

Partial Release of Lien Request Form

Fill out and print form. All sections of the form are required to be filled in. Information can be typed directly into the pdf form.

Customer Name:	_____	Account Number:	_____
Collateral Address:	_____	Mailing Address:	_____
	_____		_____
	_____		_____

Requestor Name:	_____	Requestor Phone:	_____
Requestor Address:	_____	Requestor Email:	_____

Reason for Release Request:	<input type="checkbox"/> Selling Property	<input type="checkbox"/> Easement	<input type="checkbox"/> Other _____
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Mail Request to: Citizens Bank, N.A.
Consumer Loan Servicing
1 Citizens Bank Way
JCB215
Johnston, RI 02919

Required **
Customer Authorization: _____
Customer Authorization: _____

Third Party Authorization Attached: <input type="checkbox"/>
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FedEx Completed Documents to:

**Requests will be processed 30-60 days from receipt of completed package.

Partial Release of Lien Request Checklist

- **Survey/site plan or map**

A certified copy of the of the entire property from a licensed or qualified surveyor showing the land to be released and the remaining land. The documents cannot exceed 120 days and copy must include:

- Location of improvements, and location of underground utilities (electric, water, gas, etc.) including well/septic if applicable
- Complete dimensions with measurements and boundaries (metes & bounds)
- Boundaries with acreage of land before the release
- Boundaries with acreage of land after the release
- Boundaries with acreage of land being released

- **Current balance statement(s)**

Or official payoff letter(s) from all additional creditors or mortgage(s) secured by the subject property.

- **Current title report**

If one cannot be supplied, Citizens will order a title report at no charge to the customer.

- **Check** - made payable to Citizens for the quoted amount of the appraisal.

- **If the property is being purchased by a government agency or company**

The borrower should provide the offer showing the cash consideration.

- **If there is a sale of land:** A sales contract must be provided.

- **Monetary consideration**, if any, to be received by the borrower.

- **A Partial Release of Lien Document**

prepared by an attorney or closing agent **must** be provided and contain the following:

- A legal description of the real property being released from the lien of the mortgage along with a legal description of the real property remaining.
- The name of the mortgagor and mortgagee, date of the mortgage, date of the recording, volume and page number or document number of the mortgage in the real property records.
- The following clause **must** be included in the Partial Release of Lien “it is expressly understood that the release of said parcel from the lien shall not in any way affect the lien of said Deed of Trust (Mortgage) upon the remaining land thereby subject to the Deed of Trust/Mortgage.”
- Two signature lines using Citizens Bank, N.A. formerly known as (bank name) within the document and Citizens Bank, N.A. on the signature line,
- The new legal description of the property being released (Schedule A).