

**Email:** [CustomerCare@VMF.com](mailto:CustomerCare@VMF.com)

**Fax:** 865-380-3418

**Mail to:** Attn: Customer Service  
Vanderbilt Mortgage and Finance, Inc.  
PO Box 9800  
Maryville, TN 37802

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

Loan Number: \_\_\_\_\_

To Whom It May Concern:

Please accept this as my letter of authorization for:

Authorize a third-party to verbally access loan information.

Below is a brief description of my request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I acknowledge that the contractual terms of the above referenced loan, must support my request in order for it to be fulfilled.

Sincerely,

Contractual Customer's Signature: \_\_\_\_\_

Contractual Customer's Name (Printed): \_\_\_\_\_

Best Contact Number: \_\_\_\_\_

**NOTE:** Unless otherwise requested below, any mailed documents will be sent to the current mailing address on file.  Request documents be sent to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_