



Pacific Trust Deed Servicing Co., Inc.

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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 ASSIGNMENT OF PAYEE/SELLER'S INTEREST

NOTE & TRUST DEED

1. Original recorded Assignment of Trust Deed
2. Endorsement of Promissory Note (If Applicable)
3. Request for Reconveyance executed by Assignee

LAND SALE CONTRACT

1. Original recorded Assignment of Contract and Deed (If Applicable)
2. Unrecorded fulfillment deed executed by Assignee

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

1. Manufactured Structure Security Interest Change

REQUIRED DOCUMENTS FOR EITHER FORM OF ASSIGNMENT

1. Amended Instructions Assignment of Payee's Interest
 - * Please include all contact information; address, cell phones, email, etc.
 - * Banking Information for auto deposit - must complete ACH credit form & include voided check.
 2. 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
 3. Fee Schedule (Initialed by Each Party)
 4. Privacy Policy (Initialed by Each Party)
 5. Court judgment or other court distribution document
 - * Probate or marriage dissolution proceedings (If Applicable)
 6. Personal Representative's Letters Testamentary or Letters of Administration (If Applicable)
 7. Death Certificate (If Applicable)
 8. Trust Certification (If Applicable)
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NOTE:

Assignee should contact fire insurance agent to change loss payees on Homeowners/Business Policy (If Applicable)