

Request to Amend an Existing Security.

Please complete, sign and return this form by email (refer to below email addresses). Alternatively, you can mail your form to: **BankSA, Mortgage Discharges, Locked Bag 1, Kogarah NSW 1485.**

Note: It is important to lodge this form **AT LEAST 10 business days = 14 calendar days** (excluding Public Holidays) prior to settlement. Use this form to request the amendment to securities held against existing BankSA mortgages.

<input type="checkbox"/> Full Discharge of Security	Please complete sections 1,2,3,4,6,7	Please return this completed form by email to mortgagesecurityvariations@banksa.com.au
<input type="checkbox"/> Partial Discharge of Security	Please complete sections 1,2,3,4,6,7	Please return this completed form by email to mortgagesecurityvariations@banksa.com.au If a sale, please provide Contract of Sale.
<input type="checkbox"/> Substitution of Security	Please complete sections 1,2,3,4,5,6,7	Please return this completed form by email to mortgagesecurityvariations@banksa.com.au If a sale, please provide Contract of Sale, Transfer and Title Search

What is the reason for the release of security?

Sale Refinance Other Debt Repaid (Complete Repaid Loans Advice Form)

Section 1 – Customer details.

Loan account

Customer name(s)

Customer to be contacted

Contact phone number

Email address

Address (for correspondence post settlement or discharge)

Section 2 – Solicitor/Conveyancer/Other Financial Institution details.

(must provide all details, critical to settlement)

Solicitor Conveyancer Other Financial Institution

Firm name/Financial Institution

Appointed contact name

Contact phone number

Email address

Fax number

Section 3 – Details of released property.

Address of property to be released (if more than one property being released please list all in the below additional information box)

State

Postcode

Title reference number (if known)

Sale price

Anticipated settlement date

 / /

Settlement location

Section 3 – Details of released property (continued).

Other instructions/Additional information

Section 4 – Instructions for distribution of funds.

Loan account number

To be paid in full?

Yes > Loan to be closed Convert to Savings Account

No > Reduce limit to Reduce debt by

\$

\$

Loan account number

To be paid in full?

Yes > Loan to be closed Convert to Savings Account

No > Reduce limit to Reduce debt by

\$

\$

Loan account number

To be paid in full?

Yes > Loan to be closed Convert to Savings Account

No > Reduce limit to Reduce debt by

\$

\$

Surplus Funds to be credited to:

Existing BankSA Account

Account number

Account name

Bank cheque by mail (please enter mailing address below – for surplus payments only)

Address

State

Postcode

Future address (Please provide your future address post settlement)

State

Postcode

Section 5 – Substitution details.

Please provide the details of the new security.

Property – please provide details below Term Deposit/Cash

Are you buying the property from a friend or relative? Yes No

Is the property zoned for residential use? Yes No

Section 5 – Substitution details (continued).

Address

State

Postcode

Title reference

Current estimated market value or purchase price

Please provide the Property Access details, as it may be required.

Contact name

Contact No.

Section 6 – Additional information.

Section 7 – Customer authority.

I/We authorise to release the above security and to:

- clear and reduce my/our loan(s)
- charge the applicable fees in accordance with my/our loan agreement(s)
- discuss this request with the solicitor/conveyancer/other financial institution nominated in Section 2
- cancel all facilities linked to the loan(s) (i.e. offset facility)
- charge the applicable fee if the Bank needs to obtain a valuation of the mortgaged property
- be liable for any outstanding amount if there is an error made in calculating the settlement amount

All parties of the loan(s) including any Guarantors, must sign below.

If you are signing as an Executor or under Power of Attorney please provide supporting documents.

Signature of Customer/Guarantor

Date

Signature of Customer/Guarantor

Date

Signature of Customer/Guarantor

Date

Signature of Customer/Guarantor

Date