PROMISSORY NOTE (IOU)

A signed promise to repay money: who owes whom, how much, any interest and when. Includes a repayment record.

> A promissory note is a signed promise by one person (the borrower) to pay a set amount to another (the lender), either on a date, in instalments or on demand. In Australia promissory notes are covered by the Bills of Exchange Act 1909 (Cth). Use it for a private loan, or where an owner agrees to repay the body corporate for a cost it covered. For overdue levies, use a levy payment plan instead (the official form where your state has one), because levy debts have their own rules on interest and recovery.

DATE OF THIS NOTE

SIGNED AT (SUBURB AND STATE)

AMOUNT BORROWED ($)

AMOUNT IN WORDS

BORROWER

FULL NAME(S)

ADDRESS

PHONE

EMAIL

LENDER

FULL NAME, OR BODY CORPORATE / SCHEME NAME AND PLAN NUMBER

ADDRESS

PHONE

EMAIL

THE PROMISE

For value received, the Borrower promises to pay the Lender the amount borrowed shown above, plus any interest set out below, on the terms in this note. If there is more than one Borrower, each is responsible for the whole amount.

INTEREST

INTEREST

☐ No interest ☐ Fixed rate per year (simple interest on the unpaid balance)

INTEREST RATE (% PER YEAR)

INTEREST STARTS FROM

REPAYMENT

HOW IT WILL BE REPAID

☐ One lump sum on a set date ☐ Regular instalments ☐ On demand, with written notice

FINAL AMOUNT DUE BY

INSTALMENT AMOUNT ($)

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HOW OFTEN (WEEKLY, FORTNIGHTLY, MONTHLY)

FIRST PAYMENT DUE

NOTICE PERIOD IF PAYABLE ON DEMAND

HOW TO PAY (E.G. BANK TRANSFER TO THE LENDER'S ACCOUNT)

OTHER TERMS

- ☐ The Borrower may repay early, in part or in full, without penalty
- ☐ If a payment is more than 14 days late, the Lender may give written notice asking for the full unpaid balance
- ☐ This loan is unsecured unless security is described below
- ☐ Any change to these terms must be in writing and signed by both parties

LATE PAYMENT FEE (IF ANY)

LAWS OF THIS STATE OR TERRITORY APPLY

SECURITY OFFERED OR OTHER CONDITIONS (IF ANY)

SIGNATURES

BORROWER SIGNATURE

BORROWER NAME

DATE

SECOND BORROWER / GUARANTOR

NAME

DATE

LENDER SIGNATURE

LENDER NAME

DATE

WITNESS SIGNATURE

WITNESS NAME

DATE

REPAYMENT RECORD

NO.	DUE DATE	AMOUNT DUE	DATE PAID	AMOUNT PAID	BALANCE LEFT	LENDER INITIALS

PAID IN FULL: LENDER SIGNATURE

NAME

DATE PAID IN FULL

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