



**To organise discharge of your security property(ies), please follow the steps below:**

- Step 1** complete all the required fields
- Step 2** if there are more than two borrowers and/or more than four loans to be paid out, complete and attach an additional form
- Step 3** mail to Members Equity Bank, Discharges, GPO BOX 1345, Melbourne, VIC 3001 or fax to (03) 9605 6999

**Details of all Borrower(s)**

**Borrower 1**

Title Mr/Mrs/Miss/Ms/Other  Surname  Given name(s)

Home phone (  )  Work phone (  )  Mobile

**Borrower 2**

Title Mr/Mrs/Miss/Ms/Other  Surname  Given name(s)

Home phone (  )  Work phone (  )  Mobile

**Details of loan(s) to be fully or partially paid out**

Loan <input type="text"/>	is to be paid out in full	<input type="checkbox"/> Yes	<input type="checkbox"/> No	▶ please specify the partial payout amount	\$ <input type="text"/>
Loan <input type="text"/>	is to be paid out in full	<input type="checkbox"/> Yes	<input type="checkbox"/> No	▶ please specify the partial payout amount	\$ <input type="text"/>
Loan <input type="text"/>	is to be paid out in full	<input type="checkbox"/> Yes	<input type="checkbox"/> No	▶ please specify the partial payout amount	\$ <input type="text"/>
Loan <input type="text"/>	is to be paid out in full	<input type="checkbox"/> Yes	<input type="checkbox"/> No	▶ please specify the partial payout amount	\$ <input type="text"/>

**Details of security property(ies) to be released**

**Address of security property 1**

Reason for request:  Property sale  
 Refinance - please provide name of financial institution

Contact name  Phone (  )

Other - please specify

**Address of security property 2**

Reason for request:  Property sale  
 Refinance - please provide name of financial institution

Contact name  Phone (  )

Other - please specify

**Nominated representative for settlement**

Company name  Contact name

Phone number (  )  Fax number (  )

Email address  Anticipated settlement date

**Borrower(s) authority**

I/We authorise Members Equity Bank to:

- initiate release of the above security property(ies);
- pay out the loan in full or reduce the loan balance as specified above;
- charge me/us the applicable fees in accordance with the Terms and Conditions of the loan(s);
- provide a pay out figure and all other information related to the release of the security property(ies) to the nominated representative/refinancing institution;
- place a hold on the loan(s) which will allow no further transactions; and
- cancel all facilities linked to the loan (e.g. offset facility).

Signature  Print name

Signature  Print name