

Request for Release of Deed of Trust with Production

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.

Send the form with the following:

- **Check for \$28** (for a one-page release) payable to Summit County Public Trustee. If you need to add an additional page for the legal it will cost an additional \$5 per page)
- **The Original Note marked paid in full**
 - This must be the **original** document. If unable to locate the original note, you will need to obtain a “Lost Instruments Bond” from an insurance company and must use the Request for Release of Deed of Trust without Production form.
- A **valid, legible copy or the original recorded Deed of Trust** to the Public Trustee in the County the Deed of Trust was recorded.

NOTE:

- The request for release form must be printed on legal paper.
- The document return information must remain inside the box
- Please send postage paid, self addressed envelope to whomever you wish the recorded document and all other paperwork returned.