

Discharge/Refinance Authority Form

Borrower details

BP number(s):

ABN:

Name of borrower(s):

I/We wish to:

- ☐ Release my/our property as I am/we are selling or have sold
- ☐ Refinance my/our RAA loan/s to another financial institution

Checklist

You will need the following information:

- ☐ Your BP number(s)
- ☐ Your loan number(s)
- ☐ Names of all borrowers and guarantors for the loan(s)
- ☐ Your contact details
- ☐ Details of your security property including street address as well as Lot/DP, Folio, Auto Consol etc.
(Located on your RAA loan documents, rates notice or contract for sale)
- ☐ Contact details of your solicitor, conveyancer, or new financier
- ☐ For sale/release of your property a copy of exchanged contract for sale and purchase

Please note, all borrowers and property owners must sign this form.

Please complete all information in each relevant section – if not correctly completed, this could delay the finalisation of your matter.

Please forward your completed form to:
securities@raa.nsw.gov.au

Contact details

Main contact's name:

Street address:

Postal address:

Email:

Phone number:

Solicitor, conveyancer or financier contact details

☐

Please correspond directly with my/our solicitor, conveyancer, or appointed representative/financial institution

Business name:

Primary contact:

Email:

Phone:

Anticipated settlement date:

Please request your solicitor/appointed representative/financial institution to invite the NSW Rural Assistance Authority into the PEXA settlement using your BP number as the reference.

Details of the security property to be released

Property 1

Registered proprietor:

Street address:

Lot/DP, Folio, Auto Consol etc.:

Property 2

Registered proprietor:

Street address:

Lot/DP, Folio, Auto Consol etc.:

Property 3

Registered proprietor:

Street address:

Lot/DP, Folio, Auto Consol etc.:



Instructions for RAA loan(s) effected by release of property

Loan numbers:	Full payout	Full payout
1000	☐	☐

Loan numbers:	Full payout	Full payout
1000	☐	☐

☐ Continue loan/s and secure with remaining security held as per below.

Value of remaining security property and details of land titles:

Reason for partial release:

Please advise the circumstances and reason for partial release of security.
(Subject to RAA internal assessment and approval)

Authority to be signed by all parties including guarantors

I/We hereby authorise the NSW Rural Assistance Authority (RAA) to provide my solicitor or appointed representative, or financial institution detailed in this form with:

- the amount(s) required to pay out the loan(s) and to provide a discharge for the properties held by the RAA
- information required about my/our loan accounts and security held.

I/We agree:

- to pay all monies due to the RAA and fees applicable in accordance with the terms and conditions of the loan
- that I/we remain liable for any outstanding amount if any error is made in calculation of the amount repayable at settlement
- that this fully completed and executed authority must be received by the RAA in the following timeframes prior to settlement date and/or release of security. If the RAA does not receive this period of notice, settlement may be delayed:

Sale/paid in full/refinance: At least 10 working days' notice

Security variation: At least 20 working days' notice

I/We declare the information given in this form is true and correct.

I/We have read and understood the [Privacy Collection Notice](#).

I/We confirm that signatures for all parties to the loan(s) are below and that missing or illegible information may result in settlement delays.

Signature:

Printed full name:

Date:

Signature:

Printed full name:

Date:

Signature:

Printed full name:

Date:

Signature:

Printed full name:

Date:

Privacy Collection Notice

The personal information you provide in this form is collected by the NSW Rural Assistance Authority (the Authority) under its statutory functions for the purpose of assessing and administering your application, in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act). Provision of the information requested in this form is required to assess your application. If you do not provide this information, we may be unable to process or determine your application.

Your information may be used to verify the details provided, determine eligibility, administer funding or services, monitor compliance, and evaluate the Program. We may disclose your information to other NSW Government agencies, Commonwealth agencies (including the Australian Taxation Office and Services Australia for verification purposes), contracted service providers, auditors or integrity bodies, or other persons where authorised or required by law.

The Authority takes reasonable steps to securely store and protect your information in accordance with NSW Government requirements. You may request access to or correct your personal information by contacting the Authority by telephone on 1800 678 5893 (toll-free) or by writing to: Manager Customer and Programs, NSW Rural Assistance Authority, Locked Bag 23, Orange NSW 2800. If you are not satisfied with the Authority's response to a privacy request or complaint, you may contact the Information and Privacy Commission NSW at www.ipc.nsw.gov.au or by calling 1800 472 679. Further information is available in our [Privacy Policy](#).