

INSTRUCTIONS FOR FILLING OUT A REQUEST FOR RELEASE BY OWNER OF  
INDEBTEDNESS **WITH** THE PRODUCTION OF EVIDENCE OF DEBT

THE REQUEST FOR RELEASE FORM MUST BE PRINTED ON LEGAL PAPER

THE DOCUMENT RETURN INFORMATION MUST REMAIN INSIDE THE BOX

HOW TO FILL OUT THE REQUEST FOR RELEASE FORM TO SUBMIT TO THE  
PUBLIC TRUSTEE

- \*Mark if the Request is a FULL or PARTIAL Release
- \*Enter the current date
- \*The Grantor, Beneficiary and Deed of Trust dates and recording information must match exactly what is on the Deed of Trust.
- \*Enter the current address as requested or check the box if the current address is unknown.
- \*Fill in the County that will be Releasing the Deed of Trust
- \*If this is a Partial Release, the legal description of what is being Released must be entered in the space provided. If more space is needed, make the legal description a second page.
- \*The name and address of the Current Owner and Holder of the Indebtedness (Note) that is secured by the Deed of Trust being Released.
- \*Name, Title and address of the officer of the Current Owner and Holder of the Indebtedness. (This is the person(s) that will be signing the Request for Release form.
- \*Signature of person(s) listed above.
- \*Above signatures must be notarized. The notary must fill in the information underneath the signatures, sign and affix their seal.

Please send this form with a check for **\$43.00** for a one-page release (if you need to add an additional page for the legal it will cost an additional \$5 per page), the Original Note, a **legible** recorded copy of the Deed of Trust, and an envelope, postage pre-paid for returning the ORIGINAL Note to the Public Trustee in the County the Deed of Trust was recorded.