

Information

Effective date

September 08, 2009

Use

The *Deed of Trust – DC* (Form 630093) 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 Recorder of Deeds. The Deed of Trust may be used whenever a loan is secured by real property located in the District and the property is being pledged to secure a single fully funded note, and modifications, extensions, and renewals of the note, as long as no new money is advanced.

A Credit Line Deed of Trust (Form 630084) should be used if SunTrust intends to secure multiple credit transactions or a revolving line of credit or a loan with future advances.

A copy of the 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 Recorder of Deeds.

Instructions

The table below shows section names and descriptions for the items required in the Deed of Trust – DC (Form 630093).

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 ”
as of (Heading Implied)	<i>Date</i> the deed of trust is to be effective.
By and among (Heading Implied)	All <i>persons</i> or <i>entities</i> which have an ownership interest in the property are Grantors. Indicate <i>Grantor's name</i> exactly as Grantor holds title. Note: Questions regarding identification of Grantors should be referred to counsel.
Address (Heading Implied)	<i>Address</i> of Grantor.
Trustee (Heading Implied)	<i>Name</i> of person authorized to serve as Trustee.

Section	Description								
	Reference: Contact Regional Credit Administration for a list of persons who are qualified to serve as trustees.								
Second Trustee (Heading Implied)	<i>Name</i> of second person authorized to serve as Trustee.								
Address (Heading Implied)	<i>Street address</i> of the property, or short <i>legal description</i> if property does not have a street address.								
Borrowers (Heading Implied)	<i>Names</i> of all Borrowers on the note to be secured.								
amount of (Heading Implied)	<i>Total amount</i> of note to be secured (written and numeric).								
dated (Heading Implied)	<i>Date</i> of note to be secured.								
2	Determine lien position. <table border="1" data-bbox="529 663 1170 856" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th data-bbox="529 663 764 726">CHECK the...</th> <th data-bbox="764 663 1170 726">IF the credit line deed of trust is....</th> </tr> </thead> <tbody> <tr> <td data-bbox="529 726 764 758">first box</td> <td data-bbox="764 726 1170 758">a first lien.</td> </tr> <tr> <td data-bbox="529 758 764 789">second box</td> <td data-bbox="764 758 1170 789">a second lien.</td> </tr> <tr> <td data-bbox="529 789 764 856">third box</td> <td data-bbox="764 789 1170 856">neither a first nor second lien; 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; 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; indicate lien position.								
24	Check the box if a condominium, PUD, or other rider is attached. Indicate the type of rider.								
Signature(s) of Grantor(s)	<i>Signature</i> of all persons or entities with an ownership interest in the property. Note: The names as typed or printed must agree exactly with the names shown as "Grantor" in page 1.								
If Grantor is a corporation (Heading Implied)	If the Grantor is a corporation, an attorney-in-fact must be appointed on behalf of the corporation and the following information provided: <ul style="list-style-type: none"> • <i>Name</i> of the corporation, • <i>Date</i> of deed of trust, • <i>Name</i> and <i>title</i> of the officer of the corporation who is appointed attorney-in-fact, • <i>Name of the Officer</i> of the corporation who will affix the corporate seal, • <i>Title</i> of the officer of the corporation who will affix the corporate seal, • <i>Individual</i> named attorney-in-fact, • <i>Signature</i> of the officer of the corporation who will affix the corporate seal, (the corporate seal must be affixed), • <i>Name</i> of the corporation, and • <i>Signature</i> of the individual named attorney-in-fact. 								
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 deed of trust, • the <i>name(s)</i> of the Grantor(s) as entered on page 1, and • a full <i>legal description</i> of the real estate, including the being clause if available. 								