



CUSTOMER'S NAME CHANGE REQUEST

PLEASE PRINT CLEARLY

Instructions to Change Your Name: We received your request and are providing the information requested. Please complete this form then attach a copy of your social security card and a copy of the supporting legal document that reflects the name change (*i.e., marriage certificate, divorce decree, etc.*). In the event your documents become separated from this form, please be sure to **write your loan number on each attached piece of correspondence**. You may send this to us by regular mail, overnight mail, email or Fax (*provided at the bottom of this form*).

Loan #: _____ Date of Request: _____

Customer's **Current** Name: _____

Customer's **Corrected** Name: _____

Address: _____

Home Phone: (____) _____ Work/Other Phone: (____) _____

Reason for Change: Death Marriage Divorce Correct Spelling Other

If other, please explain: _____

FAX: 865-380-3418

EMAIL: customer@vmf.com

REGULAR MAIL

Attn: Customer Service

Vanderbilt Mortgage and Finance, Inc.

PO Box 9800

Maryville, TN 37802

OVERNIGHT MAIL

Attn: Customer Service

Vanderbilt Mortgage and Finance, Inc.

500 Alcoa Trail

Maryville, TN 37804

If you have questions or if we may be of additional service, please contact our office at the following telephone number and time(s):

1-800-970-7250

Monday - Thursday, 8:30 A.M. to 8:00 P.M. (ET)

Friday, 8:30 A.M. to 5:30 P.M. (ET)