

# Partial Release/Assumption Request Form

Arch Mortgage Insurance Company | United Guaranty Residential Insurance Company

Submit the completed request form with the applicable documents listed below to [loanassumptions@archmi.com](mailto:loanassumptions@archmi.com).

## REQUEST TYPE AND SERVICER INFORMATION

Request Type:	First Mortgage Partial Release	First Mortgage Assumption
Name:	_____	ID Number: _____
Contact:	_____	Alternative Contact: _____
Phone:	_____	Phone: _____
Email:	_____	Email: _____

## LOAN AND MEMBER INFORMATION

Property Address:	_____	Arch MI or United Guaranty MI Certificate Number: _____
City, ST, ZIP:	_____	Proposed Loan Number (assumptions only): _____
<b>Current Member Borrower</b>		Current Loan Number: _____
Name:	_____	<b>Assuming Member Borrower</b>
SSN:	_____	Name: _____
		SSN: _____

## PARTIAL RELEASE

Release Type:	Voluntary	Involuntary	Explanation of Transaction:
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Current Appraised Value BEFORE release:	\$	_____
Current Appraised Value AFTER release:	\$	_____
Amount of Money Exchanged:	\$	_____

Money is Applied to Unpaid Principal Balance.

Money is Not Applied to Unpaid Principal Balance. (If not, a new Appraisal is required for both Voluntary and Involuntary release.)

## DOCUMENTS REQUIRED FOR PARTIAL RELEASE

### Voluntary Release

- Partial Release/Assumption Request Form.
- New appraisal.\*
- Survey (including portion of property to be released).
- 12-month payment history (with current principal balance).
- Copy of original appraisal.

### Involuntary Release

- Partial Release/Assumption Request Form.
- New appraisal (if funds are not to be applied to Unpaid Principal Balance).\*
- Survey (including portion of property to be released).
- State/county/government municipality documentation providing the specifics of the Request of Property.

\*Copy of New Appraisal (less than 120 days old) to establish appraised value prior to release of property AND appraised value after release of property. Appraiser must comment on effect of Partial Release on marketability of property.

## FIRST MORTGAGE ASSUMPTION AND REQUIRED DOCUMENTATION

Type: Assumption WITH Release of Liability  
(original member borrower to be released from liability).

Assumption WITHOUT Release of Liability  
(original member borrower to remain liable).

Submit to: [loanassumptions@archmi.com](mailto:loanassumptions@archmi.com)

## DOCUMENTS REQUIRED FOR FIRST MORTGAGE ASSUMPTION

- Completed Partial Release/Assumption Request Form.
- Copy of Member Borrower's signed Loan Application.
- Credit Report.
- Verification of Employment/Verification of Income.
- Copy of Sales Contract/Divorce Decree (as applicable).
- Verification of Deposit, if funds are needed for Assumption closing.

Arch MI will continue to insure a mortgage assumption, provided that the assuming member borrower(s) meets current Arch MI underwriting criteria.

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Client's Authorized Signature

Please Print or Type Name

Phone Number

Email Address

Date