DEED OF TRUST/MORTGAGE NOTE PAYOFF FORM

# Each page of the document that requires PENSCO Trust Company’s (PENSCO’s) initials/signature must be signed by the client as “Read and Approved”

**Please provide the following for PENSCO’s Review and Signatures:**

Prepared payoff document (Demand and Reconveyance, Satisfaction of Mortgage, etc.) Other documents that need to be signed by the lender/beneficiary, if applicable

# Any questionnaires must be completed in their entirety by the client

All documents Signed as “Read and Approved” by the client

# ACCOUNT OWNER INFORMATION

PENSCO Client Account Name: PENSCO Account Number:

Phone Number: Email Address:

# LOAN INFORMATION

Borrower Name/Collateral Property Address/Loan Number: Percentage of Ownership: %

PENSCO Asset ID (if known):

# PAYOFF INFORMATION

Closing Date, if any / / This is a:

Full Payoff in the amount of $ (estimated IRA proceeds)

Partial Payoff in the amount of $ (estimated IRA proceeds)

If a Partial payoff, please indicate the lot/parcel/address being paid off

# AGENTS RECEIVING COMMISSION

Buyer’s Agent Name: Seller’s Agent Name:

# RETURN EXECUTED DOCUMENTS TO

Company Name:

Contact Name:

Address:

City: State/Province: Postal Code:

Phone Number:

Please select the document delivery method on the next page.

*(continued)*

# RETURN EXECUTED DOCUMENTS TO (CONTINUED)

Please Send Documents via (check all that apply)\*:

Email: Regular Mail to address above

Express Mail Delivery to address above and:

Charge my PENSCO account for overnight fee

Use a Third Party’s Billing Account #

Fax:

FED EX

UPS

Other:

Use the enclosed prepaid UPS/FED Ex Label

**\*If no option is selected the default will be to overnight at the client’s expense. Please refer to the fee schedule for details.**

I have initialed and/or signed where appropriate, for each document PENSCO Trust Company (PENSCO) needs to initial/sign. I acknowledge that if there is an amendment or any subsequent documents submitted separate from this form for this transaction, I will need to sign the applicable pages as “Read and Approved” before PENSCO will execute.

Account Owner Signature Date

**INVESTMENT PRODUCTS: NOT FDIC INSURED • NO BANK GUARANTEE • MAY LOSE VALUE**

**Upload forms to:**

[www.pensco.com/upload](http://www.pensco.com/upload)

**Fax to:** 303-614-7036

**Send mail to:**

PENSCO

P.O. Box 173859 Denver, CO 80217-3859

**For express deliveries:**

PENSCO

1560 Broadway, Suite 400

Denver, CO 80202-3331

**Questions?**

Call 1-800-962-4238