

## Request for Release of Documents (Form SG340)

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In connection with the administration of the Mortgage Loans held by you, as Custodian, pursuant to the above-captioned Custody Agreement, we request the release, and hereby acknowledge receipt, of the Custodian's Collateral File for the Mortgage Loan described below, for the reason indicated.

Master Commitment and MPF Loan Number: \_\_\_\_\_

Borrower's Name, Address & Zip Code: \_\_\_\_\_

Reason for Requesting Documents (check one):

- 1. Mortgage Paid in Full \_\_\_\_\_
- 2. Foreclosure \_\_\_\_\_
- 3. (Reserved) \_\_\_\_\_
- 4. Other Liquidation \_\_\_\_\_
- 5. Correction \_\_\_\_\_

Reason: \_\_\_\_\_

By: \_\_\_\_\_

(Authorized signer)

Print Name \_\_\_\_\_

Issuer: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Custodian:

Please acknowledge the execution of the above request by your signature and date below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Documents returned to Custodian:

\_\_\_\_\_  
Custodian

\_\_\_\_\_  
Date

## **Instructions to Request for Release of Documents (Form SG340)**

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### **Purpose**

This form is used by the Servicer to request the release of documents held by the MPF Program Custodian. A similar format must be used if using a Custodian other than the MPF Program Custodian.

### **Distribution**

The Servicer will submit this form to the MPF Program Custodian only when requesting the release of Collateral File documents. If using the MPF Program Custodian, use the mailing address in Chapter 111.2 of the Servicing Guide.

### **Preparation Instructions**

1. Enter the Master Commitment number, MPF loan number, Borrower's name and Mortgaged Property address.
2. Check the applicable reason for requesting documents.
3. An individual authorized to withdraw documents must sign this form and print his/her name and title, and provide the PFI Name, PFI address and date.
4. Mail or fax the completed form in duplicate to MPF Program Custodian, to the address or facsimile number for release requests and release status changes listed in Chapter 111.2 of the Servicing Guide.