

Repayed loan advice



Date _____ Teller no. _____ Loan account no. _____
From (branch) _____ Home Loan Plus account no. _____
 Account to be closed
 Account to be left open

Section 1
(to be completed by Branch when discharge payment is received)

Customer's Name _____ Phone no. _____
Documents to be sent to (branch) for collection _____
Details of payment Amount Paid by
\$ _____ Cash Personal Cheque Bank Cheque
Is there a second mortgage? Yes No
If 'Yes' - state name of bank and branch _____
Has second mortgage been paid in full? Yes No
If 'Yes' - customer must produce (on collection) Discharge of Mortgage or a letter confirming that they have no further interest in the documents
If 'No' documents will be sent to second mortgage
Will all parties named on the Certificate of Title be attending collection? Yes No
If 'Yes' - state name of bank and branch _____
If 'No' authority below to be detached and given to member to be returned when collecting documents
Documents to be held in safe custody Yes No \$20 fee payable
Receipt no. _____ CR G/L: 1658 2 01245 4
Require discharge registered at Land titles Office Yes - request cheque for Land Titles Office, attach and send back to Securities

Forward to Securities Department Head Office

Section 2
(to be completed by Securities Department Head Office)

The following documents are forwarded for collection by borrower(s):
 Certificate of Title: Volume _____ Folio _____
 Mortgage no. _____ Survey _____
 Discharge of Mortgage _____ Certificate of compliance _____

Return to Branch

Section 3
(to be completed when documents are collected from branch)

Note special instructions: Signatures are to be checked against signatures on mortgage.
Received from St. George Bank Limited the above mentioned documents.
Borrower's Signature(s) _____
Witness (St. George officer) _____ Date / / _____

Forward to Securities Department

Authority

I/We hereby authorise St. George Bank Limited to hand all deeds & documents held in connection with Loan number _____ to _____
(a specimen of whose signature appears below) on payment to you of our total indebtedness.
Borrower's signature(s) _____
Specimen signature - authorised party(ies) _____