



CITY OF HOUSTON

Executive Order

Subject: **Release of Housing and Community Development Liens**

E.O. No:

1-10 Revised

Effective Date:

10/15/2010

1. AUTHORITY

1.1 Article VI, Section 7a, of the City Charter of the City of Houston.

2. PURPOSE

2.1 Expedite the handling of releases of City liens originating from the City's Housing and Community Development Department (HCD).

3. SCOPE

3.1 This directive applies to liens held by the City on residences owned by persons who have received funds from the City to acquire or improve their residences under programs administered by HCD.

4. RESPONSIBILITIES

4.1 The Director of HCD or designee is responsible for:

4.1.1 Establishing mechanisms for ensuring that an assisted homeowner has satisfied all terms and condition of the program under which he or she received financial assistance;

4.1.2 Executing, before a Notary Public, releases of liens held on residences owned by persons who have received funds from the City to acquire or improve their residences under the programs administered by HCD and who have satisfied all terms and conditions of the program under which they received financial assistance;

4.1.3 Preparing forms approved by the City Attorney, releases of liens held on residences owned by persons who have received funds from the City to acquire or improve their residences under the programs administered by HCD, and have satisfied all terms and conditions of the program under which they received financial assistance as determined by the Director of HCD or designee, and have requested a release of lien.

4.1.4 Causing the releases of lien executed pursuant to this Executive Order to be recorded by HCD personnel, or, upon request of assisted homeowner, ensure that each such executed release of lien is provided to said homeowner and/or appropriate title company to be recorded by said homeowner or title company.

Approved:

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5. PROCEDURES

- 5.1 Upon determination by HCD that an assisted homeowner has satisfied all terms and conditions of the program under which he/she received financial assistance from HCD, the Director of HCD or designee is authorized and empowered to execute a release of lien on behalf of the City. Such release of lien shall be acknowledged by a notary public licensed in the State of Texas in a form suitable for recording in the Real Property Records of the applicable county.