



hlca

HOME LOAN CENTRE AUSTRALIA PTY LTD

MORTGAGE DISCHARGE REQUEST

I/We hereby request you to prepare a Discharge of Mortgage, and authorise Home Loan Centre Management Pty Ltd to provide any relevant information to our nominated solicitor(s).

BORROWER(S): (1) _____ (2) _____
(Print Full Name) (3) _____ (4) _____

CONTACT PHONE NO: Home: _____ Work: _____
Mobile: _____ Email: _____

LOAN ACCOUNT NO'S: _____

LENDER: _____

SECURITY PROPERTY(IES) _____

TO BE RELEASED: _____
(Address; Certificate of Title Reference)

SOLICITOR(S) / BANKER _____
ACTING ON BEHALF OF BORROWER(S): _____

Contact: _____ Email: _____

Phone No: _____ Fax No: _____

Reason for Discharge – Please tick where applicable

- Sale of Property** – Anticipated Date of Settlement: _____(a)(b)(c)
- Re-finance** New Lender _____ Approval Amount _____
Anticipated Date of Refinance Settlement _____(a)(b)(c)
- Partial Discharge** (Whereby loan is secured by more than one property. Please note remaining security must be revalued with associated costs borne by the Borrower(s).)
- Other** _____

Signatures (All borrowers to sign): (1) _____ * _____ Date _____
(2) _____ * _____ Date _____
(3) _____ * _____ Date _____

Escalation of Discharge: Please tick YES or NO box to advise if escalation of settlement is required to be actioned. By ticking the YES box Home Loan Centre will instruct upon receipt of original signed discharge request form. \$400 escalation fee will apply. By ticking NO box normal processing timelines will apply. Neither box ticked, normal processing will apply.

YES NO

* Please note: Our Agents will **NOT** be instructed until we hold an **original signed form** in this office. Originals to be sent to GPO BOX 2774 MELBOURNE VIC 3001*

(a) Please note: **Normal discharge processing** - a minimum of **15 business days** prior to issuing instructions. A further 5 business days for solicitors to action any discharge matter that HLCA instruct.

(b) Please note: If settlement is required prior to 20 working days from receipt of original discharge request form, a \$400 escalation fee will apply and instructions will be issued upon receipt of original discharge request form. Normal 5 business days allowance for solicitors to action discharge matter still apply.

(c) Please note: If anticipated settlement date is not completed normal discharge process and timeline will apply.

MELBOURNE
Level 42, South Tower Rialto
525 Collins St, Melbourne, VIC 3000
t 03 9222 5600
f 03 9222 5690

SYDNEY
t 02 8833 5200
f 02 8833 5290

BRISBANE
Ground Floor, 15 Astor Terrace
Spring Hill, QLD 4004
t 07 3328 3400
f 07 3328 3490

PERTH
t 08 9423 8300
f 08 9381 4240