



PAYOFF STATEMENT REQUEST

Complete and submit the form to the attention of **Monica Johnson** at monica.johnson@houstontx.gov and copy laura.serrano@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 **832.394.6185** or **832.394.6241**.

Requestor Information

Date of Request: _____

Name (Last, First): _____ Firm: _____

Email address: _____ Phone: _____

Comment(s): _____

Homeowner's Information and Property Information

Last/First Name: _____

Phone: _____ Date subsidy was received (Year): _____

Property Address: _____

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 _____

Supporting Documentation

Attach the indicated supporting documents:

(The request will not be accepted until all items are received. HCDD reserves the right to request additional supporting documentation.)

- ☐ Copy of death certified for any homeowner, if applicable.
- ☐ Homeowner's authorization must be in writing and must authorize:
 - disclosure and release of payoff figures to the requestor
 - disclosure of proof of residency, Earnest Money Contract, appraisal, and HUD-1 (if applicable)
- ☐ 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 lender
- ☐ Closing Disclosure
 - include all closing costs, lender fees and payoff amount to the other lien holder(s)
 - Do not include the City's payoff (lien) amount
 - A preliminary Closing Disclosure will only be accepted, as long as the seller's closing costs have been included.

Authorization

An authorization is required by the homeowner/s. Please free to use the authorization below or you may submit your own authorization.

I/We, _____, certify that I/we am/are the homeowner/s of the property. I/we hereby authorize the following person(s) and/or company to obtain information related to my account(s) to: _____.

(Please print or type name(s) of authorized person(s) or name of firm)

I/We authorize Housing and Community Development Department (HCDD) to release said information to the authorized individual(s) or firm. I/We understand that I/we may revoke this authorization at any time before any information is disclosed, in writing, by mail, verbally, by fax or e-mail.

Signed: _____ Date: _____

Delivery Options

Payoff Statements are sent via email. For the Release of Lien, please select from the one of the following delivery methods (check one):

- ☐ Overnight delivery (attach an* **air bill** label) ☐ Courier pick up
- *For UPS air bills, UPS **does not** have a drop box in the premises of our building. After notification has been provided that the Release of Lien is ready for pick-up, you must call UPS to schedule a delivery pickup. The City is not an authorize user on the requestor's account and cannot schedule a UPS pickup.