

To assist us in processing your request in a timely manner, please complete appropriate sections in full (as missing details may result in delays).

- This request must be signed by all parties to your loan (including Guarantors), not only property owner(s).
- Any fields that are not applicable should be marked N/A.
- For business loans please contact your Relationship/Business Manager to arrange for release of property.
- For all enquiries please call
  - 1800 603 361 (VIC, SA, TAS, NT)
  - 1800 259 430 (QLD)
  - 1800 159 662 (NSW/ACT)
  - 08 9268 2089 (WA)
- Please use BLOCK CAPITALS to complete this form.

To determine the type of release and sections to be completed, please refer below:		
Sale	The property has been sold.	Complete all sections, except D
Partial Release	Multiple properties are held over one or more loans and you wish to release a property. Loans are required to be paid in full or reduced to a value conditional on ANZ approval.	Complete all sections, except D
Security Swap	A property held under a loan with ANZ is being sold or released and another security is to be taken as substitution. This could also include security over a Term Deposit. A property valuation may be required and ANZ will arrange this. To substitute your releasing property with a new purchased property, both properties must settle on the same date.	Complete all sections, except D
Section 27 (Victoria Properties Only)	If you have sold your property and a Contract of Sale has been signed by all parties, the purchaser may agree to release the deposit paid to you prior to settlement. Certain conditions need to be met and agreed between your solicitor and the purchaser. A Section 27 certificate will be provided to your nominated representative indicated in section B.	Complete all sections, except D
Loan Repaid (Nil Debt)	Loan(s) over the property has been paid in full.	Complete sections A,B,C,D,E,H
Refinance	Arrangements have been made with another Financial Institution to repay loan(s) with ANZ.	Complete all sections, except D
Internal ANZ Refinance	Refinancing or restructuring loans with ANZ. This may involve a change in ownership of properties or change in security for your loans. E.g. New loan application in progress may clear existing loan(s) held with ANZ. Please indicate this in Section E.	Complete all sections
Change to previously submitted request	If you have already made a request and wish to make amendments please indicate. ANZ will endeavour to meet these requirements subject to sufficient notice being given.	Please indicate in Section C and complete applicable sections in full



Please Fax pages 2, 3 and 4 to the Releases & Security Variations area in the state where the property is located or where settlement is to occur:

NSW/ACT	1300 556 186	TAS/NT	1300 876 878	VIC	1300 764 916
QLD	1800 458 045	SA	1800 984 554	WA	1800 249 586

Or alternatively, you can mail your request to:



Releases & Security Variations,  
Level 4C, ANZ Centre,  
833 Collins Street,  
Docklands, VIC 3008.

An acknowledgement of receipt will be sent within 24 hours to the fax number listed in section B only.

If a request is for return of title, items will be sent via registered post and require the title owner(s) or representative named in Section B to sign confirmation of receipt at collection.

## FEES AND CHARGES

ANZ fees relating to the settlement, lodgement and preparation of a discharge are contained in your Letter of Offer and the ANZ Personal Banking - General Fees and Charges booklet available at any ANZ Branch or from the ANZ website at [www.anz.com](http://www.anz.com)

Government registration fees may also apply.

A deferred establishment fee or early repayment costs may be payable as detailed in your Letter of Offer.



**SECTION A - CUSTOMER DETAILS**

<b>Full name of all registered security holders and borrowers including previous names:</b>		<b>Tick primary contact person</b>	<b>Contact number(s) for primary contact</b>
First Name	Last Name		
1	<input type="text"/>	<input type="checkbox"/>	Home <input type="text"/>
2	<input type="text"/>	<input type="checkbox"/>	Work <input type="text"/>
3	<input type="text"/>	<input type="checkbox"/>	Fax <input type="text"/>
4	<input type="text"/>	<input type="checkbox"/>	Mobile <input type="text"/>

**SECTION B - REPRESENTATIVE DETAILS (FOR CORRESPONDENCE PURPOSES)**

(phone and fax numbers to be provided)

Borrower Representative  
  Solicitor  
  Conveyancer  
  Other Financial Institution  
  ANZ Branch  
  Myself  
  Other

Contact Name       Company/Branch Name

Contact Address       Suburb       State       Postcode

Phone Number       Mobile Number       Fax Number

Email Address

**SECTION C - SETTLEMENT TYPE OR VARIATION TYPE**

Date of Settlement     (Important to provide, if known)

Change to previous request (date of original request)

**Reason for request:** Please tick and provide relevant information, multiple boxes may be ticked. See page 1 for definitions.

Sale  
 Partial Property Release  
 Section 27 (Victoria only)  
 Refinance  
 Internal ANZ Refinance  
 Security Swap

New property/security to be provided (enter property details in Section E)  
 (For a new purchase please submit a copy of Purchase Contract with this request.)

Funds to be placed on Term Deposit (amount and term to be determined).  
 (Another Authority specifying charges and details of lending will be prepared by ANZ to be signed by all parties to the loan).

Loan Repaid (Nil Debt)

I/We would like ANZ to:

Register the Discharge of Mortgage and forward a clear title to the address below (QLD properties excluded)  
 ANZ Production and ANZ Lodgement fees of \$320, plus Government Registration fees, will apply.

Send the Certificate(s) of Title and Discharge of Mortgage(s) unregistered to the address nominated below.  
 Both documents will need to be presented at the Land Registry, by you or your representative, to enable registration.  
 An ANZ Production fee of \$160 will apply.

Send Discharge and/or Certificate of Title via Registered Post to:

My representative noted in Section B above, or

Address       Suburb       State       Post Code

See Loan Repaid (Nil Debt) payment options in section D.





**SECTION H – CUSTOMER AUTHORITY TO BE SIGNED BY ALL PARTIES TO THE LOAN(S) INCLUDING GUARANTORS**

I/We Authorize ANZ to provide my/our solicitors or appointed representatives or other financial institutions detailed in Section B with:

- the amount(s) required to payout the loan(s) and to provide a discharge for the properties held by ANZ.
- any information required about our accounts and Security held.

I/We agree:

- that ANZ will cancel all facilities linked to the loan account(s) [offset facilities, limits] including placing a hold over such loan account(s) if applicable.
- to pay all monies due to the Bank and fees applicable in accordance with the terms and conditions of the loan. We remain liable for any outstanding amount if any error is made in calculation of the amount repayable at settlement.
- that if more than one property secures my/our loan(s), the total loan amount may be reduced to a level acceptable by the Bank and acknowledge that if there are Guarantors over my/our loans that I/We will notify them and ask them to make separate requests to ANZ for the release of their obligations and security(s) held and ask them to agree to the discharge and/or variation I/We are now seeking. Guarantors will need to separately approach ANZ for the variation or release of their obligations and security(s) held.
- not to make any drawings (including loan redraws) against the account(s) being paid out 3 days prior to settlement. If facilities are continuing credit facilities, e.g. Equity Manager Account or Account(s) with limits, I/We will not draw on all remaining credit funds in the account(s) after settlement as these funds will be present to cover interest accruals to be charged at account interest charge cycle date. These accounts will not be closed unless a formal request is made via a branch.
- if it is deemed necessary to accept surplus funds to effect settlement, ANZ will not be responsible for depositing these funds to an appropriate account in my/our names being sole or in joint names if an account number has not been provided in Section G.

Signed by:

Customer/Guarantor 1 Full Name

Signature

Date (DD/MM/YYYY)

Customer/Guarantor 2 Full Name

Signature

Date (DD/MM/YYYY)

Customer/Guarantor 3 Full Name

Signature

Date (DD/MM/YYYY)

Customer/Guarantor 4 Full Name

Signature

Date (DD/MM/YYYY)

**BRANCH USE ONLY**

If customer(s) approach branch, please complete sections as outlined on the front page and fax pages 2-4.

I confirm customer(s) above have been identified in accordance to IM1123.

Full name of staff member

Signature

Branch Stamp

If valuation has been ordered on related securities, enter details below

Valuation order number

Date ordered

In the event Mortgage Servicing requires further information or clarification.

Please tick (✓)

Mortgage Servicing to contact customer 1 /2 /3 /4 (please circle) directly on phone number recorded in contact details in Section A.

Branch staff to be contacted, details provided below. Note: fax number is vital in order to receipt your request.

ANZ Staff Email Address

Branch/Business Centre

BSB

Controlling Post

Contact Phone Number

Fax No