

Date:

Mail to: Attn: Paid Out 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. removed as the lien holder on my home. I have enclosed a check or money order made payable to Vanderbilt Mortgage and Finance, Inc. for \$25 to cover the required processing fee.*

Please mail the lien release documents to the following address:

Sincerely,

Contact Phone Number: (____) _____

Enclosure: \$25 Processing Fee

***Note:** For loans that have been paid off for seven years or more, you must also provide us with a copy of the Title or a print out from the DMV showing our lien and the home information.