



Repaid Loan Advice.

Note: LIS Diary when documents received.

Date:	/ /	From (Branch)	
Branch No.		Employee No.	Phone No. ()

Loan account No.	Line of Credit Account No.	CIS No.
<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION 1 (To be completed by branch when discharge payment is received).

Customer Name	Phone No. ()
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COLLECTION BRANCH AND BRANCH NO.	
Address of property to be released	

Is there a second mortgage?	<input type="checkbox"/> Yes ► State name of Bank and Branch: _____ Number: _____
	<input type="checkbox"/> No
Has second mortgage been paid in full?	<input type="checkbox"/> Yes ► Customer must produce (on collection) Discharge of Mortgage or letter confirming that they have no further interest in the documents.
	<input type="checkbox"/> No ► Documents will be sent to second mortgagee.
Will all the parties named on the Certificate of Title be attending collection?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No ► 'Authority' section below to be completed by the customer who is unable to attend collection OR an authorisation letter required from the customer/s who is unable to attend collection, providing a loan number and an authorised customer name.
Documents to be held in safe custody?	<input type="checkbox"/> Yes ► Fee payable \$ _____ Please refer to the G/L Number in Section 2
	<input type="checkbox"/> No
BOM Account for Fee:	BSB _____ Account No. _____
Require discharge registered at Land Titles Office? (Please tick Yes if property to release is in New South Wales, Victoria, Western Australia or South Australia)	<input type="checkbox"/> Yes ► Email completed form to mortgagesecurityvariations@bankofmelbourne.com.au No account – Request cheque in favour of relevant Land Titles Office. Please staple the bank cheque in front of the form and send to Mortgage Discharge Team. Bank cheque # _____
	<input type="checkbox"/> No ► Email completed form to mortgagesecurityvariations@bankofmelbourne.com.au

Land Titles Offices

NSW – Land Registry Services	ACT – Access Canberra	WA – Landgate
QLD – Department of Natural Resources	VIC – Land Titles Office	SA – Covered under separate form

SECTION 2 (To be completed by Full Discharge Team).

The following documents are forwarded for collection borrower(s):

<input type="checkbox"/> Certificate of Title – Volume		Folio	
<input type="checkbox"/> Mortgage no.		<input type="checkbox"/> Survey	
<input type="checkbox"/> Discharge of mortgage		<input type="checkbox"/> Certificate of Compliance	
<input type="checkbox"/> Building Certificate		<input type="checkbox"/> Other	

Safe Custody G/L Numbers

NSW – 6203012 02 1912460 0000	ACT – 6203012 01 1912460 0000	WA – N/A
QLD – 6203012 04 1912460 0000	VIC – 6203012 03 1912460 0000	SA – Covered under separate form

SECTION 3 Privacy Statement.

All personal information and credit-related information we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at bankofmelbourne.com.au/privacy/privacy-statement or by calling us on 13 22 66. Our Privacy Statement also provides information about how you can access and correct your personal information, and make a complaint. You do not have to provide us with any personal information or credit information but, if you don't, we may not be able to process your application or request.

SECTION 4 (To be completed when documents are collected from branch. Please ensure customers (all) sign prior to sending to the Full Discharge Team). Please DO NOT detach this section from the form.

Note special instructions: Signatures are to be checked against signatures on mortgage.

I/We confirm that the above-mentioned documents were received from Bank of Melbourne.

Borrower's Signature(s)



Borrower's Signature(s)



Date

/ /

Witness (Bank of Melbourne officer)



**Note: LIS Diary when documents released and return form to Full Discharge Team, Level 3, Kogarah
Please return after 30 days if the documents are not collected**

AUTHORITY

I/We hereby authorise Bank of Melbourne to **hand** all deeds and documents held in connection with loan number:

 to

(a specimen of whose signature appears below) on payment to you of our total indebtedness.)

Borrower's Signature 1



Borrower's Signature 2



Specimen Signature 1



Specimen Signature 2



(authorised party)

(authorised party)

(Please ensure each borrower has signed the above authority before documents are released.)