



USAA Federal Savings Bank
 10750 McDermott Freeway
 San Antonio, Texas 78288-0544

Partial Release of Lien Checklist

USAA Number: _____

Complete the steps below for a Partial Release of Lien. Request will not be processed until all required items are received. **Processing time is 5 - 14 days from the date all required documentation is received.**

- STEP 1.** Fax **all** of the following to 1-800-531-5717 using this form as your fax cover sheet or mail to the address above. Use black ink.
- Completed Partial Release of Lien Checklist
 - A letter of intent or purpose for the partial release, signed by all parties with interest in the property or a copy of the contract of sale if the property to be released is being sold.
 - A copy of the most recent mortgage statement(s) for any loans against the property.
 - A current survey of the entire property showing the location of the collateral and all easements and improvements and clearly outlining the areas to be released and retained.
 - The new legal descriptions for the properties to be released and retained. This will be a "metes and bounds" description or if the property requires being replatted, the new platted legal descriptions of the lots.
 - A letter from the local zoning/building commission verifying the following:
 - The applicable platting, subdivision or other land use requirements will not be violated following the partial release of the property.
 - The division of the property will not constitute a non-conforming use or require a waiver of variance under local zoning ordinances/regulations.
 - A partial release agreement prepared by an attorney or title company and acceptable to the county for recording purposes. The legal description of the land to be released must be attached.

Our Next Steps

- USAA will order an appraisal performed by a licensed appraiser to determine the value of the retained property.
 There is a cost associated with this requirement. Once all required documentation is received, USAA will make an initial determination of the acceptability of the partial release and will request payment of the appraisal fee prior to ordering the appraisal.
- USAA will send granted Partial Release of Lien by regular mail (unless we are provided with a FedEx account number) to the address provided in the "Mail Approved Partial Release of Lien To" section (bottom of page).

We value your business and trust in USAA.

Request Information

Member Name	Loan Number		
Property Address	City	State	ZIP Code

Mail Approval Partial Release of Lien To

If requesting the form to be returned by FedEx, include account number to be billed.

Company Name	Attention		
Address (physical address only for FedEx delivery)	City	State	ZIP Code
Business Phone Number	Fax Number	FedEx Account Number	

USAA Federal Savings Bank • Fax 1-800-531-5717