



Discharge/Refinance Authority

Purpose of this form is to arrange for the release of security and to provide instructions for disbursement of money. Ensure that all Borrowers/Guarantors have signed the Declaration in Section 6 on page 2. If you need to add/replace security on your existing loans contact the Bank or your Broker for assistance.


Section 1 – Your current details

Loan account number Borrower name(s) (as per loan account)

Name of Borrower to be contacted

Daytime phone number () Email address

Do you currently have one of the following loan types? (Please tick (✓) one box only)

- Fixed Rate (including Interest In Advance) 
- 1 Year Guaranteed Rate
- None of the above (proceed to Section 2)



Note: An Early Repayment Adjustment may need to be paid. Please ask us for a quote before deciding to release your security.

Section 2 – Details of property

Address of property to be released State Postcode

Title reference number (if known)

Discharge is required for the following reason:

- Property Sold  Full Discharge Partial Discharge*

Sale Price \$ / Anticipated Settlement Date / / Settlement Location

- Loan refinanced to Other Financial Institution
- Security to be released, no settlement required

Please send documents for collection to Branch

- Other instructions/additional information



*Partial Discharge

- Partial Discharge is where you have multiple loans and/or multiple properties and when releasing property you are not repaying all loans.
- The Bank may be required to complete valuations on your remaining security properties. This can only be determined once your application has been assessed. We will contact you to obtain property access details.
- Attach a copy of the contract of sale showing sale price including deposit and any relevant conditions.

Section 3 – Instructions on the discharge of mortgage

Please hand all deeds and documents connected with this property to:

Solicitor Firm/Financial Institution or their nominee.

Appointed contact name Contact phone number () Fax number ()

Section 4 – Instructions for distribution of funds

Where amount to be collected is being distributed to more than one account, provide details of distribution:

Loan account number <input type="text"/>	To be paid in full <input type="checkbox"/> Yes <input type="checkbox"/> No ▶ if 'no'	Amount to be credited \$ <input type="text"/>	New limit amount \$ <input type="text"/> (where limit is being reduced)
Loan account number <input type="text"/>	To be paid in full <input type="checkbox"/> Yes <input type="checkbox"/> No ▶ if 'no'	Amount to be credited \$ <input type="text"/>	New limit amount \$ <input type="text"/> (where limit is being reduced)
Loan account number <input type="text"/>	To be paid in full <input type="checkbox"/> Yes <input type="checkbox"/> No ▶ if 'no'	Amount to be credited \$ <input type="text"/>	New limit amount \$ <input type="text"/> (where limit is being reduced)

Where there is money in excess of that required to repay/reduce my/our loans, including balance of any MISA, please deposit to the following CBA account:

Account name <input type="text"/>	Account number <input type="text"/>
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Section 5 – Instructions for Line(s) of Credit

Only complete if the loan being discharged is a Viridian Line of Credit or Line of Credit and is in the name of one or more individuals (not a company, trust, business or another non-personal entity).

Please tick (✓) appropriate box(es) **Note:** If your account is to be closed please ensure all Direct Debits/Salary credits are changed.

- Account is to be closed; or
- Account is to remain open and be converted to Streamline Account; and
 - I/We have received the Transaction, Savings, and Investment Account Terms and Conditions and that my/our first deposit to my Streamline Account indicates my/our acceptance of those Terms and Conditions.

Section 6 – Borrowers Acknowledgement and Authority

- Declare the information given in this form is true and correct;
- Authorise Commonwealth Bank of Australia ABN 48 123 123 124 ('CBA') to discharge the mortgage over my/our property detailed in this authority;
- Authorise CBA to hand all deeds and documents connected with this authority to the Legal Representative or Financial Institution (or their representative) and provide any information or documentation they require about this account and security(ies) in order to effect settlement;
- Authorise CBA to act on instructions from my/our nominee;
- Authorise CBA to vary my/our Credit Contract in accordance with this Discharge/Refinance Authority;
- Acknowledge that, if CBA agrees to vary the Credit Contract as set out in this authority, my/our Credit Contract will be varied on the date of release or substitution of the Security;
- In exchange for the release of security referred to in Section 2, the Bank is to receive sufficient monies to clear/reduce all debts.

Full name

Signature of Borrower/Guarantor Date

Full name

Signature of Borrower/Guarantor Date

Full name

Signature of Borrower/Guarantor Date

Full name

Signature of Borrower/Guarantor Date



- Once you have moved (or changed your postal address), you can update your details on NetBank, by calling **13 2221** or visiting a branch.
- If you have insurance with Commlnsure, and would like to make changes to the arrangements, contact Commlnsure on **13 2423**.
- For further information relating to discharges, please visit commbank.com.au and search "Paying out your loan".
- For more than four signatures, or if you need to provide us more information, photocopy the appropriate page before completing details and attach to this request.

Staff/Broker details (Fax completed request to Mortgage Services immediately)

Prepared by (full name) <input type="text"/>	Staff/Agent number <input type="text"/>	Contact number <input type="text"/>
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