



# PAYOFF STATEMENT REQUEST

Complete and submit the form to the attention of Monica Johnson at [monica.johnson@houstontx.gov](mailto:monica.johnson@houstontx.gov). Please be aware, failure to submit all required materials may delay or prevent the processing of your request. All requests are processed in the order in which they are received. If you need assistance, please call a representative in the Single Family Loan Servicing section at **713-868-8300** between the hours of **9 A.M. and 4 P.M.** or visit us at <http://www.houstontx.gov/housing/complianceandmonitoring.html>.

## Requestor Information

Date of Request: \_\_\_\_\_  
Name (Last, First): \_\_\_\_\_ Firm: \_\_\_\_\_  
Email address: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext# \_\_\_\_\_  
Comment(s): \_\_\_\_\_

## Homeowner's Information and Property Information

Last/First Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date subsidy was received (Year): \_\_\_\_\_  
Property Address: \_\_\_\_\_

## Method of Delivery

Payoff Statements are sent via email. However, Releases of Liens are not emailed, sent via regular or certified mail.

Preferred method of delivery (check one):

- Overnight delivery (attach an air bill label)  Pick up in person  Courier pick up

## Reason for Request

Check one or more of the following:

- Sale of the property  Short sale  Refinance  Payoff not due to sale of property  
 Other \_\_\_\_\_

Attach the indicated supporting documents:  
(The request will not be processed until all items are received.)

- Homeowner's authorization must be in writing and must authorize:  
• disclosure of payoff figures to the requestor and release the original Release of Lien to the requestor for recording  
• disclosure of proof of residency, Earnest Money Contract, appraisal, and HUD-1  
 For proof of residency, submit the following items:  
• copy of homeowner(s) driver's license(s)  
• last month's water and light bill  
 \*Copy of the fully executed Earnest Money Contract with all attachments  
 Appraisal issued to the proposed buyer's (name that appears on the earnest money contract) lender  
 Settlement Statement (HUD-1) which must include all closing costs, lender fees, and the payoff amount to the 1<sup>st</sup> lien holder(s). Do not include any payoff figures for the City's lien.  
• A preliminary HUD-1 will only be accepted if a HOME recapture formula is not outlined in the Note.

\*N/A for refinance

## SFLS USE ONLY

Staff member's initials: \_\_\_\_\_ Date submitted for signature: \_\_\_\_\_  
Date request was received: \_\_\_\_\_ Due date to the requestor: \_\_\_\_\_

What type of subsidy assistance did the homeowner(s) receive?

- Home Repair  Home Replacement  Down Payment Assistance

Attached is/are the following item(s):

- Note  Recorded Deed of Trust/lien  Terms and Conditions  HUD-1  Homebuyer Set Up & Completion Form  
 Lien date prior 2009  Lien date on or after 2009

Comments: \_\_\_\_\_