



A Division of PNC Bank, National Association

**Customer Service Contact Information:**  
PNC Mortgage, B6-YM07-01-7  
PO Box 1820  
Dayton, OH 45401-1820  
1-800-822-5626

January 28, 2015

Alma

Parma ID 83660

PARTIAL RELEASE REQUIREMENTS

Re: Loan No.

Property Address:

Parma ID 83660

Dear Customer:

Thank you for contacting PNC Mortgage regarding releasing a portion of your property. At this time, we only review requests that pertain to the following categories:

1. A request for partial release that originated from a government entity. For example, the state is requesting a portion of your property for a transportation or utility project.
2. A boundary line adjustment by the county or a dispute between your property and an adjacent property.
3. An oil and gas release that pre-dates our mortgage on the property.

If you believe your request pertains to one of these categories, please provide us with a request letter describing your situation, any documentation requiring signature by PNC Mortgage, any contracts or agreements signed by you, surveys, and any other documentation pertaining to your request so that we may determine whether your request meets applicable requirements.

If applicable, you may provide us with written authorization to speak to any necessary third party by completing an Authorization form. For example: Title agent, Attorney, or Government Agency or Representative. This form is available upon request via fax, mail or online at [pnc.com/homehq](http://pnc.com/homehq).

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Please send these items to one of the following addresses:

(Regular Mail)  
PNC Mortgage  
Attn: Research/Partial  
Release Processing  
P. O. Box 1820  
Dayton, OH 45401-1820

(Overnight Delivery)  
PNC Mortgage  
Attn: Research/Partial  
Release Processing  
3232 Newmark Dr.  
Miamisburg, OH 45342

Once the documents are received and reviewed, we will send written notification if any additional information is needed to complete the review or if the request has been approved.

**Please note, absolutely NO closings, transfers, or sales should be scheduled or completed until you receive our written approval.**

Please be aware that sale or transfer of all or part of the property or interest in the property without PNC's prior written consent, is a violation of your mortgage and may result in PNC requiring immediate payment in full of all sums secured by the Security Instrument. Failure by PNC to invoke this right is not a waiver of such right and PNC reserves the right to invoke it at a later time.

If you have further questions about your loan, please call our knowledgeable Customer Service Team at 1-800-822-5626. You may also visit us online at [www.pncmortgage.com](http://www.pncmortgage.com) to view up-to-date loan information 24 hours a day, 7 days a week! We appreciate you and your business.

Sincerely,

Customer Service Department  
PNC Mortgage

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