

Information

Effective date

August 29, 2008

Use

The *Credit Line Deed of Trust – District of Columbia* (Form 630084) is used to perfect a security interest in real estate located in the District of Columbia. It must be filed in the Office of the D.C. Recorder of Deeds. A credit line deed of trust enables SunTrust to maintain its lien position for existing **and future** advances up to the total amount specified therein and can secure multiple obligations. If only a single note is to be secured, the D.C. Deed of Trust form may be used.

The credit line deed of trust may be completed by the closing attorney using the instructions contained in the attorney instruction letter.

A copy of the credit line deed of trust and the clerk's receipt must be maintained in the collateral file until the original, recorded credit line deed of trust is returned from the Office of the D.C. Recorder of Deeds.

Caution

Cross-collateralization – Any time you are extending credit which is to be secured by an **existing credit line deed of trust** and the transaction is rescindable (a consumer purpose loan secured by Owner-occupied property used as a primary residence), the Rescission Notice must be given. The second box on the Right of Rescission Notice identifying the transaction as “An Additional Credit Transaction” should be used.

The credit line deed of trust CANNOT be used to secure a consumer purpose revolving, open end line of credit. The form contains provisions in violation of federal law governing these types of transactions. The Equity Line Deed of Trust form must be used.

Instructions

The table below shows section names and descriptions for the items required in the Credit Line Deed of Trust – District of Columbia (Form 630084).

Section	Description
Address for return of recorded instrument	Enter the mailing address where the original instrument is to be returned after recordation. For Florida only: the name of the <i>individual</i> who prepared the form must also be entered. <ul style="list-style-type: none"> • Applicable <i>CCSC address</i> if the instrument is to be returned to SunTrust • You may also enter the name and address of a third party, such as the closing attorney. • Or you may enter underlines to be completed by the closing attorney,
SunTrust Bank Address for purpose of legal notice	Enter the applicable <i>CCSC address</i> , adding “ Attention Legal Notices Specialist ”
Consumer dwelling (Heading Implied)	Check the box at the top of the form if the real estate is a consumer’s dwelling.
\$	<i>Maximum amount</i> of credit to be secured (written and numeric).
as of (Heading Implied)	<i>Date</i> the credit line deed of trust is to be effective.
By and among (Heading Implied)	All <i>persons</i> or <i>entities</i> that have an ownership interest in the property are Grantors. Since Grantors will be indexed according to the names listed, names must agree exactly with the names as property is titled. Indicate <i>Grantor’s name</i> and <i>form of ownership</i> . If Grantor is a business, identify the <i>form of business</i> (corporation, partnership, limited liability company, etc.). If the Grantor acquired title in some other name, or uses different permutations of his name, this fact should be noted. <u>Examples:</u> <ul style="list-style-type: none"> • John J. Jones, married, and Peter Smith, unmarried, as joint tenants. • John J. Jones and Mary Jones, husband and wife, as tenants by the entirety. • Jones Plumbing, Inc., a Virginia Corporation.
Address (Heading Implied)	<i>Address</i> of Grantor for purpose of notice.
Trustee (Heading Implied)	<i>Name</i> of person authorized to serve as trustee. <u>Reference:</u> Contact Regional Credit Administration for a list of persons who are qualified to serve as trustees for DC real estate.
Second Trustee (Heading Implied)	<i>Name</i> of second trustee.
Address (Heading Implied)	<i>Street address</i> of the property.
Debtor (Heading Implied)	<i>Name(s)</i> of all Borrower(s) whose debt is to be secured by the Credit Line Deed of Trust.
Obligations (Heading Implied)	<i>Description</i> of current indebtedness and other existing indebtedness to be secured. <u>Example:</u> Note in the name of ABC Inc. in the amount of \$1,000,000 dated January 21, 2002.
2	Determine lien position.

Section	Description								
	<table border="1" data-bbox="509 254 1338 417"> <thead> <tr> <th data-bbox="509 254 748 289">CHECK the...</th> <th data-bbox="748 254 1338 289">IF the credit line deed of trust is....</th> </tr> </thead> <tbody> <tr> <td data-bbox="509 289 748 321">first box</td> <td data-bbox="748 289 1338 321">a first lien.</td> </tr> <tr> <td data-bbox="509 321 748 352">second box</td> <td data-bbox="748 321 1338 352">a second lien.</td> </tr> <tr> <td data-bbox="509 352 748 417">third box</td> <td data-bbox="748 352 1338 417">neither a first nor second lien, and indicate lien position.</td> </tr> </tbody> </table>	CHECK the...	IF the credit line deed of trust is....	first box	a first lien.	second box	a second lien.	third box	neither a first nor second lien, and indicate lien position.
CHECK the...	IF the credit line deed of trust is....								
first box	a first lien.								
second box	a second lien.								
third box	neither a first nor second lien, and indicate lien position.								
23	Check the box if a condominium, PUD, or other rider is attached and identify the type of rider.								
Signature(s) of Grantor(s)	<i>Signature</i> of all parties with an ownership interest in the property. Note: The names as typed or printed must agree exactly with the names shown as "Grantor" on page 1.								
If Grantor is a corporation (Heading Implied)	If one (1) of the Grantors is a corporation, the corporation must appoint an attorney-in-fact to execute the deed of trust.								
Acknowledgements	All signatures must be notarized.								
Exhibit A	Reference the attached deed of trust by specifying: <ul style="list-style-type: none"> • the <i>date</i> of the credit line deed of trust, • the <i>name(s)</i> of the Grantor(s), and • a full <i>legal description</i> of the real estate. 								