

# Variations Partial Discharges Substitution Form



This form is used for the following requests:

- **Partial Discharge** - this is to release one or more securities but not all of the securities supporting your home loan (Complete sections A, B, C, D, E and Declaration); and/or
- **Security Substitution** - when you are swapping your existing security that supports your home loan with a new security (Complete sections A, C, D, E and Declaration)

All borrowers and guarantors must sign the form.

## SECTION A - BORROWER DETAILS

Loan account number:  Date:  /  /

Email:

**Applicant 1**

Full name

Single  Married  Defacto  Divorced  Widowed

No. of dependants Age/s

**Applicant 2**

Full name

Single  Married  Defacto  Divorced  Widowed

No. of dependants Age/s

**Applicant 3**

Full name

Single  Married  Defacto  Divorced  Widowed

No. of dependants Age/s

**Applicant 4**

Full name

Single  Married  Defacto  Divorced  Widowed

No. of dependants Age/s

Residential address (pre-settlement) Suburb State Postcode

Residential address (post-settlement) Suburb State Postcode

## SECTION B - ASSETS & LIABILITIES

**Assets**

	SECURITY	VALUE		VALUE
Existing property (home):	<input type="checkbox"/>	\$ <input type="text"/>	Home contents:	\$ <input type="text"/>
Investment property 1:	<input type="checkbox"/>	\$ <input type="text"/>	Savings:	\$ <input type="text"/>
Investment property 2:	<input type="checkbox"/>	\$ <input type="text"/>	Superannuation:	\$ <input type="text"/>
Vacant land:	<input type="checkbox"/>	\$ <input type="text"/>	Other 1:	\$ <input type="text"/>
Motor vehicle 1:		\$ <input type="text"/>	Other 2:	\$ <input type="text"/>
Motor vehicle 2:		\$ <input type="text"/>	Other 3:	\$ <input type="text"/>
<b>TOTAL OWNED:</b>		\$ <input type="text"/>		

**SECTION B - ASSETS & LIABILITIES (cont'd)**

Liabilities	LENDER NAME	LIMIT	BALANCE	MONTHLY R'PMNT
Existing property (home):		\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Existing mortgage:		\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Existing mortgage:		\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Personal loan 1:			\$ <input type="text"/>	\$ <input type="text"/>
Personal loan 2:			\$ <input type="text"/>	\$ <input type="text"/>
Lease/hire purchase:			\$ <input type="text"/>	\$ <input type="text"/>
Credit card 1:		\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Credit card 2:		\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Credit card 3:		\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Tax:			\$ <input type="text"/>	\$ <input type="text"/>
Other 1:			\$ <input type="text"/>	\$ <input type="text"/>
Other 2:			\$ <input type="text"/>	\$ <input type="text"/>
Other (Child support, HECS):			\$ <input type="text"/>	\$ <input type="text"/>
Rent/Board paid:				\$ <input type="text"/>
<b>TOTAL OWED:</b>		\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

**MONTHLY LIVING EXPENSES - Completion is mandatory**

**Basic**

Owner occupied basic household and property (utilities, rates, body corp fees, repairs) - Mandatory	\$ <input type="text"/>
Investment household and property (utilities, rates, body corp fees, repairs) - Mandatory	\$ <input type="text"/>
Rented property costs (housing on property that is rented including utilities, repairs and maintenance and other household items) - Mandatory	\$ <input type="text"/>
Food (groceries, takeaway) - Mandatory	\$ <input type="text"/>
Transport (registration, insurance, maintenance, fuel, parking, tolls, public) - Mandatory	\$ <input type="text"/>
Clothing and personal care (incl. cosmetics, grooming) - Mandatory	\$ <input type="text"/>
Other (anything not categorised above and included financials): <input style="width: 250px;" type="text"/>	\$ <input type="text"/>
<b>TOTAL:</b>	\$ <input type="text"/>

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## MONTHLY LIVING EXPENSES - Completion is mandatory (cont'd)

### Additional

Insurance (health, home, contents, life, TPD) - Mandatory	\$
Communications (phones, internet, TV) - Mandatory	\$
Medical expenses (prescriptions, optical, dental) - excl. health insurance	\$
Government Education (fees, books, uniforms, activities)	\$
Childcare	\$
Recreation and entertainment (restaurants, memberships, subscriptions, holidays)	\$
Other (anything not categorised above and included financials):	\$
<b>TOTAL:</b>	\$
<b>TOTAL LIVING EXPENSES:</b>	\$

## SECTION C - SECURITY DETAILS

Security to be released (please use separate form for each security to be released, if there is more than 2)

### Security 1

Address

Suburb State Postcode

Reason for Discharge of Security 1:

Sale  Refinance  Other (detail below):

### Security 2

Address

Suburb State Postcode

Reason for Discharge of Security 1:

Sale  Refinance  Other (detail below):

Security/ies to be retained / substituted (please use separate form for each security to be retained, if there is more than 2)

### Security 1

Address

Suburb State Postcode

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

Relationship (agent / tenant / owner)

Phone Mobile

\$

Estimated valuation amount

### Security 2

Address

Suburb State Postcode

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

Relationship (agent / tenant / owner)

Phone Mobile

\$

Estimated valuation amount

Note 1: to satisfy a substitution of security requirement, simultaneous settlement of both securities is required.

Note 2: when properties are being purchased, Contract of Sale must be attached.

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## SECTION D - HOW WOULD YOU LIKE YOUR LOAN STRUCTURED POST-SETTLEMENT?

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

Portion A	Portion B	Portion C	Portion D	Portion L
\$	\$	\$	\$	\$

## SECTION E - SOLICITOR / CONVEYANCER DETAILS

Name of firm		Contact name		
Email				
Phone	Fax	Estimated settlement date: / /		
Postal address		Suburb	State	Postcode

### Declaration

Signature (Applicant 1)	Signature (Applicant 2)
Name in print	Name in print
Date (DD/MM/YY): / /	Date (DD/MM/YY): / /
Signature (Applicant 3)	Signature (Applicant 4)
Name in print	Name in print
Date (DD/MM/YY): / /	Date (DD/MM/YY): / /

**Fees:**

- Variation fee: \$165
- Valuation fee: \$286
- Solicitor fee: Not ascertainable

A valuation fee, usually up to \$286 per property will apply to loan variations, a higher fee may apply dependent on the value and location of the property. If you repay a portion or all of your fixed rate early, break costs may apply. Break costs may be substantial. You should contact us for an estimate.

Once completed, please return the form to: ATTN Variations / Fax 02 9248 2308 / [variations@resimac.com.au](mailto:variations@resimac.com.au)

Speed up and simplify your application with this 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 2 years and accompanying ATO Notices of Assessment AND if applicable:
- Company / Trust Tax Returns and financial statements for the past 2 years for all related entities

### Alt Doc (Low Doc):

- Declaration of Financial Status
- An accountant's verification letter or 6 months BAS or 3 months business bank statements

### Rental Income:

- Rental statement from your managing agent no older than 1 month; or
- Signed lease and 3 months' bank statements showing your name and the rent received

### Government payments / pensions:

- Centrelink income statement no older than 1 month, confirming government assistance (e.g. Family Tax Benefit Part A / B or Pension)

### Outgoing Security - Sale:

- Contract of Sale, front page / pages, signed or unsigned, showing the purchase price, purchaser details, any finance date and the settlement date

## REQUIRED FOR SUBSTITUTION OF SECURITY

### Outgoing Security - Sale:

- Contract of Sale, front page / pages, signed or unsigned, showing the purchase price, purchaser details, any finance date and the settlement date

### Incoming Security - Purchase:

- Contract of Sale, front page / pages, signed or unsigned, showing the purchase price, purchaser details, any finance date and the settlement date

### Incoming Security - Already owned:

- Rates notice
- Copy of title

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