Great Southern Bank
A business name of Credit Union Australia Ltd
ABN 44 087 650 959 **AFSL** and Australian credit licence 238317
GPO Box 100, Brisbane QLD 4001 **P** 133 282 **W** greatsouthernbank.com.au

Request to Release Security – Sale/Loan Repaid

IMPORTANT INFORMATION:

Use this form to request the discharge of Great Southern Bank's security interest on the title when selling your property and/or paying out your home loan in full.

We require a minimum of **10 business days to release a security**. Follow the instructions below to help us process your discharge as quickly as possible.

Have a solicitor or conveyancer acting for you?

- For property sales executed via electronic lodgement, give the completed form to your representative. They'll provide it to us through the **PEXA workspace**.
- For all other lodgements, have them email the completed form to **release.requests@gsb.com.au**

Acting on your own behalf?

Email the completed form to **release.requests@gsb.com.au**

1 YOUR DETAILS (USE AN ADDITIONAL FORM IF MORE THAN 2 PEOPLE ARE ON THE LOAN)

Borrower/Guarantor name(s):

Customer name (1):		I am the:	Borrower ☐ Guarantor ☐
Email address:		Phone number:	
Customer name (2):		I am the:	Borrower ☐ Guarantor ☐
Email address:		Phone number:	

Primary contact name:

Primary contact details will be used if no representative details are provided in Section 7.

2 CONSENT FOR ELECTRONIC DELIVERY OF LOAN DOCUMENTS

I/We consent to the electronic delivery of loan documents related to this request to the Primary Contact's email address provided in section 1: ☐ Yes ☐ No

If no, please indicate where documents are to be sent below:

Mailing address	Suburb	State	Postcode
		SELECT	

3 YOUR DETAILS AFTER DISCHARGE OF LOAN

Will your contact details change after your loan is discharged: ☐ Yes ☐ No

If yes, please provide us with the new details:

Customer name (1):

Residential address | Suburb | State | Postcode

SELECT

☐ Mailing address same as new residential address

Mailing address | Suburb | State | Postcode

SELECT

Customer name (2):

Residential address | Suburb | State | Postcode

SELECT

☐ Mailing address same as new residential address

Mailing address | Suburb | State | Postcode

SELECT

4 SETTLEMENT TYPE

☐ Selling my property ☐ Remove Great Southern Bank from title (I have paid off my home loan in full)

5 YOUR PROPERTY TO BE RELEASED

Complete this section if a property is being released.

Property (1): Address | Suburb | State | Postcode

SELECT

Property (2): Address | Suburb | State | Postcode

SELECT

6 HOME LOAN ACCOUNT DETAILS

Tell us all loan accounts secured by the property that you want to payout and close as part of this discharge.

Home loan account number(s)

Nominate a Great Southern Bank account to credit any surplus funds from the settlement. Account number:

Nominate a Great Southern Bank account to cover any shortfall or discharge fee. If an account is not provided, one of your Great Southern Bank accounts will be nominated. Account number:

Discharge Fees / Release Fees are payable and will be collected at settlement, or Loans paid out without a settlement will have the Discharge Fee / Release Fees debited to the account nominated. The current fee is disclosed in 'Lending Schedule of Fees'

7 REPRESENTATIVE DETAILS/SETTLEMENT CONTACT

Please liaise with the Solicitor/Conveyancer that I have appointed to act on my/our behalf:

Company: Contact person:

Email: Phone number:

8 PRIVACY NOTICE

The information you give us in this form allows us to consider and process your request. Without this information we can't provide you with this service. Our Great Southern Bank Group Privacy Policy includes details on how you can access information we hold about you, how you can correct information if you believe it isn't accurate, the names and contact details of credit reporting bodies and other entities we may share your information with (including the types of information we share and your rights in relation to that information), and what to do if you believe we've breached the Privacy Act, Australian Privacy Principles or the Privacy (Credit Reporting) Code (including how we'll handle your complaint). This policy is available at **greatsouthernbank.com.au/privacy-policy** or in hard copy on request.

9 AUTHORITY

Authority must be signed by all borrowers and guarantors to the loan(s).

I/We authorise Great Southern Bank to provide my/our appointed representatives detailed per section 7 with:

- Any amount(s) required to payout loan(s).
- Any applicable documentation required in relation to security being released.

I/We understand and agree that:

- I/We will pay all monies due to Great Southern Bank and all applicable fees, in accordance with the Terms and Conditions of the account/s, including any fees payable to third parties such as agents and government bodies.
- If any error is made in calculating settlement amounts, I/We are liable for any outstanding amount.
- Great Southern Bank will cancel and place a hold on accounts where applicable and will cancel all facilities linked to the account's that are being paid out.
- I/We are responsible for updating any direct debit arrangements that draw from accounts being paid out or closed, and Great Southern Bank is not liable for any payment rejections and associated dishonour fees if I/We do not update these arrangements.
- I/We will make no drawings from impacted accounts, including redraws, from 3 business days prior to settlement.
- I/We acknowledge that any accounts linked as an offset for any of the loans being paid out as part of the settlement will be removed and will no longer offset a loan.
- Great Southern Bank is not responsible for depositing surplus funds if an account number is not provided by me/us in the account payment details section above.

Customer signature (1)	Customer signature (2)
Full name	Full name
Date	Date

We're here to help

If you need assistance completing this form, call us on **133 282** or drop into your local branch.