

# SECURITY PROPERTY SOLD DOCUMENT REQUEST FORM (VERSION 7)



## Security and Loan Details

Account name: \_\_\_\_\_ Account no: \_\_\_\_\_

Security sold: \_\_\_\_\_

Proposed settlement date \_\_\_\_\_ (Note: 10 business days notice required).

This form is only to be completed if **one or more of the properties securing your loan has been sold** and you will be paying out your loans **IN FULL** at settlement. Please include a copy of your Contract of Sale.

If all loans are not being repaid, a Partial Release application form is required to apply to have a security property released from your loans. On receipt of the application, Heritage will advise you of any further requirements.

I/we authorise Heritage to provide details of my/our loans and payout figures to the party nominated below in regards to the sale/release of the subject property/s. Fees, charges, terms and conditions may apply.

## Section 1 - Settlement Instructions

Please discharge your mortgage over the above property. The title deed (or copy), duplicate Bill of Mortgage, Release or Discharge of Mortgage and any relevant documents held by you are to be disposed of in the following manner:

Solicitor / Conveyancing firm: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

**OR**

If self acting, hand to any ONE party (borrower) to the loan, or other authorised person as per Section 2.

## Section 2 – Authorisation to Collect by Third Party

\_\_\_\_\_  
Full name of any other authorised person

\_\_\_\_\_  
Signature of authorised person

Note: Any person collecting the documents who is NOT a party to the loan and whose signature appears above will be required to produce identification.

## Section 3 – Disbursement of Surplus Settlement Proceeds

Upon completion of settlement and payout of loans associated to the security property, please credit surplus settlement funds to the following **Heritage Bank** accounts:

Account no: \_\_\_\_\_ S \_\_\_\_\_ Account name: \_\_\_\_\_

**Please note: If no Heritage Bank account is held, surplus funds will be forwarded via one cheque payable to all Borrowers.**

## Section 4 - Change of Address

Upon completion of settlement my/our mailing address is to be changed to the following:

Borrower Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Residential Address (if different to mailing): \_\_\_\_\_

Borrower Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Residential Address (if different to mailing): \_\_\_\_\_

## Authorisation

\_\_\_\_\_  
BORROWERS/GUARANTORS SIGNATURE/S - TO BE SIGNED BY ALL PARTIES TO THE LOAN

Date: \_\_\_\_\_

Please return the completed and signed form to:

Heritage Bank

Credit – Securities

PO Box 190, Toowoomba Q 4350 Fax: 07 4694 9108

## Branch Use Only

Copy of contract of sale attached