

WESTconsin Credit Union offers collateral modification assistance to members who are looking to:

- Remove part of the property from the mortgage agreement – Partial Release.
- Permit access to the property by neighbors or utility companies – Easements.
- Lender approval to enroll the property in a Farmland or Forestry Management Program.
- Lender approval for changes to a Condominium Association.

WESTconsin Credit Union is required to individually review each request to follow servicing guidelines set for Fixed Rate Mortgages, Adjustable-Rate Mortgages, and Home Equity Line of Credit loans. Initial considerations may depend on the length of time the loan has been open, along with payment history within the last 12 months.

To help ensure we can process your request as quickly as possible, please provide the following documents to your local WESTconsin Credit Union office or by email to mortgageservicing@westconsincu.org:

- Partial Releases:
 - A copy of the Plat or Survey Map that has been recorded at your local county, showing the planned separation.
 - Each county has different requirements. Contact them or your surveyor for more information.
 - The full legal description of the portion of land to be released.
 - A Letter Report or Ownership & Encumbrances Report on the entire property before the release.
- Easements:
 - A copy of the Plat or Survey Map showing the planned easement location.
 - The full legal description of the property, including the easement.
- Farmland or Forestry Management Program:
 - A copy of the completed application, detailing the impacted areas.
- Changes to the Condominium Association:
 - Copies of documents detailing the proposed changes.
 - Copies of current founding documents to the Association.

Once the above documentation is received, the Mortgage Servicing team will review the request within three business days and contact you to discuss next steps.

While processing the request, we may require:

- An appraisal to obtain certain values in relation to the property. *Costs start at \$475.00.*
- A fee to record the applicable document with the appropriate county. *Costs start at \$35.00.*
- Additional documents based on loan and request type.
- A paydown of the principal loan balance based on loan type and loan-to-value ratio.

Contact the Mortgage Servicing Team with any questions or concerns at mortgageservicing@westconsincu.org or (800) 924-0022 ext. 7200.