Partial Release of Collateral Request

To request the approval of a partial release of collateral, please forward the following information to SunTrust Mortgage for our review with the form below:

1. A copy of survey or plat from a licensed or qualified surveyor showing the land to be released and the remaining land. This copy must include the complete dimensions, square footage or acreage and location of improvements.

2. An appraisal by a licensed or qualified appraiser that provides the value of the land to be released as well as the value of the remaining land and improvements. The value of the remaining land and improvements must support the current loan-to-value ratio (not the original loan-to-value ratio). Appraisals submitted for a partial release are subject to our underwriting review.

3. If the partial release request involves the sale of land, a sales contract must be provided. If the property is being purchased by a government agency or company, the borrower will have an offer showing the cash consideration. (Usually a representative will work directly with us once the mortgagor accepts the offer.)

4. A Partial Release document prepared by an attorney or closing agent. SunTrust Mortgage, Inc. does not prepare this Document.

5. The following must be contained in the partial release document:
    a. The following clause must be contained in the Certificate of Partial Release "It is expressly understood that the release of said parcel from the lien shall not in any way affect the lien of said Deed of Trust (Mortgage) upon the remaining land thereby subject to the Deed of Trust/Mortgage."
    b. The name of the mortgagor, the name of the mortgagee, date of the mortgage, date of recording, volume and page number or document number of the mortgage in the real property records
    c. A statement that the entity or person executing the release is the current holder, owner, assignee, or successor of the mortgagee's interest in the mortgage
    d. Legal description of the real property being released from the lien of the mortgage

6. If "MERS" language is found in the Mortgage/Deed of Trust please read the following and include in the document:

    - "MERS" is Mortgage Electronic Registration Systems, Inc. MERS is a separate corporation that is acting solely as a nominee for Lender and Lender's Successors and assigns. MERS is organized and existing under the law of Delaware, and has a mailing address of P.O. Box 2026, Flint MI 48501-2026, and/or a street address of 1901 E. Voorhees Street, Suite C, Danville, IL 61834. The MERS telephone number is (888) 679-MERS. FOR PURPOSES OF RECORDING THIS DOCUMENT MORTGAGE, MERS IS THE MORTGAGEE OF RECORD.

    - The body of the document, notary section and signature line of the document must read: Mortgage Electronic Registration Systems, Inc., as nominee for SunTrust Mortgage, Inc., its successors and assigns.

1. If the lender listed on the Deed of Trust/Mortgage is not SunTrust Mortgage, Inc., please input the name of that lender in place of SunTrust (Example: Mortgage Electronic Registration Systems, Inc., as nominee for ABC Mortgage, Inc., its successors and assigns).

7. If the Partial Release Request requires the signature of the ORIGINAL TRUSTEE please read the following:

    - If the original trustee on the recorded Deed of Trust/Mortgage is an entity's or persons other than Angela Burton please insert Angela Burton as Substitute Trustee on the agreement and prepare a Substitution of Trustee form.

8. $200.00 processing fee payable to SunTrust Mortgage, Inc. unless the property is located in one of the following states: AL, AR, CO, CT, DC, DE, FL, IA, IL, KS, LA, MA, MI, MO, MS, NC, NH, NJ, NV, NY, OK, PA, SD, TN, VA, WY

Please send the form below and the above items to:

SunTrust Mortgage, Inc.
Partial Release / RVW3002
1001 Semmes Ave
Richmond, VA 23224

If you have any questions, please contact our Client Services Department at 800.634.7928. Our business hours are 8 a.m. to 8 p.m., Monday through Friday and 9 a.m. to 3 p.m., ET on Saturday.

Partial Release of Collateral Request Form

BORROWER INFORMATION:

Mortgage Loan Number: _____
Borrower's Name: _____ Co-Borrower's Name: _____
Borrower's Phone Number: _____ Co-Borrower's Phone Number: _____

This form is used when requesting a Partial Release of Collateral.

Provide the reason for the request and describe how the released portion of the land will be used and any cash considerations to be received:

_____
_____
_____
_____
_____

Please return executed Partial Release to:

Company: _____ **Attn:** _____

Address: _____

If you prefer that the document be returned overnight, provide your FedEx account # or a completed return FedEx shipping label with your package.

Upon receipt of all the requested items, we will review the request and submit the documentation to the Note Holder and/or private mortgage insurer for review. The processing time is approximately 30 days, and if any costs are incurred, it will be your responsibility. If additional documentation or credit review is necessary, you will be contacted.

Signature of all borrowers is required:

_____ _____

_____ _____