

**RECONTRUST COMPANY**

Partial Release Division  
2380 Performance Dr. Bldg D RGV-D7-PR  
Richardson, TX 75082  
(800)-376-4140

February 3, 2009

PAULA M PETERS  
16818 LE CLARE SHORES DR  
TAMPA, FL 33624-1082

RE: Request for DOT TAKING  
Doc ID No.: 0001830460632005N  
HELOC or 2<sup>nd</sup> Doc ID No.: N/A  
Order No.: 25849

**IMPORTANT INSTRUCTIONS**

Dear Borrower(s):

We have received a request for a DOT Taking of property, a portion of which is held as security for the above referenced loan.

**IN ORDER TO PROCESS THIS TRANSACTION, PLEASE SUBMIT ALL ITEMS SET FORTH BELOW (EXCEPT THOSE LISTED AS OPTIONAL). WE WILL MAKE EVERY EFFORT TO COMPLETE YOUR REQUEST IN A TIMELY MANNER. IF AN ITEM IS NOT SUBMITTED, WRITTEN NOTIFICATION MUST BE INCLUDED AS TO WHY THE ITEM IS NOT BEING PROVIDED. PARTIAL PACKAGES WILL BE RETURNED TO YOU UNPROCESSED. ALL REQUESTS MUST ALLOW A MINIMUM OF 45 DAYS FOR PROCESSING AFTER RECEIPT OF ALL MATERIALS REQUESTED BELOW.**

**REQUIRED ITEMS**

1. An administrative review fee of \$250.00 payable to "ReconTrust Company" ("RT"). The fee must be received with your package. Payment is required regardless of whether your request is approved or denied. The review fee is non-refundable. ~~NO PERSONAL CHECKS WILL BE ACCEPTED~~
2. A signed written explanation of the transaction being contemplated including the names and relationships, if any, of all parties involved;
3. A copy of any agreement, listing agreement and/or sales contract, if applicable;
4. A signed letter from the borrower(s) stating that they are aware that consideration (proceeds) may be required to be applied to their loans' unpaid principal balance;
5. A completed Application Form (enclosed). This form must be complete and signed by all Borrower(s). If the field on the Application does not pertain to your request, please indicate N/A (Not Applicable) in that field. The Application is required to be submitted with your package;
6. A complete written legal description of the property to be released. Please mark it Exhibit "A". This Exhibit must be prepared by a qualified/licensed land surveyor;
7. A complete written legal description of the property to be retained. Please mark it Exhibit "B". This Exhibit must be prepared by a qualified/licensed land surveyor;
8. A survey completed by a qualified/licensed land surveyor, any and all blueprints and/or proposed Plat of the entire land involved in the transaction. The survey must indicate the old and new boundary lines, improvements, wells, septic systems, leach fields, access to the property, easements, and any existing encroachments;
9. A copy of a current appraisal dated within 6 months of submittal by a certified/licensed appraiser. The appraisal must certify the property's before (current) value and the resultant property's after value for the request. For your information, this appraisal will not be used for lending purposes. You as the borrower

should be listed as the "client" on the appraisal. The appraisal can be on URAR 1004 or Desktop Underwriter 2055 form;

- 10. The Partial Release/Reconveyance document to be signed prepared by a licensed attorney or title/escrow company;
- 11. A copy of this letter;
- 12. A prepaid overnight air package addressed to the receiver of the executed document. If shipping instructions or overnight package are not provided, the executed document will be returned via U.S. Postal Service, First Class mail;
- 13. (Optional) The Authorization Letter (enclosed) signed by all Borrower(s) authorizing RT to communicate with third-parties who are assisting in this request (example; Attorney, CPA, real estate agent, Broker, title/escrow company, etc.) RT will only speak to the borrower(s) and those indicated on this letter. If a party is not listed, RT will not speak to them in regards to this transaction.

We have been advised by the Servicer of your loan, they service this loan on behalf of an investor. The investor of your loan may require additional items not stated above in order to review and approve this request.

Please be advised that your loan carries mortgage insurance. We will be submitting a request to the insurance carrier for their approval.

Please be advised we will not incur any expenses involved in the finalization of this transaction. Any and all expenses must be negotiated among the parties involved.

All of the above requirements must be submitted as one complete package to our attention at the following address:

RECONTRUST COMPANY  
 Attn.: PARTIAL RELEASE DIVISION  
 2380 PERFORMANCE DR. BLDG D RGV-D7-PR  
 RICHARDSON, TX 75082

If you have any questions regarding this letter, please contact us at (800)-376-4140.

Very truly yours,  
PARTIAL RELEASE DIVISION

Please provide the following information to best reach you at:

Borrower Name: \_\_\_\_\_

Home or  Work No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_