

# Land Transaction Request Form

To request partial-lien-release approval for a land transaction, complete and return this form.

**Complete this entire form. Please write legibly.**

**1. Provide property and homeowner information:**

Loan number: \_\_\_\_\_  
 Homeowner 1 full name: \_\_\_\_\_ Homeowner 2 full name: \_\_\_\_\_  
 Primary phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_ Property address: \_\_\_\_\_  
 City, state, ZIP: \_\_\_\_\_ City, state, ZIP: \_\_\_\_\_

**2. Review our *Land Transaction Request Requirements* document.** If you have any questions after reviewing the various requirements, call our Customer Service department (**800-356-7107**) Monday - Friday from 8 a.m. to 10 p.m. or Saturday from 8 a.m. to 3 p.m. (Eastern time).

**3. Explain what is being done to the property.**

*Example:* Describe the land transaction (such as the future use of any new easement, the reason for the subdivision, or the proposed use of any land being lost through eminent domain). Also describe any restrictions, and how the property's use will be affected by the transaction. *Please write legibly.* Use additional sheets of paper if necessary:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Cash consideration you will receive in the transaction: \$ \_\_\_\_\_
- Size of your property *before* the transaction (in square feet or acres): \_\_\_\_\_
- Size of the property to be added, released, leased, or included in the transaction (in square feet or acres): \_\_\_\_\_
- Size of the property you're retaining/keeping *after* the transaction (in square feet or acres): \_\_\_\_\_

**4. Gather, attach, and check off these required documents:**

- Third-Party Authorization Form*
- Sales contract
- Survey or plat map (with dwelling location clearly marked)
- Release instrument/modification agreement (*example:* partial release or easement agreement)
- (If applicable) Fannie Mae homeowners: *Application for Release of Security* form (FNMA Form 236)
- Other documents (specify): \_\_\_\_\_
- Check this box if, to the best of your knowledge, your loan meets all the eligibility requirements described in our *Land Transaction Request Requirements* document.

**5. Sign your acknowledgement and consent.**

My/our signatures mean that I/we consent for Shellpoint to order an **appraisal** to confirm the value of my/our property and a **title policy endorsement** (if applicable) to maintain my/our title insurance coverage. Shellpoint will bill all costs of the appraisal and the title policy endorsement to my/our mortgage account, whether my/our request is approved or denied. I/we also agree that if I/we submit an incomplete request or if Shellpoint asks me/us for more information and Shellpoint does not receive the information within 30 calendar days of making the request, Shellpoint will close my/our land-transaction request and I/we will need to start the process over.

**Important:** I/we understand that failing to sign this acknowledgement may not prevent my/our account from being billed for the appraisal fee or title policy endorsement fee (if applicable).

\_\_\_\_\_  
 Homeowner 1 signature \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Homeowner 2 signature \_\_\_\_\_  
 Date

**6. Submit this form and your supporting documents.**

Submit this completed form and all supporting documents by email or regular mail to one of these addresses:

**Email:** [partialrelease@shellpointmtg.com](mailto:partialrelease@shellpointmtg.com)

**Regular mail:** Shellpoint Mortgage Servicing  
ATTN: Doc Curative – Land Transactions  
75 Beattie Place, Suite 700  
Greenville, SC 29601