="text"/> |                     |                      |
| <b>Company Address</b> | <input type="text"/> |                     |                      |
| <b>Contact Name</b>    | <input type="text"/> | <b>Phone number</b> | <input type="text"/> |
| <b>Email</b>           | <input type="text"/> | <b>Fax number</b>   | <input type="text"/> |

## D. Allocation of Settlement Funds (Loan Account Details)

Once the Home Loan (linked to this property/these properties) has been repaid, please credit the balance of the sales funds as follows:

Credit my / our Victoria Teachers Mutual Bank savings account (please specify account, eg: S1)

Clear the balance of my / our S4 Line of Credit Account.

Clear the balance of my / our S7 Visa Card Account.

Credit my / our Personal / Car Loan

Other

### E. Authority to Debit Discharge Fees from Victoria Teachers Mutual Bank Account

I give permission to debit my \_\_\_\_\_ Account (e.g. S1 Account)

to the value of  \$225.00 (Solicitor's Fee)

\$105.00 (Land Title Office Fee)

Please send my discharge documents to:

My postal address or

Other (please specify)

Address

Suburb

State

Postcode

Note: Loan Fees and Charges listed are to be used as a guide only, as Government, Statutory and Council charges may apply to particular loans and these may change. Full disclosure of all relevant charges will be available on application.

### F. Declaration/Authority

I/We authorise Victoria Teachers Mutual Bank to:

- Provide the Legal Representative or Financial Institution (mentioned above) with any information or documentation they require about the account security in order to effect settlement.
- Agree to pay all fees and debts associated with the release of the security(s) mentioned above, including any early payout fee or prepayment break costs and government fees (where funds allow, fees will be sourced directly from either the loan account or proceeds of the settlement).
- Cancel all Regular Payments to this Home Loan.
- Cancel all Regular Deductions from this Home Loan. (Only applicable to Revolving Line of Credit.)
- Acknowledge that while Victoria Teachers Mutual Bank will exercise due care and skill when performing these instructions, that Victoria Teachers Mutual Bank will not (to the extent permitted by law) be liable for any failure to do so.

Full name

Borrower

Guarantor (please indicate)

Date  /  /

Full name

Borrower

Guarantor (please indicate)

Date  /  /