Reference: Project ID ; Parcel No.

Project Name

Highway ; County

The Wisconsin Department of Transportation is in the process of acquiring right of way in County for the improvement of highway . One of the property owners on the project who will be affected by a land acquisition is . The legal description of the parcel needing to be purchased is attached to the enclosed signed conveyance document.

County records indicate that you are the holder of a mortgage executed by the above-named property owner. The mortgage was recorded in the office of the County Register of Deeds in . We are requesting a partial release of mortgage from your financial institution.

Enclosed are the original and a copy of a Partial Release of Mortgage with a legal description attached; a copy of a executed by in the amount of $; and, a copy of the right of way plat sheet showing the above referenced property and the area that we are purchasing. The original document must be signed and dated in the presence of a notary public. We remind you to type or, using only black, clearly print the names of those persons executing the document.

Please return the executed Partial Release of Mortgage along with a note indicating whether you do or do not wish to be named on the check along with the borrower. A self-addressed, postage-paid envelope is enclosed for your convenience in returning the requested documents. You may retain the other documents for your records. Should you have any questions, you may contact me at .

Sincerely,

Enclosures

|  |
| --- |
| This space is reserved for recording data |
| Return to |
| Parcel Identification Number/Tax Key Number |

**PARTIAL RELEASE OF MORTGAGE**

Wisconsin Department of Transportation

RE1549 07/2014 Ch. 32 Wis. Stats.

The undersigned releases from the lien and operation of a mortgage executed by (Borrower) to (Lender) recorded in the office of the Register of Deeds of County, Wisconsin  of   , only the following portion of the mortgaged real estate in the above-identified county:

LEGAL DESCRIPTION IS ATTACHED AND MADE A PART OF THIS DOCUMENT BY REFERENCE.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The undersigned retains a lien upon the balance of the premises not previously released that is described in said mortgage, and certifies that the undersigned has the right to release said mortgage. | | | | |
| **CORPORATE ACKNOWLEDGEMENT** | |  | **INDIVIDUAL ACKNOWLEDGEMENT** | |
|  | |
| Corporation/Bank Name | | Signature Date | |
|  | |  | |
| Officer Signature Date | | Print Name | |
|  | |  | |
| Print Name and Title | | Signature Date | |
|  | |  | |
| Officer Signature Date | | Print Name | |
|  | |  | |
| Print Name and Title | | Date | |
|  | | | State of )  ) ss.  County )  On the above date, this instrument was acknowledged before me by the named person(s). | |
| Signature, Notary Public, State of Wisconsin | |
|  | |
| Print Name, Notary Public, State of Wisconsin | |
|  | |
| Date Commission Expires | |
|  | Project ID | This instrument was drafted by Wisconsin Department of Transportation | | Parcel No. |