



## DISCHARGE AUTHORITY AND ACKNOWLEDGEMENT

TO: **Collins Securities Pty Ltd ('Collins')**  
Level 5, 446 Collins Street  
Melbourne Vic 3000

I/WE \_\_\_\_\_ of \_\_\_\_\_

Loan No: \_\_\_\_\_ do hereby **AUTHORISE, REQUEST AND DIRECT** :

- a) You prepare all the necessary documentation and make all necessary calculations to finalise my/our loan with you detailed above and discharge any mortgage associated with this loan as described in (b) below.
- b) I/WE acknowledge that in calculating the balance due to be repaid to you under the terms and conditions of that loan, subject to those terms and conditions, there may be administration fees and penalty interest to be paid with the repayment of principal and interest.
- c) I/WE also understand that there may be fees incurred by Collins in the processing of my request and those fees will be payable should I/WE not proceed with this discharge.
- d) Property details for property being discharged: \_\_\_\_\_
- e) That you provide loan payout details to: \_\_\_\_\_ for the anticipated settlement date of \_\_\_/\_\_\_/\_\_\_
- f) That you hand the relevant Certificate of Title, Mortgage and associated release documentation to (name & contact number): \_\_\_\_\_

Reason for Discharge: \_\_\_\_\_

Forwarding Address (if applicable): \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

- g) I/We further authorise you to cancel all direct debits from \_\_\_\_\_ on finalisation of this matter.  
(name of Bank if applicable)

**Please note**

- A minimum of **30 days** notice is required to arrange settlement
- Once completed this form should be returned to our Collins Securities Discharge Department, Level 5, 446 Collins Street Melbourne Vic 3000 or faxed to 03 8629 0202.
- Please note the Collins fee of \$400.00. to arrange the discharge of mortgage will be deducted from the settlement proceeds.
- Additional solicitor's fees and disbursements may apply and will be advised once this signed discharge authority is received.
- Please ensure all sections of this form are completed fully. Collins will not be responsible for delays in processing if all information requested is not provided.
- If you are unsure of the information requested **firstly please contact your legal adviser** or provide an additional explanation in the section provided.

➤ Additional Information:

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**DATED** this \_\_\_\_\_ day of \_\_\_\_\_ 20

Signed by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
**(Please print name)**

\_\_\_\_\_  
**(Please print name)**

*Office Use Only*

*Collins Loan Discharge Checklist Completed*

*Signature* \_\_\_\_\_ *Date:* \_\_/\_\_/\_\_