

**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 3<sup>rd</sup> 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