

# Authority to release security documents

Please complete this form to arrange the release of security from your QRIDA loan. This form can be completed for both full releases (e.g. sale or refinance) or partial releases (e.g. selling assets secured under a registered PPSR or selling one of your properties).

**Note: All requests for a partial release must be assessed and approved before they can be actioned.**

## Section 1 - Client details

QRIDA client ID: \_\_\_\_\_ Client name(s): \_\_\_\_\_

Street address: \_\_\_\_\_

Forwarding address for mail (if applicable): Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

## Section 2 - Securities to be released

Reason for release:      Sale                  Refinance                  Partial release                  Other:

Property name(s) or address: \_\_\_\_\_

Title(s): \_\_\_\_\_

## Section 3 - Solicitor / bank whom the Release documents are to be provided to

Solicitor firm / bank name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Street address: \_\_\_\_\_

Solicitor office or branch address: Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

## Section 4 - Loan payment details

Account Number(s): \_\_\_\_\_

Account(s) to be paid in full and close?      Yes                  No - If 'no', payment to reduce the debt:

Alternatively, the proceeds from the sale are to be used for the following purpose: \_\_\_\_\_

## Section 5 - Acknowledgements and Consent

By signing hereto, I/we consent to the Queensland Rural and Industry Development Authority (QRIDA) disclosing such account information as is necessary to complete this transaction to my/our above nominated agent for settlement.

I/We acknowledge that on settlement a Release of Mortgage so far as the Mortgaged property/properties will be provided but I/we shall not be released from the personal covenants of the Mortgage until audit of my/our account is completed. Any necessary adjustments which might be due to me/us from QRIDA will be accounted for to me/us at my/our new address shown in section 1 (if applicable).

I/We understand and acknowledge that if an audit of our account reveals any further monies are due to QRIDA I/we shall be advised accordingly and upon payment by me/us of any outstanding adjustment I/we shall be fully discharged from the personal covenants of the Mortgage.

## Section 6 - Execution by borrower(s)

<b>Signed by:</b>				
Signatory name		Signature		Date
<b>Please tick applicable:</b>	Individual	Director	Secretary	Trustee

  

<b>Signed by:</b>				
Signatory name		Signature		Date
<b>Please tick applicable:</b>	Individual	Director	Secretary	Trustee

## Section 7 - Execution by guarantor(s)

<b>Signed by:</b>				
Signatory name		Signature		Date
<b>Please tick applicable:</b>	Individual	Director	Secretary	Trustee

  

<b>Signed by:</b>				
Signatory name		Signature		Date
<b>Please tick applicable:</b>	Individual	Director	Secretary	Trustee

## Submitting this form

Please return this form to QRIDA by email or post:

**Email:** Complete the form, print, sign, scan and email to [SecuritiesSettlements@qrida.qld.gov.au](mailto:SecuritiesSettlements@qrida.qld.gov.au)

**Post:** Complete the form, print, sign and post to **QRIDA, GPO Box 211, Brisbane, QLD 4001**

**Enquiries:** If you require assistance with completing this form please contact QRIDA on **1800 623 946**.

## Privacy statement

For more information about the way QRIDA uses, discloses, and secures your personal information, how you can access and correct that information, and how you can make a complaint about a breach of privacy can be found in QRIDA's Privacy Policy available here: [qrida.qld.gov.au/privacy](http://qrida.qld.gov.au/privacy)