



# Discharge of mortgage and home loan closure authority.

Email: [discharge.requests@mebank.com.au](mailto:discharge.requests@mebank.com.au)

Mail: ME Loan Discharges, GPO Box 1345, Melbourne VIC 3001

Any questions? Call ME on **13 15 63** or visit [mebank.com.au](http://mebank.com.au)

## Getting started.

If you need to discharge your mortgage or payout your loan, complete the following form and have all borrowers/guarantors sign on page 2. Fill out relevant sections of an additional Discharge and home loan closure authority form if you have more than two borrowers on a loan.

## Discharge reference number.

Your unique discharge reference number is required to process your request.

## Personal details.

### Borrower 1

Given name(s)

Family name

Home phone

Work phone

Mobile phone

### Borrower 2

Given name(s)

Family name

Home phone

Work phone

Mobile phone

## Reason for discharge.

Sale Contract of sale amount \$

Loan paid out

Refinance (if you're refinancing your home loan please select the reason(s) below.)

Interest rate  Product features  Credit decision  Service

Other

## Details of loans to be repaid or reduced.

Loan number	Loan paid in full	Loan reduced	Amount to be paid off the loan
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> ▶	\$ <input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> ▶	\$ <input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> ▶	\$ <input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> ▶	\$ <input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> ▶	\$ <input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> ▶	\$ <input type="text"/>

## Security property to be released from the above accounts.

Address of security property to be released

State

Postcode

Anticipated settlement date (DD MM YYYY)

## Your representative(s) for settlement – fill out all that apply.

Acting for self  Solicitor / conveyancer – fill out the following details:

Company

Contact name

Phone number

Email address

New financial institution – fill out the name of the new financial institution:

## Surplus funds.

If there is extra money provided at settlement, we can transfer the surplus to your ME account nominated below.

BSB number

Account number

Account name

## Address after settlement.

If we need to send you information related to this loan after settlement, please provide your address details below.

Residential address

Postal address

## Important info.

### Offset Account (Link & Delink).

If you have an Ultimate Offset Account and the loan facility is paid in full, we are required to close the Ultimate Offset Transaction Facility on the date of settlement.

To ensure there is no delay in closure of your home loan, please ensure you remove all available funds from your Ultimate Offset Account Transaction Facility **at least 2** days before settlement date.

If you have a Flexible Home Loan with a linked offset account(s) and the loan is paid in full – we will be delinking your offset account(s) on the date the payout figure is calculated (this may occur 2 days or more prior to settlement).

At any point, if you would like to link your existing offset to another home loan, please note to do this, you must contact ME on **13 15 63**.

### Payment required

The amount you are required to pay includes applicable fees and charges and outstanding interest.

### Fees and charges

- You can see the relevant fees and charges in Section 1 – Financial Table of Part A of your home loan contract.
- To find out the cost of Government fees and charges for registering your discharge, contact the Land Titles Office in the relevant state or territory.

### Fixed interest rate loans

- All prepayment fees are only valid for 10 business days.
- If you would like to find out an 'exact' prepayment fee being used as part of your final payout figure, please do so by contacting ME on **13 15 63**.
- For all discharge matters, the 'exact' prepayment fee can only be provided if contacted anytime within the 14 business days leading up to your settlement.
- The full prepayment fee may be noted as 'Enforcement expense' in your Home Loan Statement.

### Regular loan repayments

We'll continue to debit your regular loan repayments until the discharge settlement occurs. At settlement, your repayments will be cancelled or adjusted as appropriate.

If there are any repayments due within 3 business days prior to the settlement date or any uncleared funds identified during payout figure calculation, ME will include this as part of the final payout figure.

## Declaration and authority.

I/We have read and understand the information on this form.

I/We authorise ME to:

- initiate discharge of the security property(ies) specified;
- pay out the loan(s) in full or reduce the loan balance(s) as specified;
- charge me/us the applicable fees in accordance with my/our loan Terms and Conditions;
- provide a payout figure and all other information related to discharge of the security property(ies) to the nominated representative;
- payout any surplus funds to the nominated account specified above;
- place a hold on the loan(s) which will allow no further transactions (including redraw);
- if I/we have an Ultimate Offset Account and the loan is paid in full – close the Ultimate Transaction Facility on the date of settlement;
- if I/we have a Flexible or Standard Home Loan with a linked offset account(s) and the loan is paid in full – delink the offset account(s) on the date the payout figure is calculated (this may occur 2 days or more prior to settlement);
- obtain payment from me/us for any funds still due after settlement (e.g. dishonoured repayments).

To be signed by all borrowers / Guarantors:

Borrower 1 Print name

Signature

Date

Borrower 2 Print name

Signature

Date

Guarantor 1 Print name

Signature

Date

Guarantor 2 Print name

Signature

Date