



To:

The Manager – Securities
 First Australian Building Society Limited
 PO Box 142
 IPSWICH QLD 4305

Dear Sir

Re: *Loan Account Numbers:*
In the name/s of:
Property Address:

I/We hereby authorise and request the Society to:

- (a) Supply to _____ particulars of the amount of my/our mortgage debt owing to the Society and any particulars concerning the securities relating thereto which are required.
- (b) Release the Bill of Mortgage and other securities the said mortgage debt in exchange for the amount of my/our indebtedness to the Society.
- (c) Deliver to _____ said released Bill of Mortgage, collateral securities, the relevant title deed/s on my/our behalf (whose receipt thereof shall operate as a full and sufficient discharge to the Society).
- (d) In the event the said mortgage or other securities being released by the Society and delivered in accordance with this authority in exchange for an amount less than the correct amount owing by me/us to the Society (whether due to inadvertence, dishonoured cheques, or any other reason), the Society is authorised to retain any other moneys or cheque/s or anything else of my/our property which may come into the Society’s possession to the extent of any deficiency and until such shall be fully satisfied and we agree to pay the Society on demand the amount of any such deficiency.
- (e) I/We advise that on full discharge of my/our loan account/s, I/we require the following procedure to be effected on my/our House, Life, Contents and any other Insurance policy/ies currently held by the Society:

House Insurance Policy	Life Assurance Policy	Contents Insurance Policy	Other Insurance Policy
Cancel the policy. Maintain policy and Society’s interests relinquished.	Cancel the policy. Maintain policy and Society’s interests relinquished.	Cancel the policy. Maintain policy and Society’s interests relinquished.	Cancel the policy. Maintain policy and Society’s interests relinquished.

(Please tick appropriate box)

- (f) We advise our forwarding postal address will be:
- (g) The anticipated date for settlement is / /
- (h) The Society requires ten (10) business days notice in writing to prepare a release settlement.

 Borrower’s Signature

 Borrower’s Signature

 Witness’s Signature

 Witness’s Signature

 Date

 Date