

**centrelink**

## Online services



### Updating details online is faster and easier

Access your Centrelink online account through myGov. Select **Payments and claims**, then **Claims** and **Make a claim**.

If you do not have a myGov account, you can create one at [my.gov.au](https://my.gov.au) and then link to Centrelink.

### How to change your Home Equity Access Scheme online

You can make changes to your Home Equity Access Scheme at any time using your Centrelink online account or Express Plus Centrelink mobile app.

- **Centrelink online account**
  1. Sign in to [my.gov.au](https://my.gov.au) and select Centrelink.
  2. Select Home Equity Access Scheme.
- **Express Plus Centrelink mobile app**
  1. Sign in with your myGov PIN.
  2. From the menu, select Home Equity Access Scheme.

## When to use this form



Use this form if you are not registered for online services and you would like to make changes to your and/or your partners Home Equity Access Scheme. For example, you can:

- settle the Home Equity Access Scheme
- request an advance of fortnightly payments
- stop or start your loan payments
- add, remove or change the property the loan is secured against
- change your fortnightly loan payment
- change or add a maximum loan amount
- change or add a nominated amount.

## Important information

Before 1 January 2022 the scheme was called the Pension Loans Scheme.

You or your partner (if you have one) can repay the Home Equity Access Scheme at any time. You need to repay the loan if you sell the property you used as security for Home Equity Access Scheme. We refer settlement matters to our legal provider and their costs are payable by you.

For more information, go to [servicessaustralia.gov.au/homeequityaccess](https://servicessaustralia.gov.au/homeequityaccess) and search **Repay your loan**.

Compound interest is charged on the balance of the loan each fortnight which increases the amount you must repay to the Commonwealth. The interest rate is set by the Minister for Social Services and published in the Australian Government Gazette. We will tell you if the interest rate changes.

**It is important you get your own independent financial or legal advice before making any decisions.**

You must notify Services Australia if:

- the title details of a property secured for the purpose of this loan change
- a property secured for the purpose of this loan is going to be disposed of
- you intend to use a secured property to guarantee another loan taken by yourself or another person
- a mortgage or encumbrance will be registered or increased on property used as security for the loan

*Continued*

- you, or any co-owner of a property used as security, become bankrupt or subject to a personal insolvency agreement
- the insured value of a secured property falls below the market value of all buildings on the property.

You must also make sure:

- your loan must be fully repaid when property offered as security is sold, unless you have additional Australian real estate of sufficient value and you are prepared to have an additional charge registered against it
- if your loan has not been fully repaid before your death, then the outstanding loan balance will be recovered from your estate. Under certain circumstances, recovery may be deferred where you have a surviving partner who is still using the real estate over which the Commonwealth holds a charge
- where company or trust real estate assets are used as security for your loan, the company or trust must give a guarantee to cover the full amount of your loan
- if you co-own the property offered as security with other individuals, Services Australia may disclose a limited amount of information regarding your loan to your co-owners.

## How to complete this form

### Settle the Home Equity Access Scheme loan

Settling the Home Equity Access Scheme loan means you are paying off the loan and withdrawing from the scheme.

You need to tell us as early as possible if you intend to sell or dispose of a property you have offered as security, or add or change the terms of a loan or encumbrance.

You need to tell us in Section 1 on page 4 the contact information for who we should talk to, to arrange repayment and to remove the caveat or charge from the properties used as security.

Your partner (if you have one) will need to sign this form even if they do not have their own loan. If they do have a loan they can choose to settle their loan as well.

### No Negative Equity Guarantee

The **No Negative Equity Guarantee (NNEG)** means when you settle your Home Equity Access Scheme debt, you or your estate will not have to repay more than the market value of the property secured against the loan, less any loans or mortgages.

The NNEG may not apply and you will need to pay the entire amount if you fail to comply with the terms and conditions of the loan, mislead us on your circumstances, or commit fraud.

### Advance of your loan payments

You can ask us for a loan advance payment in Section 2 on page 5.

You can access up to 2 advances of loan payments in any 26 fortnight period. The maximum value of advance payments received in any 26 fortnight period is capped at 50% of the maximum annual rate of the qualifying pension that applies to your circumstances. The amount of the advance may reduce any fortnightly loan payment you get for the next 26 fortnights. You can always top-up your fortnightly payment to 100% of your maximum pension rate. If you receive the maximum advance and receive a full rate of pension, you may not be eligible for any fortnightly loan payments for 26 fortnights.

For more information, go to [servicessaustralia.gov.au/homeequityaccess](https://servicessaustralia.gov.au/homeequityaccess)

### Stop your loan payments

You can ask us to stop paying you the loan each fortnight in Section 3 on page 6, including what date you would like your payments to stop. This can be a date in the future.

Your partner (if you have one) will need to sign this form even if they do not have their own loan. If they do have a loan they can choose to stop their payments as well.

If we get this form after the date chosen, any payments made before your loan payments are stopped will be added to your loan. You can repay these at any time.

*Continued*

### **Start your fortnightly loan payments**

You can ask us to start your fortnightly loan payments in Section 4 on page 7.

Your partner (if you have one) will need to sign this form even if they do not have their own loan. If they do have a loan they can choose to start their loan payments as well.

### **Add, remove or change the property/ies the loan is secured against**

If you offer another property as security it can increase how much you can borrow. You can also transfer the charge or caveat from the security to another property for example, if you plan to sell one of the properties. If your loan is secured by more than one property, you can remove security and your ongoing loan arrangements, including the Maximum Loan Amount, will be reviewed.

You will need to provide us the details of the old and new properties in Section 5 from page 8.

Your partner (if you have one) will need to sign this form even if they do not have their own loan. If they do have a loan they can make changes to the secured properties as well.

### **Change your fortnightly loan payment**

You can ask us to change how much loan you are paid each fortnight in Section 6 on page 15.

There are 3 ways you can ask for your loan to be paid each fortnight which are described in Section 6.

Your partner (if you have one) will need to sign this form even if they do not have their own loan. If they do have a loan they can choose to change their loan payment amount as well.

### **Change or add a maximum loan amount (MLA)**

You can ask us to change your MLA, which is the loan balance at which your payments stop, in Section 7 on page 16. You can only increase your MLA if you have adequate loan security for the higher amount.

Your partner (if you have one) can also choose to change their MLA as well. They do not need to sign this form if this is the only change you are making.

### **Change or add a nominated amount**

You can tell us if you want an amount of equity excluded from the calculation of your MLA, in Section 8 on page 16. This will reduce the amount of loan payments made to you and leave more equity left in your property. Choosing this amount does not prevent the compound interest increasing your loan balance.

Your partner (if you have one) will need to sign this form even if they do not have a loan. If they have a loan they can choose to change their nominated amount as well.

## **Family and domestic violence**

If you are affected by family and domestic violence, there is help available. Call **132 300** Monday to Friday, 8 am to 5 pm local time, and ask to speak to a social worker.

For more information, go to [servicesaustralia.gov.au/domesticviolence](https://servicesaustralia.gov.au/domesticviolence) or if you are in immediate danger, call **000**.

## **For more information**

Go to [servicesaustralia.gov.au/homeequityaccess](https://servicesaustralia.gov.au/homeequityaccess) or visit one of our service centres.

Call us on **132 300**.

For more information about how to lodge documents online, go to [servicesaustralia.gov.au/centrelinkuploaddocs](https://servicesaustralia.gov.au/centrelinkuploaddocs)

For help completing this form online, go to [servicesaustralia.gov.au/onlineguides](https://servicesaustralia.gov.au/onlineguides)

### **Help in your language**

We can translate documents you need for your claim or payments for free.

To speak to us in your language, call **131 202**.

Call charges may apply.

### **Telephone Typewriter**

If you have a hearing or speech impairment, you can call the **TTY service** on **1800 810 586**. A TTY phone is required to use this service.



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**centrelink**

## Filling in this form

You can fill this form digitally in some browsers, or you can open it in Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader, you can print this form and sign it.

If you have a printed form:

- Use black or blue pen.
- Print in BLOCK LETTERS.
- Where you see a box like this  ► **Go to 1** skip to the question number shown.

### You

**1** Your Customer Reference Number (if known)

--	--	--	--	--	--	--	--

**2** Your name

Mr  Mrs  Miss  Ms  Mx  Other

Family name

First given name

Second given name

**3** Your date of birth (DD MM YYYY)

--	--	--	--	--	--	--	--

**4** **Read** this before answering the following question.

Providing a mobile phone number or an email address means you may receive SMS or emails from us. To read the terms and conditions, go to [servicesaustralia.gov.au/em](http://servicesaustralia.gov.au/em)

Your contact details

Home phone number (including area code)

Mobile phone number

Alternative phone number (including area code)

Email

### Your partner (if you have one)

**1** Your Customer Reference Number (if known)

--	--	--	--	--

**2** Your name

Mr  Mrs  Miss  Ms  Mx  Other

Family name

First given name

Second given name

**3** Your date of birth (DD MM YYYY)

--	--	--	--	--	--	--	--

**4** **Read** this before answering the following question.

Providing a mobile phone number or an email address means you may receive SMS or emails from us. To read the terms and conditions, go to [servicesaustralia.gov.au/em](http://servicesaustralia.gov.au/em)

Your contact details

Home phone number (including area code)

Mobile phone number

Alternative phone number (including area code)

Email



CLK0SA497 2302

## You

- 5 This form can be used to make changes to your Home Equity Access Scheme.

Tick **all** that apply

Settle the Home Equity Access Scheme

▶ go to page 3 and complete questions 6 to 12 then sign the Declaration on page 18

Request an advance of your loan payments

complete questions 13 to 17

Stop your fortnightly loan payments

▶ go to page 6 and complete questions 18 to 20 then sign the Declaration on page 18

Start your fortnightly loan payments

complete questions 21 to 23

Add property or change the property the loan is secured against

complete questions 24 to 45

Change the fortnightly loan payment

complete questions 46 to 48

Change or add a maximum loan amount

complete questions 49 and 50

Change or add a nominated amount

complete questions 51 and 52

## Your partner (if you have one)

- 5 This form can be used to make changes to your Home Equity Access Scheme.

Tick **all** that apply

Settle the Home Equity Access Scheme

▶ go to page 3 and complete questions 6 to 12 then sign the Declaration on page 18

Request an advance of your loan payments

complete questions 13 to 17

Stop your fortnightly loan payments

▶ go to page 6 and complete questions 18 to 20 then sign the Declaration on page 18

Start your fortnightly loan payments

complete questions 21 to 23

Add property or change the property the loan is secured against

complete questions 24 to 45

Change the fortnightly loan payment

complete questions 46 to 48

Change or add a maximum loan amount

complete questions 49 and 50

Change or add a nominated amount

complete questions 51 and 52



## You

- 10** Provide the contact information of the person we should contact to arrange repayment of the loan.

Name

Address

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Postcode

Contact phone number (including area code)

Email

► **Go to 12**

- 11** What is the estimated market value of all property(ies) used to secure your loan?


You do not need to have the property(ies) professionally valued. We may have the property(ies) valued at no cost to you.

\$

- 12** Are any of the property(ies) used to secure your loan used as security for other mortgages or loan(s)?

This does not include your Home Equity Access Scheme loan.

No  ► **Go to 54**

Yes  ►  Provide the latest statement for the loan(s).

If you are settling your Home Equity Access Scheme,

► **go to 54**

## Your partner (if you have one)

- 10** Provide the contact information of the person we should contact to arrange repayment of the loan.

Name

Address

---

---

Postcode

Contact phone number (including area code)

Email

► **Go to 12**

- 11** What is the estimated market value of all property(ies) used to secure your loan?


You do not need to have the property(ies) professionally valued. We may have the property(ies) valued at no cost to you.

\$

- 12** Are any of the property(ies) used to secure your loan used as security for other mortgages or loan(s)?

This does not include your Home Equity Access Scheme loan.

No  ► **Go to 54**

Yes  ►  Provide the latest statement for the loan(s).

If you are settling your Home Equity Access Scheme,

► **go to 54**



## Section 2 – Request an advance payment

### 13 Read this before answering the following questions.

You can make a request under section 1137AA of the *Social Security Act 1991* to advance loan payments, by completing this section.

Any advance payment taken may reduce the fortnightly loan amount you can get for a period of 26 fortnights.

If you receive the maximum pension and you request the maximum advance available, your fortnightly loan payments will **stop** for 26 fortnights.

The best way to find out how much you can request is to log into your Centrelink online account through myGov and use the Home Equity Access Scheme calculator. If you cannot use your Centrelink online account you can get an estimate by going to [servicessaustralia.gov.au/homeequityaccess](http://servicessaustralia.gov.au/homeequityaccess) and use our calculator.

If you are not eligible for the **whole** advance loan payment amount you request, you can choose to have your request withdrawn on this form. If you choose for your request to continue, and you are not eligible for the amount of advance payment you asked for, we will contact you to discuss your options.

Your partner (if you have one) must also sign the Declaration on page 18 even if they do not own the secured property(ies) or have their own loan.

#### You

#### 14 Do you want an advance of your loan payments?


No  **Go to 18**

Yes  *Go to next question*

#### 15 Has it been more than 13 weeks since you last received a Home Equity Access Scheme fortnightly loan payment or advance payment?

No  *Go to next question*

Yes

 You will need to complete and return the **Home Equity Access Scheme review (SA498)** form. Your request will not be finalised before we receive this form.  
If you do not have this form, go to [servicessaustralia.gov.au/forms](http://servicessaustralia.gov.au/forms)  
▶ *Go to next question*

#### 16 Amount you would like as an advance payment

\$

#### 17 If you are not eligible for the **whole** advance payment amount you requested at question 16, do you want your request withdrawn?

No  We will contact you to discuss your options.

▶ *Go to next question*

Yes  *Go to next question*

#### Your partner (if you have one)

#### 14 Do you want an advance of your loan payments?


No  **Go to 18**

Yes  *Go to next question*

#### 15 Has it been more than 13 weeks since you last received a Home Equity Access Scheme fortnightly loan payment or advance payment?

No  *Go to next question*

Yes

 You will need to complete and return the **Home Equity Access Scheme review (SA498)** form. Your request will not be finalised before we receive this form.  
If you do not have this form, go to [servicessaustralia.gov.au/forms](http://servicessaustralia.gov.au/forms)  
▶ *Go to next question*

#### 16 Amount you would like as an advance payment

\$

#### 17 If you are not eligible for the **whole** advance payment amount you requested at question 16, do you want your request withdrawn?

No  We will contact you to discuss your options.

▶ *Go to next question*

Yes  *Go to next question*

## Section 3 – Stop your fortnightly loan payments

**18** Read this before answering the following questions.

You can stop your Home Equity Access Scheme fortnightly loan payments at any time. Interest will continue to accrue on your outstanding balance until it is repaid in full.

Your partner (if you have one) must also sign the Declaration on page 18 even if they do not own the property or have their own loan.

For more information, go to [servicesaustralia.gov.au/homeequityaccess](https://servicesaustralia.gov.au/homeequityaccess)

### You

**19** Do you want to stop your Home Equity Access Scheme loan payments?

No  **Go to 21**

Yes  *Go to next question*

**20** What date would you like to stop your loan payments?

(DD MM YYYY)

If you are stopping your Home Equity Access Scheme loan payments,

▶ **go to 54**

### Your partner (if you have one)

**19** Do you want to stop your Home Equity Access Scheme loan payments?

No  **Go to 21**

Yes  *Go to next question*

**20** What date would you like to stop your loan payments?

(DD MM YYYY)

If you are stopping your Home Equity Access Scheme loan payments,

▶ **go to 54**

## Section 4 – Start your fortnightly loan payments

**21** Read this before answering the following question.

You can make a request under section 1136 or 1137 of the *Social Security Act 1991* to get or start loan payments, by completing this section.

If you are not getting fortnightly loan payments, you and/or your partner can ask for them to be started now.

If you were getting loan payments and they were stopped we may need more information from you (or your partner) before we can start the loan payments. We may contact you to discuss your request.

Your partner (if you have one) must also sign the Declaration on page 18 even if they do not own the secured property(ies) or have their own loan.

### You

**22** Would you like to start your loan payments?


No  ► **Go to 24**

Yes  ► *Go to next question*

**23** Has it been more than 13 weeks since you last received a Home Equity Access Scheme fortnightly loan payment or advance?

No  ► *Go to next question*

Yes  ►

 You will need to complete and return the **Home Equity Access Scheme review (SA498)** form. Your request will not be finalised before we receive this form.

If you do not have this form, go to **[servicessaustralia.gov.au/forms](https://servicessaustralia.gov.au/forms)**

► *Go to next question*

### Your partner (if you have one)

**22** Would you like to start your loan payments?


No  ► **Go to 24**

Yes  ► *Go to next question*

**23** Has it been more than 13 weeks since you last received a Home Equity Access Scheme fortnightly loan payment or advance?

No  ► *Go to next question*

Yes  ►

 You will need to complete and return the **Home Equity Access Scheme review (SA498)** form. Your request will not be finalised before we receive this form.

If you do not have this form, go to **[servicessaustralia.gov.au/forms](https://servicessaustralia.gov.au/forms)**

► *Go to next question*






**You**

**32** Why has the property insurance changed?

**Tick one only**

- the insurance has ended
- the insurance cover has reduced
- the level of cover has changed
- changed insurance company

 Provide a copy of the insurance details for the property or properties used to secure your Home Equity Access Scheme loan.


▶ *Go to next question*

**Your partner (if you have one)**

**32** Why has the property insurance changed?

**Tick one only**

- the insurance has ended
- the insurance cover has reduced
- the level of cover has changed
- changed insurance company

 Provide a copy of the insurance details for the property or properties used to secure your Home Equity Access Scheme loan.

▶ *Go to next question*



**39** Describe all buildings on the property

<b>1</b> What is the approximate floor area in square metres?	How old is the building?
<input type="text"/>	<input type="text"/>
Type of construction	
Exterior (for example, brick, timber)	
<input type="text"/>	
Interior (for example, plaster, not lined)	
<input type="text"/>	
Roof (for example, iron, tiled)	
<input type="text"/>	
General condition (for example, fair, good, poor)	
<input type="text"/>	
Total number of flats/units in complex (if applicable)	<input type="text"/>
For residential building, number of bedrooms	<input type="text"/>
Number of other rooms (excluding laundry, bathroom, toilet)	<input type="text"/>

<b>2</b> What is the approximate floor area in square metres?	How old is the building?
<input type="text"/>	<input type="text"/>
Type of construction	
Exterior (for example, brick, timber)	
<input type="text"/>	
Interior (for example, plaster, not lined)	
<input type="text"/>	
Roof (for example, iron, tiled)	
<input type="text"/>	
General condition (for example, fair, good, poor)	
<input type="text"/>	
Total number of flats/units in complex (if applicable)	<input type="text"/>
For residential building, number of bedrooms	<input type="text"/>
Number of other rooms (excluding laundry, bathroom, toilet)	<input type="text"/>

*Continued*

<b>3</b> What is the approximate floor area in square metres?	How old is the building?
<input type="text"/>	<input type="text"/>
Type of construction	
Exterior (for example, brick, timber)	
<input type="text"/>	
Interior (for example, plaster, not lined)	
<input type="text"/>	
Roof (for example, iron, tiled)	
<input type="text"/>	
General condition (for example, fair, good, poor)	
<input type="text"/>	
Total number of flats/units in complex (if applicable)	<input type="text"/>
For residential building, number of bedrooms	<input type="text"/>
Number of other rooms (excluding laundry, bathroom, toilet)	<input type="text"/>

<b>4</b> What is the approximate floor area in square metres?	How old is the building?
<input type="text"/>	<input type="text"/>
Type of construction	
Exterior (for example, brick, timber)	
<input type="text"/>	
Interior (for example, plaster, not lined)	
<input type="text"/>	
Roof (for example, iron, tiled)	
<input type="text"/>	
General condition (for example, fair, good, poor)	
<input type="text"/>	
Total number of flats/units in complex (if applicable)	<input type="text"/>
For residential building, number of bedrooms	<input type="text"/>
Number of other rooms (excluding laundry, bathroom, toilet)	<input type="text"/>

If you have more than 4 buildings on this property, provide a separate sheet with details.



40 Is the property mortgaged or encumbered?

No  Go to 43

Yes  Give details below



Provide a copy of each loan agreement or contract and most recent mortgage statement(s) from the bank or financial institution.

If you have fully paid a mortgage/ encumbrance which is still showing on the property title, provide a statement or letter from the lodging party that the interest has been paid in full and no further credit available.

1 How much do you (and/or your partner) owe on the property being used as security?

\$

Interest rate per annum

%

For what purpose were the funds borrowed?

2 How much do you (and/or your partner) owe on the property being used as security?

\$

Interest rate per annum

%

For what purpose were the funds borrowed?

If you (and/or your partner) have more than 2 loans, provide a separate sheet with details.

41 Do you intend to take additional loans or mortgages on the secured property(ies) in the future?

No  Go to next question

Yes

Make sure you notify us of any additional borrowings over the property(ies), used as security for the Scheme loan.

If you do not have any documents currently, you will need to provide these details **within 14 days** of getting the documents.

If you do not advise of additional borrowings, you may not be eligible for the No Negative Equity Guarantee when you settle your loan.

▶ Go to next question

42 Has another property (including your principal home) been used to secure this mortgage?

No  Go to next question

Yes  Give details below

1 Address of the other property

Postcode

Estimated market value

\$

2 Address of the other property

Postcode

Estimated market value

\$

If you (and/or your partner) have more than 2 properties used as security, provide a separate sheet with details.

43 Are there any other circumstances affecting the value of the property?

This may include details, such as water rights (including allocations or licences), no water on property for grazing livestock, lack of adequate fencing, hills, rocky ground, natural bushland, unusual title, other liens or mortgages.

No  Go to next question

Yes  Give details below



## Section 6 – Change your fortnightly loan payment

**46** Read this before answering the following questions.

You can make a request under section 1137 of the *Social Security Act 1991* to change your loan payments, by completing this section.

The loan you can get each fortnight depends on how much pension you get and if you have any advance payments. Your combined loan and pension payment each fortnight cannot exceed 150% (1.5 times) of your maximum pension rate less any advance amounts received. Your loan payments will automatically adjust to not go over the 150% if your pension changes. If you do not get any pension, you can get up to the maximum amount as loan payments.

There are 3 ways to select your loan rate. You can choose:

- the maximum amount, which means your loan payment will adjust so you get the full 150% of maximum pension rate as loan and pension each fortnight
- a fixed loan amount that you will receive each fortnight
- a percentage less than 150%, which means your loan will automatically adjust to that level each fortnight if your pension changes.

Your partner (if you have one) must also sign the Declaration on page 18 even if they do not own the property or have their own loan.

### You

**47** Do you want to change the fortnightly loan payment?

No  **Go to 49**

Yes  Date you would like to change your payments

(DD MM YYYY)

▶ *Go to next question*

**48** How much would you like to receive as a loan each fortnight?

The maximum amount  *Go to next question*  
that can be paid

A fixed loan amount  \$  per fortnight

A percentage up to 150%   % per fortnight

If you receive a pension you can enter a percentage up to 150%.

For more information, go to [servicesaustralia.gov.au/homeequityaccess](http://servicesaustralia.gov.au/homeequityaccess) and search **How much you can get**

▶ *Go to next question*

### Your partner (if you have one)

**47** Do you want to change the fortnightly loan payment?

No  **Go to 49**

Yes  Date you would like to change your payments

(DD MM YYYY)

▶ *Go to next question*

**48** How much would you like to receive as a loan each fortnight?

The maximum amount  *Go to next question*  
that can be paid

A fixed loan amount  \$  per fortnight

A percentage up to 150%   % per fortnight

If you receive a pension you can enter a percentage up to 150%.

For more information, go to [servicesaustralia.gov.au/homeequityaccess](http://servicesaustralia.gov.au/homeequityaccess) and search **How much you can get**

▶ *Go to next question*

## Section 7 – Change or add a maximum loan amount

49 Read this before answering the following question.

You can make a request under section 1137 of the *Social Security Act 1991* to change your loan payments, by completing this section.

Loan payments are paid fortnightly until your maximum loan amount is reached. Your maximum loan amount is based on your or your partner's age and the value of the real estate you use as security.

You can nominate a maximum loan amount that is lower than the amount we calculate and we will stop your loan payments when your loan balance reaches the amount.

If you nominate an amount that is higher than the amount we calculate, we will automatically limit your maximum loan amount to the lower figure.

Your partner (if you have one) must also sign the Declaration on page 18 even if they do not own the property or have their own loan.

For more information, go to [servicessaustralia.gov.au/homeequityaccess](http://servicessaustralia.gov.au/homeequityaccess) and search **Maximum loan amount**

### You

50 Do you want to change or add your maximum loan amount?

No  Go to next question

Yes  New maximum loan amount

\$

▶ Go to next question

### Your partner (if you have one)

50 Do you want to change or add your maximum loan amount?

No  Go to next question

Yes  New maximum loan amount

\$

▶ Go to next question

## Section 8 – Change or add a nominated amount

51 Read this before answering the following question.

You can make a request under section 1137 of the *Social Security Act 1991* to change your loan payments, by completing this section.

You may have already told us that you would like to nominate an amount that is to be excluded from your property's value when we calculate your maximum loan amount. You can make a request to change this nominated amount at any time.

Your partner (if you have one) must also sign the Declaration on page 18 even if they do not own the property or have their own loan.

For more information, go to [servicessaustralia.gov.au/homeequityaccess](http://servicessaustralia.gov.au/homeequityaccess) and search **Nominated loan amount**

### You

52 Do you want to change or add the nominated amount?

No  Go to next question

Yes  New nominated amount

\$

▶ Go to next question

### Your partner (if you have one)

52 Do you want to change or add the nominated amount?

No  Go to next question

Yes  New nominated amount

\$

▶ Go to next question

## Checklist

**53** Which of the following forms and/or documents are you providing with this form?

You must return all supporting documents at the same time you lodge this form. If you do not return all documents, the change to your loan may not be accepted.

If you are not sure, check the question to see if you should provide the document(s).

Tick <b>all</b> that apply		
	You	Your partner
Sale details of additional properties which were used as security for the loan (if you answered Yes at <b>question 8</b> )	<input type="checkbox"/>	<input type="checkbox"/>
<b>Home Equity Access Scheme review (SA498)</b> form (if you answered Yes at <b>question 15</b> and/or <b>question 23</b> )	<input type="checkbox"/>	<input type="checkbox"/>
Copy of insurance papers for each property being offered for security (for each property listed at <b>question 29</b> and <b>question 32</b> )	<input type="checkbox"/>	<input type="checkbox"/>
<b>Real estate details</b> for each property being offered for security (listed at <b>question 29</b> and/or answered Yes at <b>question 31</b> )	<input type="checkbox"/>	<input type="checkbox"/>
Loan agreement(s), contract(s) and most recent mortgage statement(s) (if you answered Yes at <b>question 40</b> )	<input type="checkbox"/>	<input type="checkbox"/>

Your partner (if you have one), will need to sign the Declaration on page 18 if:

<ul style="list-style-type: none"> <li>• they have made changes to their own loan</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• you have completed any of the following sections:               <ul style="list-style-type: none"> <li>– settle the Home Equity Access Scheme</li> <li>– request an advance of loan payments</li> <li>– stop your loan payments</li> <li>– add property or change the property the loan is secured against</li> <li>– start your loan payments</li> <li>– change the fortnightly loan payment</li> <li>– change or add a maximum loan amount</li> <li>– change or add a nominated amount</li> </ul> </li> </ul>	<input type="checkbox"/>

► Questions continue to next page

## Privacy notice and declaration

### 54 You (and your partner) need to read this

#### Privacy and your personal information

The privacy and security of your personal information is important to us, and is protected by law. We collect this information so we can process and manage your applications and payments, and provide services to you. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to [servicesaustralia.gov.au/privacy](https://servicesaustralia.gov.au/privacy)

### 55 Declaration

#### I/We declare that:

- the information I/we have provided in this form is complete and correct.

#### I/We understand that:

- when settling my loan that my/our loan payments will stop from the next payday after the settlement request is made.
- Services Australia can make relevant enquiries to make sure I/we receive the correct entitlement.
- giving false or misleading information is a serious offence.

#### I/We acknowledge and accept that:

- the specified property will be used as security against the loan and a charge or a caveat will be registered against the title of this property, with any costs incurred by the Commonwealth associated with registering or removing this charge or caveat being payable by me/us in accordance with section 1143 of the *Social Security Act 1991*.
- I/we, or our nominated contact, will be contacted by Services Australia's solicitors who will accept the loan debt amount on behalf of the Commonwealth and after all repayments have been received, arrange for withdrawal of the caveat/charge from my/our property.
- when settling the loan, interest continues to accrue until the loan is settled in full and if settlement is delayed additional interest may accrue.
- I/we are protected by a No Negative Equity Guarantee (NNEG), which means the debt amount I/we or my/our estate must repay will not exceed the market value of the Australian real estate used to secure the loan, less any loans or mortgages. The NNEG will NOT apply if I/we have provided misleading information on my/our circumstances or have committed fraud, in which case I/we or my/our estate will repay the full balance of the loan debt.

Your signature



Date (DD MM YYYY)

Your partner's signature (if you have one)



Date (DD MM YYYY)

## Returning this form

Return this form and any supporting documents:

- **online** using your Centrelink online account. For more information, go to [servicesaustralia.gov.au/centrelinkuploaddocs](https://servicesaustralia.gov.au/centrelinkuploaddocs)
- by post to  
Services Australia  
Home Equity Access Scheme  
PO Box 346  
GLEN WAVERLEY VICTORIA 3150
- in person at one of our service centres.