



**Return completed form to:**  
 Northern Beaches Credit Union  
 PO BOX 1964  
 Dee Why NSW 2099  
**Email:** info@nbcu.com.au

**Discharge Authority**

**Telephone:** 1300 13 1964  
**Facsimile:** 02 9984 8852

**Borrower Details**

Borrower name(s) in full:

Name of borrower to be contacted:  Daytime contact number: ( )

Mailing address for all correspondence after Settlement :  State:  Postcode:

**Settlement Details** Settlement Date:  /  /  Settlement location:

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

Loan/Facility account number  Is to be paid out in full Yes  No  If No, the desired amount to be paid is \$

Is to be paid out in full Yes  No  If No, the desired amount to be paid is \$

Is to be paid out in full Yes  No  If No, the desired amount to be paid is \$

**Property details**

Certificate of Title reference:  Mortgage No.

Address of property(ies) being sold/refinanced/nil debt:  State:  Postcode:

Certificate of Title reference:  Mortgage No.

Address of property(ies) being sold/refinanced/nil debt:  State:  Postcode:

**Solicitor/Conveyancer/Agent name/Other Financial Institution:**

**Contact phone number:**

*Note: A settlement fee and a production fee may be applicable to this transaction. These fees are included in the payout figure and are payable at settlement.*

**Declaration**

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

I/We request that any surplus funds after settlement be placed in the following Northern Beaches Credit Union (NBCU) account.  
 If an account number is not provided I accept that NBCU cannot collect the surplus funds on my/our behalf.

Account Name  Account No:

I/We also authorise NBCU to provide the Legal Representative or Financial Institution above (or their legally appointed representatives, if applicable) with any information or documentation they require in order to effect settlement.  
 I/We agree to pay all fees and debts associated with the release of the security/securities mentioned above.  
 I/We understand that, if funds allow, fees will be sourced directly from either the loan account (and will appear on my/our statement) or from the proceeds of the settlement.

Full Name: (please print)   Borrower  Guarantor

Signature:  Date:  /  /

Full Name: (please print)   Borrower  Guarantor

Signature:  Date:  /  /

Full Name: (please print)   Borrower  Guarantor

Signature:  Date:  /  /

**Internal Use**

Received Date	<input type="text"/>	Discharge Prepared	<input type="text"/>	Discharge Sent	<input type="text"/>
---------------	----------------------	--------------------	----------------------	----------------	----------------------