

REQUEST FOR FULL RECONVEYANCE

To {title company named on deed of trust}, TRUSTEE:

You are hereby notified that the City of Pleasanton is the legal owner of the Promissory Note for the sum of \$ {amount listed on promissory note}, with interest, secured by that certain Deed of Trust, dated the ___ day of __, 201__, executed by {name of borrower} to {title company}, Trustee, which said Deed of Trust was recorded in the office of the Alameda County Recorder as Instrument Number {instrument number from recorded deed of trust}.

That said Promissory Note, together with all other sums and indebtedness secured by said Deed of Trust, has been fully paid and satisfied; and you are hereby directed, upon presentation to you of said Deed of Trust and the note secured thereby, to release and reconvey, without warranty, all the estate in the premises in said Deed of Trust to you by said instrument granted, unto the parties designated by the terms of said Deed of Trust.

Dated this _____ day of __, 201__.

CITY OF PLEASANTON

Nelson Fialho, City Manager

Attest:

Karen Diaz, City Clerk

Note: City should transmit this document to title company with a copy of the deed of trust and the original promissory note.