

# 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

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## SECTION B - ASSETS & LIABILITIES

Assets	SECURITY	VALUE	Liabilities	LENDER	LIMIT	BALANCE	MNTH 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>\$</b>	<b>TOTAL OWED:</b>		<b>\$</b>	<b>\$</b>	<b>\$</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. pre-school, nannies, family day-care).	\$
<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.OCC 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.OCC 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), admission 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 & mobile phone, Netflix, Stan, Foxtel, Spotify, Disney+, Apple TV+, Prime Amazon, 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>	<b>\$</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 2:

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.

## 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
\$ <input type="text"/>				

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## SECTION E - SOLICITOR / CONVEYANCER DETAILS

<input type="text"/>	<input type="text"/>
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Name of firm

Contact name

<input type="text"/>
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Email

<input type="text"/>	<input type="text"/>	Estimated settlement date:	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
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Phone

Fax

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Postal address

Suburb

State

Postcode

## Declaration

<input type="text"/>
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Signature (Applicant 1)

<input type="text"/>
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Name in print

Date (DD/MM/YY):  /  /

<input type="text"/>
----------------------

Signature (Applicant 2)

<input type="text"/>
----------------------

Name in print

Date (DD/MM/YY):  /  /

<input type="text"/>
----------------------

Signature (Applicant 3)

<input type="text"/>
----------------------

Name in print

Date (DD/MM/YY):  /  /

<input type="text"/>
----------------------

Signature (Applicant 4)

<input type="text"/>
----------------------

Name in print

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@statecustodians.com.au](mailto:variations@statecustodians.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.