



# Pacific Trust Deed Servicing Co., Inc.

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Phone: (541) 955-6672 \* Fax: (541) 955-6673

P.O. Box 697 \* Grants Pass, OR 97528 \* 225 N.E. "C" Street, Grants Pass, OR 97526

## PACIFIC TRUST DEED SERVICING COMPANY, INC. DOCUMENT WORKSHEET

### STANDARD SET-UP FOR ASSUMPTION OF OBLIGOR/BUYER'S INTEREST

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#### NOTE & TRUST DEED OR LAND SALE CONTRACT

1. Copy of Conveyance Document
2. Copy of Assumption Document (if applicable)
3. Amended Instructions Assignment of Obligor's Interest
  - \* Please include all contact information; address, cell phones, email, etc.
  - \* Banking Information for auto payment - must complete ACH debit form & include voided check
4. W-9 for All parties; husband AND wife
  - \* LLCs and corporations please provide tax identification numbers
  - \* LLCs please provide a copy of the Operating Agreement
5. Fee Schedule (Initialed by Each Party)
6. Privacy Policy (Initialed by Each Party)
7. Court judgment or other court distribution document (probate or marriage dissolution proceedings) if applicable
8. Personal Representative's Letters Testamentary or Letters of Administration, if applicable
9. Death Certificate (If Applicable)
10. Trust Certification (If Applicable)

#### MOBILE HOME TITLE - We recommend a Title Company for this Process

1. Manufactured Structure Notice of Sale/Change of Ownership
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If you have any questions please call 541-955-6672