

# Variations partial discharge form

TO: Variations | [variations@statecustodians.com.au](mailto:variations@statecustodians.com.au)

This form is used to release one or more securities but not all of the securities supporting your home loans. To release all securities and payout your loan in full, please use a **Full discharge authority form**.

**All borrowers and guarantors must sign the form.**

## Borrower details

Loan number:  Date:

Email:

Customer 1 (full name):

☐ Single ☐ Married ☐ De facto ☐ Divorced ☐ Widowed No. of dependents:  Age/s:

Customer 2 (full name):

☐ Single ☐ Married ☐ De facto ☐ Divorced ☐ Widowed No. of dependents:  Age/s:

Customer 3 (full name):

☐ Single ☐ Married ☐ De facto ☐ Divorced ☐ Widowed No. of dependents:  Age/s:

Customer 4 (full name):

☐ Single ☐ Married ☐ De facto ☐ Divorced ☐ Widowed No. of dependents:  Age/s:

Residential address (**pre-settlement**)

Residential address (**post-settlement**)

Mailing address (**post-settlement**)

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Assets and liabilities								
Assets	Security	Value	Liabilities	Lender	Limit	Balance	Mthly R'pmnt	Refi
Existing property (home):	<input type="checkbox"/>	\$	Existing property (home):		\$	\$	\$	<input type="checkbox"/>
Investment property 1:	<input type="checkbox"/>	\$	Existing mortgage 1:		\$	\$	\$	<input type="checkbox"/>
Investment property 2:	<input type="checkbox"/>	\$	Existing mortgage 2:		\$	\$	\$	<input type="checkbox"/>
Vacant land:	<input type="checkbox"/>	\$	Personal loan 1:		\$	\$	\$	<input type="checkbox"/>
Motor vehicle 1:		\$	Personal loan 2:		\$	\$	\$	<input type="checkbox"/>
Motor vehicle 2:		\$	Lease / hire purchase:		\$	\$	\$	<input type="checkbox"/>
Home contents:		\$	Credit card 1:		\$	\$	\$	<input type="checkbox"/>
Savings:		\$	Credit card 2:		\$	\$	\$	<input type="checkbox"/>
Superannuation:		\$	Credit card 3:		\$	\$	\$	<input type="checkbox"/>
Other 1:		\$	Other 1:			\$	\$	<input type="checkbox"/>
Other 2:		\$	Other 2:			\$	\$	<input type="checkbox"/>
Other 3:		\$	Other (child support / HECS):			\$	\$	<input type="checkbox"/>
			Tax:			\$	\$	<input type="checkbox"/>
			Rent / board paid:			\$	\$	<input type="checkbox"/>
<b>TOTAL OWNED:</b>			<b>TOTAL OWED:</b>		\$	\$	\$	

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## Monthly living expenses

All categories are mandatory and must have an amount noted. If NIL, please complete with either 'NIL' or '0'.

<b>Childcare</b> (incl. preschool, nannies, family daycare).	\$
<b>Clothing and personal care</b> (incl. footwear, cosmetics, nappies, hair services, toiletries, dry cleaning).	\$
<b>General insurance (incl. home and contents on primary O.CCC residence)</b> (home insurance, contents insurance, motor vehicle insurance - other than recreational vehicles e.g. motorcycles, caravans, trailers, boats etc. - travel insurance, ambulance insurance).	\$
<b>Groceries</b> (purchases from a supermarket or similar - e.g. service station - e.g. food / drinks, cleaning products, pet food - excl. toiletries and alcohol and tobacco).	\$
<b>Higher education and vocational training (excl. HECS/HELP)</b> (incl. TAFE and other tertiary educational institution (e.g. University, business college) fees and associated costs (text books etc), professional fees (e.g. union dues, professional association subscriptions, legal, accountant and tax agent fees)).	\$
<b>Investment property costs (incl. insurance)</b> (all costs associated with an 'Investment Property' incl. building/contents insurance, rates, taxes, levies, body corporate, strata fees, repairs, maintenance).	\$
<b>Medical and health (excl. health insurance)</b> (incl. prescriptions and medicines, pharmaceutical products, GP / specialist / dental / optical / physiotherapy / chiropractic / health practitioners fees etc., hospital charges (excl. health and ambulance insurance)).	\$
<b>O.CCC Strata, Body Corporate, Land Tax</b> (applies to owner-occupied residence/s only).	\$
<b>Other insurances</b> (insurance of recreational vehicles such as motor cycle, caravan, trailer, boats etc.).	\$
<b>Other regular and recurring expenses</b> (anything not categorised above e.g. gardening, housekeeping and cleaning (incl. ironing), recreational vehicle (motorcycles, caravans, trailers, boats etc.) operational costs (e.g. fuel, registration, servicing, repairs), church/charity donations)).	\$
<b>Personal insurance (life, health, sickness and personal accident)</b> (incl. private hospital, medical and dental, life, sickness and personal accident, income protection).	\$
<b>Pet care</b> (expenses related to pet care).	\$
<b>Primary residence costs (excl. insurance)</b> (either owned or rented expenses incl. rates, utilities, repairs/maintenance, security and pest control services, pool chemicals, (excl. insurance, body corporate fees/strata fees, land tax)).	\$
<b>Private and non-Government education</b> (kindergarten, primary or secondary private and independent (Catholic or non-Catholic) school fees / sport fees, uniform, text books and associated costs, private tuition fees e.g. tutoring)).	\$
<b>Public or Government primary and secondary education</b> (kindergarten, primary or secondary costs associated with public / government education e.g. uniform, term fees (books, sports, activities)).	\$
<b>Recreation and entertainment</b> (alcoholic beverages, cigarette / tobacco, restaurants, fast food and takeaway, memberships/subscriptions, domestic and overseas holidays, recreational gambling (e.g. lottery, scratch cards, sports betting, poker machines), administration tickets (sports, music events, theatre)).	\$
<b>Secondary residence and holiday home costs (incl. insurance)</b> (costs associated with any secondary residences, either rented or owned for non-investment purposes, such as a holiday property that is not rented to generate income, or a property that family members (parents or children) are allowed to live in rent-free. Includes building / contents insurance, rates, taxes, levies, body corporate, strata fees, repairs, maintenance).	\$
<b>Telephone, internet, PayTV and media streaming subscriptions</b> (incl. home telephone and mobile phone, Netflix, Stan, Foxtel, Spotify, Disney+, Apple TV+, Amazon Prime, BINGE, Kayo Sports etc.).	\$
<b>Transport</b> (public transport, taxi, ride sharing service, air fares (excl. holiday), motor vehicle running costs e.g. fuel, servicing, repairs, registration, parking, tolls (excl. motor vehicle insurance and costs associated with recreational vehicles e.g. motorcycles, caravans, trailers, boats etc.).	\$
<b>TOTAL MONTHLY LIVING EXPENSES:</b>	\$

# Variations partial discharge form

## Security details

Security to be released (please use separate form for each security to be released, if there is more than two).

### Security 1

<input type="text"/>		
Address		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb	State	Postcode

Reason for discharge of security 1:

☐ Sale ☐ Refinance ☐ Other (detail below):

### Security 2

<input type="text"/>		
Address		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb	State	Postcode

Reason for discharge of security 2:

☐ Sale ☐ Refinance ☐ Other (detail below):

Security to be retained (please use separate form for each security to be retained, if there is more than two).

### Security 1

<input type="text"/>		
Address		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb	State	Postcode

Name of agent / representative who will provide access to the property for valuation

<input type="text"/>
Relationship (agent / tenant / owner)

<input type="text"/>	<input type="text"/>
Phone	Mobile

<input type="text" value="\$"/>
Estimated valuation amount

### Security 2

<input type="text"/>		
Address		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb	State	Postcode

Name of agent / representative who will provide access to the property for valuation

<input type="text"/>
Relationship (agent / tenant / owner)

<input type="text"/>	<input type="text"/>
Phone	Mobile

<input type="text" value="\$"/>
Estimated valuation amount

## How would you like your loan structured post-settlement? (Subject to approval)

Please specify proposed loan limit amount post-settlement (including redraw).

Account number:	<input type="text"/>	Amount:	<input type="text" value="\$"/>
Account number:	<input type="text"/>	Amount:	<input type="text" value="\$"/>
Account number:	<input type="text"/>	Amount:	<input type="text" value="\$"/>
Account number:	<input type="text"/>	Amount:	<input type="text" value="\$"/>
Account number:	<input type="text"/>	Amount:	<input type="text" value="\$"/>

Full settlement funds less costs may be applied as a permanent reduction.

# Variations partial discharge form

How would you like your loan structured post-settlement? (Subject to approval) (cont'd)

## Offset accounts

If you are closing a loan account that is linked to an offset, the link will be removed when the final payout figure is issued by us. Please select one of the following:

☐ Link my offset to account number:

**NOTE** - You can only have one offset linked to an account.

☐ Close the offset and use any funds towards the final payout figure.

If the available funds in the offset account **exceed the final payout figure**, please indicate how you would like the remaining funds to be handled.

☐ Transfer remaining funds to account number:

☐ Redraw remaining funds to an external bank account:

BSB:  Account number:  Account name:

## Solicitor / Conveyancer details

Name of firm Contact name

Email Phone Estimated settlement date

Postal address

**IMPORTANT** - Interest charges will vary as a result of any changes made to your account balance.

## Declaration

Signature (Customer 1) Signature (Customer 2)

Name in print Name in print

Date:  Date:

Signature (Customer 3) Signature (Customer 4)

Name in print Name in print

Date:  Date:

**Fees:** Variation fee - \$195 | Third party fees - not ascertainable | Valuation fee - not ascertainable

**Speed up and simplify your application with the following checklist, required for partial discharge.**

## **PAYG income**

- ☐ Two most recent payslips (within the last month) showing your name, employer details (name and ABN), payment date, pay period, gross or net income and year to date pay.

## **Self-employed / Trust income**

- ☐ Individual tax returns for past two years and accompanying ATO notices of assessment; **and** if applicable
- ☐ Company / Trust tax returns and financial statements for the past two years for all related entities.

## **Alt Doc (Low Doc)**

- ☐ Declaration of financial status.
- ☐ An accountant's verification letter, or six months BAS, or three months business bank statements.

## **Rental income**

- ☐ Rental statement from your managing agent no older than one month; or
- ☐ Signed lease and three months' bank statements showing your name and the rent received.

## **Government payments / pensions**

- ☐ Centrelink income statement no older than one month, confirming government assistance (e.g. Family Tax Benefit A / B or Pension).

## **Outgoing security (sale)**

- ☐ Signed contract of sale, front page/s, showing the purchase price, purchaser details, any finance date and the settlement date.

**NOTE - This is a guide only. You may be asked to provide additional information and/or clarification on any documents you supply.**