



**Refinance/Sold Authority - Internet**  
**A minimum of 10 working days from receipt of this notice is required for documents to be released**

**Borrower Details (important information & definitions can be found at the end of this form)**

**Borrower name(s) in full:** \_\_\_\_\_

**Name of borrower to be contacted:** \_\_\_\_\_ **Home Number:** \_\_\_\_\_  
 \_\_\_\_\_ **Mobile Number:** \_\_\_\_\_

**Mailing address for all correspondence after Settlement:** \_\_\_\_\_  
 \_\_\_\_\_  
**State:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Settlement details:** **Settlement Date:** \_\_\_\_\_

**Indicate as applicable:** **Property(s) has been:** Refinanced  Sold   
**Suncorp hold a Mortgage over another property**   
**This is a Low Doc Loan**

In the boxes below please specify the Loan/Facility(s) account number(s) and whether the Loan/Facility(s) are to be paid out in full

Loan/Facility account no:	Is to be paid out in full:	If No, the amount to be paid is:
_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$ _____
_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$ _____
_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$ _____

**Would you like 'my home loan package' to continue?**  
 Comments: \_\_\_\_\_

**Name of Legal Firm or Financial Institution handling settlement:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Address of property(s) being released:** \_\_\_\_\_  
 \_\_\_\_\_  
**State:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Address of property(s) being released:** \_\_\_\_\_  
 \_\_\_\_\_  
**State:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Settlement location**

**Please tick the box for the CBD location Settlement is to be effected:**

- Brisbane
- Sydney
- Melbourne
- Perth
- Adelaide
- Hobart
- Darwin
- Canberra

**Simultaneous Settlement**

**Are you purchasing a new property that is being funded by Suncorp?** Yes  No

**If YES, please provide your Suncorp Lender's name:** \_\_\_\_\_

**Do you require the settlement to be effected simultaneously (ie. Same location, same day, same time)**

- Yes
- No

**Declaration**

**Note:** This declaration is to be signed by all parties to the Loan/Facility(s), both borrowers and guarantors.

**I/We/The Company request that any surplus funds be placed in the following Suncorp savings account:**

**Account Name:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_

**I/We/The Company:**

- Understand that if any error has been made in calculating the settlement amount, that I/we/the Company is/are liable for any amount outstanding.
- Agree that I/we/the Company shall not be released from the personal covenants of the security the Bank releases.
- Authorise Suncorp to provide the Financial Institution/Solicitor above (if applicable) as my/our authorised representative with any information they require about this account and to hand Loan/Facility(s) documentation to them upon settlement.
- Agree to pay any Loan Finalisation and/or Loan Variation Fee and any Property Evaluation Fees that are incurred during the course of actioning this Release Request

**Borrowers(s) Full Name:** \_\_\_\_\_

<b>Signature</b>	<input type="text"/>	<input type="text"/>
<b>Date</b>	<input type="text"/>	<input type="text"/>
<b>Guarantor(s) Full Name:</b>	<input type="text"/>	<input type="text"/>
<b>Signature</b>	<input type="text"/>	<input type="text"/>
<b>Date</b>	<input type="text"/>	<input type="text"/>

## Releasing Security over a Home Loan/Facility with Suncorp

### Why does Suncorp need a Refinance/Sold Authority?

Refinance/Sold Authority signed by **all parties** including guarantors authorises Suncorp to release a security over a property(s).

### What does Suncorp expect when you fill out this form?

Whether a property has been sold, a Loan/Facility is to be refinanced or there is simply a need to release a security Suncorp requires the following information in writing:

- Loan/Facility account number(s)
- Full name of all borrower(s)
- Settlement date
- Signed declaration **by all parties to the loan**
- Address of the property(s) to be released
- Location for settlement
- Forwarding address for correspondence after settlement
- Contact details for the representative coordinating the settlement (name and day time telephone number)

*Please complete this form as a matter of priority and return it to the address at the bottom of the form. Until all information is received Suncorp is unable to process the request, which may result in settlement being delayed.*

### When will you hear from Suncorp?

- Either Suncorp or its approved agent will contact you within 7 working days of our receipt of this document. We will confirm your settlement details by fax or letter.
- For Term Loan account/s (Home Loan, Small Business Personal Loan, Bridging Loan) we will contact you or your specified representative (eg. Legal Firm or Financial Institution) 2 working days prior to settlement to provide a payout figure and confirm the settlement details. A hold will also be placed on your loan account when we receive your settlement instructions so as to allow us to provide you with final payout figures.
- For Line of Credit Facility/ies Asset Line, Professional Asset Line or Overdraft Facility etc) account(s) we will contact you or your specified representative (eg. Legal Firm or Financial Institution) on the day of settlement to provide a payout figure and confirm the settlement details. A hold will also be placed on the account on the morning of settlement, to allow for processing of final payout figures to be completed.
- Surplus Funds (when applicable) will be accessible via your nominated Suncorp surplus funds account 24-48 hours after settlement is completed.

### Other important information

- We require a minimum of 10 working days from receipt of a fully completed Security Release Authority form to release a security over a Loan or Facility.
- A fee applies to cover the Bank's costs in releasing its security. If the Bank requires new or existing property/ies used as security to be valued, Property Evaluation fees will also apply.
- If you have an automatic transfer from a Suncorp deposit account into a Suncorp Loan account this will be cancelled automatically. If you have a periodic direct debit from another financial institution (eg. Through your pay office) into your Suncorp Loan/Facility(s) account **you must cancel** this after settlement.

## Definitions

### Borrower Details

*Borrower Name(s) in Full:* The full names of the all the borrowers.

*Name of borrower to be contacted and daytime contact phone no.:* The name and telephone number of the borrower Suncorp will contact regarding the security release request.

### Settlement Details

*Settlement Date:* The date the property is to be released or Loan/Facility is due to settle. If applicable, please confirm the settlement date with your Legal Firm or Financial Institution before returning this form.

*Refinanced:* Where the Loan/Facility is to be financed by a financial institution other than Suncorp.

*Sold:* Where a property(s) has been sold to another party(s).

*Loan/Facility account no.:* The Loan or Facility account number shown on your account statement.

*Name of Legal Firm or Financial Institution handling Settlement:* The Legal Firm or Financial Institution's name who is coordinating settlement on behalf of the borrower(s).

*Contact name and phone no.:* The contact person working for the Legal Firm or Financial Institution with whom Suncorp liaises with and their contact telephone number.

*Address of property(s) being released:* The full address of the property(s) required to be released.

*Settlement location:* Location where settlement will take place.

*Facility:* A Line of Credit (eg. an Asset Line, Professional Asset Line, etc) or an Overdraft facility.

### Suncorp Distribution Staff to complete

Officer/Manager's Name:  Branch Name:  Date:

Action taken to retain or gain business:

**Mail this form to: Retail Releases, IPC RE041, GPO Box 1453, Brisbane Qld 4000  
or Fax on: (07) 3135 2754**

Suncorp-Metway Ltd ABN 66 010 831 722