

**AUTHORIZATION TO RELEASE INFORMATION**

TO: \_\_\_\_\_ (Please list the name of your Mortgage Company)

RE: \_\_\_\_\_ (Customer's name[s])

\_\_\_\_\_ (Customer's address)

\_\_\_\_\_ (Customer's Account number)

\_\_\_\_\_ (Customer Home Phone Number)

Dear Sir or Madam:

We are working with Lynchburg Community Action Group, Inc. (A HUD certified counseling agency) on a plan to resolve our mortgage delinquency. We hereby authorize you to release any and all information concerning our account to the Lynchburg Community Action Group, Inc. at their request.

We further authorize you to discuss our case with either Melissa Yuille or Clark Jefferson. They are working to help us address our financial problems and to propose a loss mitigation plan, which is within your guidelines.

The doctrine of informed consent has been explained to me and I understand the contents to be released/exchanged, the need for the information, and that there are statutes and regulations protecting the confidentiality of authorized information.

I hereby acknowledge that this consent is voluntary and is valid until such request is fulfilled. I further acknowledge that I may revoke this consent at any time except to the extent that action based on this consent has been taken. I also acknowledge that a copy of this form is as valid as the original.

At present, we request that you will fill out the request for loan information, which accompanies this letter. Please return it by fax (434-455-1623) no later than \_\_\_\_\_. You may release additional information to the Lynchburg Community Action Group, Inc. in the future without further authorization.

Thank you for taking the time to deal with this request.

Borrower (printed) \_\_\_\_\_ Last four digits of SSN \_\_\_\_\_

Borrower (signed) \_\_\_\_\_ Date \_\_\_\_\_

Co-Borrower (printed) \_\_\_\_\_ Last four digits of SSN \_\_\_\_\_

Co-Borrower (signed) \_\_\_\_\_ Date \_\_\_\_\_

Counselor (printed) \_\_\_\_\_ Date \_\_\_\_\_

Counselor (signed) \_\_\_\_\_ Date \_\_\_\_\_