

INSTRUCTION FOR OBTAINING ANY LOAN INFORMATION, AN ASSIGNMENT, RECONVEYANCE OR RELEASE OF LIEN FROM FIRSTPLUS FINANCIAL, INC.

Please read carefully. You must follow these instructions. If appropriate, consult with your Title Company or attorney as to compliance with these instructions.

1. To obtain an Assignment, Reconveyance, or Release of Lien from Firstplus Financial, Inc. ("Firstplus"), you must submit a written request along with a fully prepared document, as per guidelines in paragraph 2 thru 11. Send this written request to:

David T. Obergfell
Firstplus Financial, Inc.
c/o Lain, Faulkner & Co., P.C.
400 North Saint Paul Street
Suite 600
Dallas, Texas 75201

2. This written request must contain:
 - Firstplus Loan # (if known)
 - Borrower(s) Name
 - Property Address
 - Social Security Number
3. There is a one time **non-refundable research fee** of \$50.00. Please make **check, money order, or cashier check** payable to "FPFI Creditor Trust". **IF A PERSONAL CHECK IS SENT, IT WILL DELAY THE RETURN OF YOUR REQUEST FOR 10 BUSINESS DAYS.**
4. Included with the written request you will need to submit a prepared assignment, reconveyance, or release that complies with local law requirements. The substance of the release must only be acknowledgement of full payment and release the subject lien. Any other extraneous language will not be approved and Firstplus will not sign the release.
5. **WE WILL NOT FILL OUT THE DOCUMENT FOR YOU.**

We are not a Title Company and are not knowledgeable as to proper form. If we have to guess what you want, we will return the document unsigned.

THE PREPARED DOCUMENT MUST HAVE THE SPACES WHERE YOU WANT SIGNATURES TAGGED WITH INDICATORS, AND THE NAMES ALREADY TYPED IN.

6. Information for the document will be: State of Texas, County of Dallas. Officer signing will be David T. Obergfell, President. Witnesses, if needed, will be provided.

7. You are responsible for an appropriate legal description of the real property for which the release is sought.
8. In order for your documents to be returned you must include a prepared return overnight envelope or a self addressed stamped envelope. Firstplus **WILL NOT** return your documents without the envelope or overnight pack.
9. Firstplus reserves the right to reject any request for a release of lien, for any reason, including but not limited to the fact its records do not show the loan in question was paid, the loan in question was transferred to another institution, or the form is unacceptable to Firstplus. Please do not include extra documents such as title insurance reports or title search reports unless specially ask for. If the loan has been paid off this information will be in our database.
10. If you wish to obtain a release of lien for more than one piece of property, you must submit a separate written request and release form for each item, along with an additional \$50.00 research fee for each additional property.
11. Please note that Firstplus no longer has a staff and **WILL NOT** respond, either in writing or by telephone, to questions concerning the status of any request for release of lien. If Firstplus finds that your request does not comply with the request instructions, your documents will be returned unsigned in the envelope that you provided.
12. Firstplus estimates that the time that it will take to return a signed release of lien form will be 10 business days if request is by overnight and overnight return package is included, 15 business days if by U.S. Postal service.