How to fill out Request for Release

Go to https://imperialfund.com/request-for-release/

Step 1. Fill out all the fields:

- **Date**: Enter date of release.
- **Borrower:** Choose code assigned to your company.

Loan Information.

- **Loan Number**: Enter loan number (it should match with number you submitted to Collateral Submission).
- **Name of Borrower:** Enter full name of loan borrower.
- **Original Loan Amount:** Enter original loan amount of the loan.
- **Reason of Release:** Enter reason for release. (Payoff or Foreclosure)

Step 2. Online Signature.

- After filling the form, your Signing person will receive link to HelloSign on email.
  (If you want to change signing person, please let us know.)
- Signed document will automatically return back to Form.

Step 3. Documents Delivery

- After confirmation of release, package with original documents will be sent to you.
- You will receive tracking number and list of documents in the package.