



This form is only to be completed if you're selling your property and your loan/s will be paid out IN FULL at settlement. Please attach a copy of your Contract of Sale.

Membership Details and Acknowledgement

Membership Number: _____ L/S _____

Customer Name/s: _____

Security address/es to be released: _____

_____ Date of Settlement: _____

I/We authorise Heritage to provide details of my/our loan/s and payout figures to the party nominated below.

I/We acknowledge that Heritage Bank may action my/our request to release the security property, including dealing with all deeds and documents connected with this authority via an electronic channel.

Settlement Instructions

Please prepare the discharge of mortgage/s and repay all loan/s associated with the above property/s. The title deed, duplicate bill of mortgage, discharge of mortgage and any relevant documents are to be provided at settlement as follows:-

Solicitor/Conveyancing Firm: _____

Contact Name: _____

Phone Number: _____ Email: _____

Fax Number: _____

OR

Self Acting or Authorisation of Third Party

If self acting documentation will be handed to to any ONE party to the loan, or other authorised person as noted following:

Full Name of Authorised Person

Signature of Authorised Person

Note: Any person collecting the documents, either as a self actor or authorised third party, will be required to produce identification.

Disbursement of Surplus Settlement Proceeds

Upon completion of settlement and payout of loan/s, please credit surplus settlement funds to the following

Heritage Bank Account:

Account No.: _____ L/S _____ Account Name: _____

Note: If no Heritage Bank account is held, surplus funds will be forwarded via **one** cheque payable to **all** Borrowers.

Change of Address

Upon completion of settlement my/our address is to be changed to the following:

Borrower Name: _____ Borrower Name: _____

Mailing Address: _____ Mailing Address: _____

Residential Address (if different to mailing): _____ Residential Address (if different to mailing): _____

DISCHARGE AUTHORITY PROPERTY SOLD



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Fees and Charges

I/we acknowledge that fees and charges in respect to the settlement of our discharge of mortgage may apply. These fees and charges form part of your credit contract and will be applied to the loan and are payable as follows.

Electronic conveyancing transaction service fee payable to Property Exchange Australia (PEXA), up to **\$54.01** per transaction/discharge. Victorian discharges will incur an additional PEXA service fee of up to **\$31.35** per transaction/discharge.

Electronic title registration fee payable to the State's land titles authority. This fee will be paid via Property Exchange Australia (PEXA).

Victoria **\$110.80***; New South Wales **\$143.50***; South Australia **\$170.00***; Western Australia **\$174.70***.

* Per transaction/discharge. Fees and charges are current as at 01 July 2019 and are subject to change.

Return details

This form must be provided to Heritage Bank at least 10 business days prior to settlement.

Please return the completed and signed form to:-

Heritage Bank Limited
Credit - Release Settlements
PO Box 190, Toowoomba Qld 4350

Email to: credit.releases@heritage.com.au
Phone: 13 14 22
Fax to: 07 4694 9108

Authorisation

Borrower's/Guarantor's Signature/s

Date

To be signed by all parties to the loan.