

Security Release Authority



The Security Release Authority is to be signed by all registered owners of the property and all account holders of the loan (including Guarantors)

Section A – Complete for all Discharges	
Borrowers Name in Full	Member Number
Account Number:	
Address of property to be discharged:	

Section B– Reason for Discharge (Only Complete Applicable Section)	
<input type="checkbox"/> SOLD	
<input type="checkbox"/> Copy of the Sale of Contract attached	
Solicitors Name	
Solicitors Phone Number	
Solicitors Email	
Anticipated Settlement Date	
<i>*Settlements are to be completed via PEXA or at a Queensland Country Bank Branch Location. Any other location may result in additional costs as we may have to engage with an agent</i>	
Fees applicable to this transaction	
<input type="checkbox"/> Is an Early Repayment Fee (ERF) Applicable	<input type="checkbox"/> Member has been advised that an ERF is to apply
ERF quote (subject to change)	
Date of ERF	
<i>*If Member has not been advised of ERF, Branch Manager or Authorised Lending Officer to make contact and advise</i>	
<input type="checkbox"/> REFINANCE	
Financial Institution / Acting Agent	
<i>*Settlements are to be completed via PEXA or at a Queensland Country Bank Branch Location.</i>	
Fees applicable to this transaction	
\$450 Mortgage Settlement Fee to apply to all Refinance settlements	
<input type="checkbox"/> Is an Early Repayment Fee (ERF) Applicable	<input type="checkbox"/> Member has been advised that an ERF is to apply
ERF quote (subject to change)	
Date of ERF	
<i>*If Member has not been advised of ERF, Branch Manager or Authorised Lending Officer to make contact and advise</i>	

Section B– Reason for Discharge (Only Complete Applicable Section) **LOAN PAID OUT**

Queensland Country Bank are in a position to be able to lodge the Release of Mortgage document on behalf of Members where applicable through PEXA, relevant states registration fee will apply

Please lodge Release of Mortgage on my/our behalf

Nominated Account for Registration Fee (must be a Queensland Country Bank Account)

Charge Date

Where a Paper Release is required – Branch Nominated for collection

Section C– Proceeds / Distribution

Nominate all debts linked to property to be discharged

Account Number	To Be Paid In Full	Principal Reduction Required (Amt)	<u>New Loan Limit if Partial</u>	*Repayments to be recast
	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>

**If a principal reduction is being completed on a loan, please ensure that if Repayments are to be recast that this is selected*

- Are all debts linked to the property to be discharged, being paid out/cancelled
- Is a Partial Release Request Required
- Is this being completed with a Substitution of Security (QCL 0024 Substitute Security Request to also be submitted)
- SURPLUS FUNDS to be distributed to account (must be a Queensland Country Bank Account)

Account Name

SAV Account Number

Section D – Member Declaration

I/We/The Company

- *Understand that if any error has been made in calculating the settlement amount, that I/We/The Company am/are/is liable for any amount outstanding*
- *Authorise Queensland Country Bank to provide the Solicitor, Agent or Financial Institution as my/our authorised representative with any information they require about this account and to supply relevant documents to them upon settlement*
- *Acknowledge that Government Mortgage Release Registration Fee/s will apply to transactions processed through PEXA*

Full Name

*Signature

Date

**Electronic signatures are currently not acceptable, signature to be pen to paper*

Section E– Branch Use (To be completed by Branch Manager or Authorised Lending Officer)

Branch Manager or Authorised Lending Officer to complete

- UHLP I confirm that the Ultimate Home Loan Package (UHLP) is to be cancelled.
- SALE I confirm that the Member/s has/have been contacted and loan notes added in Core Banking.
- REFINANCE I confirm that the Member/s has/have been contacted and loan notes added in Core Banking.
- REPAID I confirm that the registration fee/s has been collected from Member and loan notes added in Core Banking.
- OFFSETS I confirm that all offset accounts on loans being closed will either be re-linked to an alternate loan or converted to an alternate SAV product.

Branch	Branch Manager / Lending Officer	Signature	Date