

Date:

Mail to: Attn: Document Custody and Release Department
Vanderbilt Mortgage and Finance, Inc.
500 Alcoa Trail
Maryville, TN 37804

Subject: Lien Release

Ref: Loan #: _____

Customer's Name: _____

To Whom It May Concern:

Please accept this written request to have Vanderbilt Mortgage and Finance, Inc. provide a release of lien for the home. I acknowledge the loan must be considered paid in full for this request to be processed. A check or money order payable to Vanderbilt Mortgage and Finance, Inc. for \$25 is enclosed to cover the required processing fee.

For loans that have been paid off for seven years or more, a copy of the title or a print out from the DMV showing our lien and the home information must be provided.

If you are a 3rd party, a signed authorization must be included to process your request.

Please mail the lien release documents to the following address:

Sincerely,

Contact Phone Number: (_____) _____

Enclosure: \$25 Processing Fee