

LAKE UNION

ESCROW

Private Party Beneficiary
Address
Address
Fax#

Re: Loan No:
 Escrow No:
 Borrower or Seller:
 Property Address:

Dear _____,

We have an escrow involving real property upon which you hold the beneficial interest under a Deed of Trust.

Please accept our request to receive a demand for payment in full for the party mentioned above. Please provide a demand good through _____.

Please fax the demand/pay off quote to 206-447-9997 or e-mail to holly@lakeunionescrow.com or nicole@lakeunionescrow.com. Please also be sure to include a forwarding address and instructions for the proceeds that will be available at closing.

Thank you.

Regards,

Escrow Officer
Lake Union Escrow

TO: Lake Union Escrow
425 Pontius Ave. N., Suite 460
Seattle, WA 98109

Re: Escrow No.:
Property Address:

BENEFICIARY DEMAND

I hand you herewith the following:

- 1. Original note in the amount of \$ _____
- 2. Deed of Trust securing same recorded in Book _____ Page _____
as Auditor's File No. _____ in Records of
_____ County.
- 3. Request for Full Reconveyance signed by all owners of the note.

You are hereby instructed to use the above documents, provided you hold for the account of the parties executing said Request for Full Reconveyance, the following:

Principal balance of \$ _____

Plus interest on said balance at the rate of ____% per annum
From _____ to date of close of escrow.

Additional amounts due are: _____
(if none, please so state)

If you are unable to comply with these instructions on or before _____
you are hereby instructed to comply at the earliest possible date thereafter, unless I have
otherwise instructed you in writing.

PLEASE NOTE: ALL BENEFICIARIES MUST SIGN.

Date: _____

Date: _____

Address: _____

Phone: _____

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ESCROW INSTRUCTIONS

TO: Lake Union Escrow
425 Pontius Ave. N., Suite 460
Seattle, WA 98109

RE: Escrow No.:
Property:
Borrower(s):

I/we had you herewith the original Note and Deed of Trust, signed off for reconveyance, on subject property.

You are authorized to mark said Note "PAID IN FULL" and cause said documents to be reconveyed and recorded ONLY when you have for my/our account the sum necessary to pay my/our interest in full; said amount as furnished to you by separate "payoff letter" form.

Should the subject transaction not close, you are instructed to return the enclosed original documents to me/us immediately by certified mail.

Signed: _____

Dated: _____

Signed: _____

Dated: _____

Signed: _____

Dated: _____

Signed: _____

Dated: _____

Enclosures