



DIRECTION TO CONVEY

Albany Bank & Trust Company, N.A. ("Albank")  
3400 W. Lawrence Ave.  
Chicago IL 60625  
773-433-1456

DATE: \_\_\_\_\_

TRUST #: \_\_\_\_\_

**As beneficiary/ies and/or holder of Power of Direction under the above referenced trust, I (we) herewith authorize and direct Albank in its capacity as Land Trustee to prepare its Trustee's Deed with the information provided below. The undersigned agree, certify and warrant:**

- 1) The undersigned will indemnify Albank, individually and as Trustee from any loss and save Albank harmless from and against any and every liability, cost and expense arising from the issuance of said deed.
- 2) All beneficiaries of referenced Trust were living on the date this direction was executed and delivered to Albank and they have read and approved its content, including the instruction for proceeds.
- 3) This transaction will be billed in accordance with the most recent fee schedule and, if this is the last parcel in this Trust or if this Trust account has a past due balance, Albank will require payment of all fees on or before the delivery of this deed.
- 4) This document has been made available directly and through the Internet for the purpose of the user completing it without any additions or changes to the preprinted language thereon. In the event any additions or changes are made to the preprinted language they shall not be binding upon Albank in any capacity unless Albank, as Trustee, initials said changes on the original document retained within the original Trust file held at Albank.
- 5) I (we) am (are) of legal age and under no legal disabilities whatsoever. Said representation and warranty is made for the purpose of inducing Albank as Trustee to act upon this Direction.

Date of Trustee's Deed: \_\_\_\_\_

Name of Grantees: \_\_\_\_\_

Individual  Tenants in Common  Joint Tenancy  Tenants by Entirety  Trust to Trust

Grantee's Address: \_\_\_\_\_

WILL THIS TRANSACTION CLOSE THE TRUST?  Yes  No If "No", fees will be billed even though no property remains in trust

Property Address being conveyed: \_\_\_\_\_

Furnish ALTAs  Yes  No

PLEASE ATTACH LEGAL DESCRIPTION RIDER INCLUDING THE PIN AND APPLICABLE SUBJECT TO LANGUAGE, IF ANY

Proceeds Letter payable to: \_\_\_\_\_

**IMPORTANT NOTE: If your existing lender has placed a Collateral Assignment on your Trust, you MUST obtain their WRITTEN consent below BEFORE Albank can act upon this Direction. If your Lender requires proceeds it should be noted in the space provided above.**

**THIS TRANSACTION IS CONSENTED TO BY:**

\_\_\_\_\_

(existing lender)

By: \_\_\_\_\_  
(signature and title of lending officer)

**SIGNATURE OF PARTY(IES) HOLDING POWER OF DIRECTION:**

Print name: \_\_\_\_\_ Sign: \_\_\_\_\_

STATE OF )  
COUNTY OF )

The undersigned Notary Public certifies that \_\_\_\_\_ appeared before me with proper identification or is personally known to me. They(he/she) acknowledged signing this document as their (her/his) own free and voluntary act on \_\_\_\_\_.

Notary Public \_\_\_\_\_

SEAL

Upon completion of the Trustee's Deed, please deliver to:

\_\_\_\_\_  
(name, address and telephone number)

VIA: Regular mail

Overnight delivery (additional cost to beneficiary if return label is not included)

Will be picked up in person by \_\_\_\_\_  
Identification to be shown at pickup

Signature of recipient \_\_\_\_\_

Date: \_\_\_\_\_