



PAYOFF STATEMENT REQUEST

[Title Company Use Only]

Complete and submit the form to HCDDLloanServicing@houstontx.gov. Please be aware, failure to submit all required documents will delay or prevent the processing of your request. All requests are processed in the order in which they are received. If you need additional assistance, please call (832) 394-6200, extension #2.

Requestor Information

Date of Request: _____ Firm: _____

Name (Last, First): _____ Phone: _____

Email address: _____

Homeowner's Information and Property Information

First/Last Name/s: _____ Phone: _____

Property Address: _____

Year lien filed: _____

Reason for the Request

Check one or more of the following:

Sale of the property Short sale Refinance Other: _____

Supporting Documentation

The request will not be processed until **ALL** documents have been received. HCDD reserves the right to request additional supporting documentation.

Required Supporting Documents

- Homeowner's authorization must be in writing and must authorize:
- Proof of residency - please submit the following items:
 - Copy of homeowner(s) driver's license(s)
 - Last month's water bill
 - Last month's electric bill
- Seller's Pre-Closing Information
- Closing Disclosure
 - Include all closing costs, 1st lien payoff, lender fees, closing costs and payoffs to other lien holder(s)
 - A preliminary Closing Disclosure will be accepted if the sellers' closing costs have been included
 - Do not include the City's payoff (lien) amount

Supplement Documents (must be submitted only upon request)

- Appraisal issued to the proposed buyer's lender
- Copy of the fully executed Earnest Money Contract with all attachments
- Title Commitment

Authorization

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 email.

Signature 1: _____ Signature 2: _____ Date: _____

Delivery Options

Payoff Statements are sent via email. For the **Release of Lien**, please select and **provide** one of the following:

Overnight Delivery (attach FedEx air bill label) Courier pick-up Other: _____