



UPDATING PROPERTY OWNERSHIP INFORMATION

This guide will help you request approval to add an immediate family member(s) to the deed as a property owner and/or remove a party from the deed.

Form included:

- Cover Sheet

WE'RE HERE TO HELP

This guide will walk you through the process, provide and explain the necessary forms and serve as a road map for you to complete your request.

Remember, we're available to answer your questions—call us at **1-866-299-6752**; we accept operator relay calls.

PLEASE NOTE:

This request doesn't change who is financially responsible for the loan. To do this, you'll need to apply for a loan assumption. Please call us at **1-866-299-6752** to confirm this option is available for this loan type and request an Assumption Application Package.

Si tiene alguna pregunta, por favor llame al 1-866-299-6752.



HOW TO REQUEST APPROVAL TO ADD AN IMMEDIATE FAMILY MEMBER(S) TO THE DEED AS A PROPERTY OWNER AND/OR REMOVE A PARTY FROM THE DEED

This guide will help you request approval to add an immediate family member(s) to the **deed** only, and/or remove a party from the deed. It doesn't remove the original borrower(s) from the loan and won't affect the financial obligation of the borrower(s) on the loan.

Immediate family members include:

- Spouses
- Domestic Partners
- Children
- Parents
- Grandchildren
- Grandparents
- Siblings

What you need to do:

Please send us:

- A completed **Cover Sheet** (which is included in this guide)
- A written request** to have the immediate family member(s) added to the deed and/or a party removed from the deed (signed and dated by the customer making the request)
 - Include the name(s) of the family member(s) being added or party being removed
- Proof of relationship** of the immediate family member(s) to the customer (for example, a copy of a birth certificate, marriage certificate, or domestic partnership certificate)
 - This isn't required if the request is to remove a party from the deed

Once we receive this information, we'll review your request. If it's approved, we'll send you a letter letting you know you can record the proposed deed with the appropriate county clerk's office. If it's not approved, we'll send you a letter explaining why.

You can fax or mail these documents to:

Fax:
1-614-422-7575

Mail:
Chase
Mail Code LA4-6555
700 Kansas Lane
Monroe, LA 71203

Deed (for example, warranty or quitclaim deed)—a written document that shows ownership and is used to transfer ownership of a property.

FREQUENTLY ASKED QUESTIONS

I was recently married and I want to change my name on the loan and allow my new spouse to be able to access my loan information. What do I need to do?

Please call us at 1-866-299-6752 and ask us to send you the Updating Mortgage Information Following a Name Change guide. When you return the necessary documents (including a copy of your marriage certificate/license), you'll also need to provide a written request to allow your new spouse to access your loan information. Making this request doesn't remove the original borrower(s) from the loan and won't affect the financial obligation of the borrower(s) on the loan.

If you want your spouse to become financially responsible for the loan, you'll need to apply for a loan assumption. Please call us at 1-866-299-6752 to request an Assumption Application Package.

I was recently divorced and awarded our home and property. I want to change my name on the loan and have my ex-spouse removed from the loan. What do I need to do?

To change your name on the loan, you'll need to make a name change request. Please call us at 1-866-299-6752 and ask us to send you the Updating Mortgage Information Following a Name Change guide.

To remove your ex-spouse from financial responsibility for the loan, you'll need to apply for a loan assumption. Please call us at 1-866-299-6752 to request an Assumption Application Package.

Can I provide a photocopy of the document you're requesting for proof of relationship?

Yes, you can just make a copy of this document and send it to us.

Why are you asking me for proof of relationship?

We need to verify the identity of the immediate family member(s) to ensure the title/deed transfer is allowed.

Do you charge a fee for reviewing and approving a title/deed transfer?

No, we don't charge a fee for making a title/deed transfer.

What if I still have questions?

You can call us at 1-866-299-6752; we accept operator relay calls.



COVER SHEET

Updating Property Ownership Information

Request approval to add or remove an immediate family member(s) on the deed as a property owner and/or remove a party from the deed

Please complete and include this Cover Sheet with your documents.

Date (MM/DD/YYYY): _____

Loan number: _____

Requestor name: _____

Address: _____

Phone number: _____

You can fax or mail these documents to:

Fax:

1-614-422-7575

Mail:

Chase
Mail Code LA4-6555
700 Kansas Lane
Monroe, LA 71203